



# Burglar & Fire Alarm Maintenance and Monitoring S5Z60530

Issued by: **CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT**  
Required by: **Various Departments**

**Pre-Bid Meeting Date:** September 24, 2014  
**Bid Opening Date:** October 8, 2014  
**Bid Opening Time:** 10:30 AM Philadelphia Local Time  
**Location for Bid Opening:** MUNICIPAL SERVICES BUILDING - ROOM 170A  
1401 JFK BOULEVARD, PHILADELPHIA PA 19102  
**Buyer:** T. Vinson  
**Spec. Writer:** J. Washington

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

BIDDER AGREES TO COMPLY WITH ALL CONDITIONS OF THIS BID. UNSIGNED BIDS WILL NOT BE ACCEPTED. BIDDER MUST COMPLETE THE INFORMATION BELOW:

## Bid is Best and Good Faith Efforts.

NAME AND ADDRESS OF FIRM:

FEDERAL EIN/SOCIAL SECURITY NUMBER:

### GENERAL INFORMATION

This Invitation and 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 and Bid and Contract.

### BID QUESTIONS

All questions concerning this Invitation and Bid, including specifications and conditions, must be presented prior to the bid opening date and time. Contact the Procurement Department Customer Service Unit by emailing [Bid.Info@phila.gov](mailto:Bid.Info@phila.gov) or by calling (215) 686-4720 with questions.

### **FOR PROCUREMENT USE ONLY. DO NOT MAKE ANY MARKS IN THIS BOX.**

Bid Security Fee Yes No Method (if paid with bid) \_\_\_\_\_ Check or M/O # \_\_\_\_\_  
Bid Processing Fee Yes No Method \_\_\_\_\_ Check or M/O # \_\_\_\_\_

Hugh Ortman  
Procurement Commissioner

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**SECTION 1: GENERAL BID SUBMISSION**

**1.1 TITLE: MAINTENANCE & MONITORING OF BURGLAR AND FIRE ALARM SYSTEMS**

**SCHEDULE NO: 152-03**

**1.2 CONTRACT TERM:** 12-01-2014 to 11-30-2015 (“Initial Term”), with an option to renew for up to two (2) additional one (1 ) year periods, plus 10 months (“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. Further, the City may, at its sole discretion renew the contract for up to three (3) months after all renewal periods have expired, in order to prevent a lapse in coverage until a new contract is in place.

1.2.1 The City shall exercise such sole option to renew the Contract Term by issuing a letter (the “Renewal Notice”) notifying the successful bidder 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 successful bidder 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 successful bidder has agreed, verbally or in writing, to such renewal of the Contract term.

1.2.2 If an individual Performance Bond and/or Payment Bond is required under this Invitation and Bid, such bond(s) shall be and remain in full force and effect throughout the Initial Term, all Renewal Terms, any Additional Performance Period, and the period of any unexpired warranty provided or required under the Contract, without notice of Contract renewal by the City to the surety or the consent of the surety thereto. It is the sole responsibility of the successful bidder 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 Paragraph 19, Default and Termination, of the attached SS&E Terms and Conditions of Bidding and Contract.

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### 1.3 **CONTRACT TYPE: REQUIREMENTS**

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

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

Materials 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 an award involving following fiscal years' funds until such orders are issued.

The obligation to deliver on such purchase orders shall not take effect until the orders are issued. To simplify the contract procedure, however, the successful bidder(s) may be required to furnish an individual Performance Bond in addition to a Performance Security Fee to cover units awarded to them.

### 1.4 **METHODOLOGY OF ACQUISITION: PURCHASE ONLY.**

### 1.5 **STATEMENT OF DIRECTION:**

It is the intent of the City of Philadelphia to make an award for **Maintenance & Monitoring of Burglar and Fire Alarm Systems** for the various City agencies and departments as specified herein during the contract period.

### 1.6 **BID SECURITY**

1.6.1 In order to be an eligible Services, Supplies and Equipment bidder, all SS&E bidders must be enrolled in the City's New Annual Bid Security Program. The program covers the time period from **July 1, 2014 - June 30, 2015.**

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All bidders must complete the registration form and pay the **non-refundable** Annual Bid Security Program fee of one hundred dollars (**\$100.00**) payable to the order of the “The City of Philadelphia”. The fee must be submitted in the form of a company check, certified check, cashier’s check, treasurer’s check, bank money order, or United States postal money order. The fee should be submitted, under separate cover, to the attention of “**Annual Bid Security Program**” at least one day prior to the first bid that the bidder wants covered under the program. If the bidder chooses to submit the completed registration form and payment for the Annual Bid Security Program with their bid, **company checks will not be accepted** and the payment **MUST** be in the form of a **non-refundable certified check, cashier’s check, treasurer’s check, bank money order, or United States postal money order** in the amount of one hundred dollars (**\$100.00**) made payable to “The City of Philadelphia”. Enrollment and payment of the Annual Bid Security Program must be completed in order to be eligible for award in accordance with Paragraph 2 of the “Services, Supplies, and Equipment (SS&E) Terms and Conditions of Bidding and Contract”.

**1.7 BID INFORMATION:**

- 1.7.1 All information related to this bid will be contained in this Invitation and Bid as issued or amended.
- 1.7.2 Information provided verbally by any City official shall not be binding, relevant, or in any way considered to be a commitment by the City. The City will provide, in writing, any clarifications, changes, and/or other information deemed to be necessary.

**1.8 BID SUBMISSION:**

- 1.8.1 All bids submitted to the City of Philadelphia must adhere to all bid submission requirements. It is the bidder’s responsibility to ensure all bid submission requirements are met. Failure to adhere to these instructions may result in the bid being disqualified.
- 1.8.2 Advertised sealed bids shall be received and opened publicly at 10:30 AM Philadelphia local time in Room #170A, 1<sup>st</sup> Floor of the Municipal Services Building, located at 1401 JFK Boulevard, Philadelphia, Pennsylvania 19102, on the bid opening date.

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- 1.8.3 Bidders must submit their bid to the City of Philadelphia **no later than 10:30 AM** on the date that the bid opens. **BIDS MUST BE PLACED IN THE BID BOX** (slot located outside of Room 170A) prior to the bid opening. Bids that are not in the bid box prior to the bid opening may be disqualified.
- 1.8.4 It is the bidder's responsibility to ensure that the bid is submitted in a timely manner and placed in the bid box prior to the bid opening. If the bid is being sent by courier or mailed, it is recommended that the bid be sent early. The bid should arrive at least one business day before the bid opens to ensure timely receipt.
- 1.8.5 All bids **must** be placed in a **sealed** envelope. **The Bid Number, Opening Date and Company Name MUST be clearly labeled on the envelope.** If the bid is being delivered by courier or express mail, the bid **must** be in a **separate** sealed envelope inside the courier's envelope or express mail packaging. This is to ensure that all bids conform to the sealed bid process of the City of Philadelphia. Failure to do so may result in the bid being disqualified.
- 1.8.6 Bidder's bid should be complete and include ALL information required as described in the various sections of the bid specifications. All pricing must be completed on the forms provided and must be in **ink or typed**. The bid must be complete as to required bid signatures and corporate seal, and fully accept the terms and conditions contained in the bid.
- 1.8.7 **BID PROCESSING FEE:**  
All bidders **MUST** submit with their bid a non-refundable company check, certified check, cashier's check, treasurer's check, bank money order, or United States postal money order to the order of the "The City of Philadelphia" in the amount of twenty-five dollars (\$25.00) to cover the bid processing fee in accordance with Paragraph 3 of the "SS&E Terms and Conditions of Bidding and Contract". Failure to submit the bid processing fee may result in disqualification from bidding.

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1.8.8 **LOCAL BIDDING PREFERENCE**

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 local bid preference<sup>1</sup>. In order to determine eligibility to receive the 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 which certification is incorporated into any contract resulting from this bid:

“Throughout the entirety of the contract, my company or my LBE certified subcontractor(s)<sup>2</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 LBE certified 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.”

If the Procurement Commissioner determines that the awarded bidder fails to comply with its certification at any time during the term of its contract, the awarded bidder’s LBE certification will be revoked and the awarded bidder shall be deemed in substantial breach of such contract, shall be required to pay liquidated damages of 10% of the awarded contract amount, and may be debarred by the Procurement Commissioner in accordance with the Procurement Department Debarment Regulation for a period up to three years.

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.

<sup>1</sup> For applicable bids of One Million Dollars or less, the preference is ten percent (10%); for all other applicable bids the preference is five percent (5%).

<sup>2</sup> If the Bidder relies upon LBE 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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1.8.9 **CONTACT PERSON(S):**

**PRE-AWARD:**

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

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

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

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

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

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

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

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

**POST-AWARD:**

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

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

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

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

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

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

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

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1.8.10 **BID QUESTIONS OR PROBLEMS**

In preparing the bid response, should any bidder need clarification on the bid requirements, identify a discrepancy in the specifications, determine that a specified product has been discontinued or an alternate procedure is advised, etc.; then the bidder is **STRONGLY** encouraged to bring these issues to the attention of the Procurement Department prior to the bid opening by emailing [bid.info@phila.gov](mailto:bid.info@phila.gov), or by addressing a letter or fax (fax # 215-686-4727) to the Buyer. **Questions, whether written 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.** The City will respond to questions it considers appropriate to this Invitation and Bid and of interest to all bidders, but reserves the right, in its discretion, not to respond to any question. The City reserves the right, in its discretion, to revise questions. No oral response to any bidder question by any City employee or agent shall be binding on the City or in any way considered to be a commitment by the City.

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 Invitation and Bid and in accordance with the specifications and requirements listed in this Invitation and Bid.

1.9 **BIDDER QUALIFICATION:**

1.9.1 All bidders must be a bona fide manufacturer of, or dealer in, the article or service specified within the bid. To demonstrate this, bidders should submit the following reference information with their bid. References provided should be pertinent to the commodity or service requested in this Invitation and Bid; and demonstrate the 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.

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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:	_____	_____	_____
Email:	_____	_____	_____
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:	_____	_____	_____
Email:	_____	_____	_____
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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**1.10 NON-MANDATORY PRE-BID MEETING:**

A NON-MANDATORY PRE-BID MEETING for all interested parties will be held on September 24, 2014 at 12:00 PM in the Municipal Services Building, 1401 John F Kennedy Blvd, Room 170, Phila, Pa 19102

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 not a requirement for bidding.

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

**1.11 MANDATORY SITE INSPECTION:**

Bidder is responsible for examining prior to bid submission, in detail the site(s) of the work to be done, shall acquaint himself with conditions affecting the work, and if applicable, shall take his own measurements for which he will be held responsible. The bid shall be prepared with due regard to the conditions existing at the site(s) of the work.

Attendance at the site is Mandatory. Failure to submit a signed Certification of Site Visit form will disqualify bidder. (See "Certification of Site Visit" form below)

1.11.1 Bidders will be required to perform pre-bid Site Inspections of all locations, as Listed immediately below. Vendor must duplicate the form as needed and have a Site Visit Form signed and completed at each location and submitted with the Bid. During this inspection, it is required that any Fire or Burglar alarm discrepancies be documented and brought to the attention of Mitch Partovi, Free Library Engineering Spec. and Contract Manager, Dennis Wilde, Sanitation Division, Lynne Salayda, Streets/Highway Administrative Officer, Kim Rhone, Philadelphia International Airport, Lieutenant Brian Booth, Pennsylvania Urban Search and Rescue Task Force, Lisa Whittle, Park and Recreation Cost estimates of discrepancies should be made available at the scheduled Non-Mandatory Pre-Bid Meeting.

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**MANDATORY SITE VISIT CERTIFICATION**

**BID NO. S5Z60530**

**TO BE SUBMITTED WITH BID PACKAGE**

Vendor must contact **the person listed on the below listed Summer Branch Schedule**, to make arrangements to visit all sites for **The Free Library of Philadelphia**. This form **MUST** be signed and dated by a representative of **The Free Library of Philadelphia** to certify that the below vendor inspected the area as per specifications.

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

<b>Location</b>	<b>Phone</b>	<b>Address</b>	<b>Mon/ Wed</b>	<b>Tue/ Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
Andorra Branch	215-685-2552	705 East Cathedral Road	10-5	12-8	10-5	X	X
Bushrod Branch	215-685-1471	6304 Castor Avenue	10-5	12-8	10-5	X	X
Bustleton Branch	215-685-0472	10199 Bustleton Avenue	10-5	1-9	10-5	X	X
<b>Cecil B. Moore Branch</b>	<b>215-685-2766</b>	<b>2320 Cecil B. Moore Avenue</b>	<b>10-6</b>	<b>10-5</b>	<b>10-5</b>	<b>X</b>	<b>X</b>
Chestnut Hill Branch	215-685-9290	8711 Germantown Avenue	1-9	10-5	10-5	X	X
Blanche A. Nixon/Cobbs	215-685-1973	5800 Cobbs Creek Parkway	12-8	10-5	10-5	X	X
Thomas F. Donatucci, Sr. Branch	215-685-1755	1935 Shunk Street	10-5	12-8	10-5	X	X
Charles L. Durham Branch	215-685-7436	3320 Haverford Avenue	11-7	10-5	10-5	X	X
Eastwick Branch	215-685-4170	2851 Island Avenue	12-8	10-5	10-5	X	X
Falls of Schuylkill Branch	215-685-2093	3501 Midvale Avenue	12-8	10-5	10-5	X	X
Fumo Family Branch	215-685-1758	2437 South Broad Street	12-8	10-5	10-5	X	X
Fox Chase Branch	215-685-0547	501 Rhawn Street	1-9	10-5	10-5	X	X

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Location	Phone	Address	Mon/ Wed	Tue/ Thurs	Fri	Sat	Sun
Frankford Branch	215-685-1473	4634 Franford Avenue	11-7	10-5	10-5	X	X
Fishtown Community Branch	215-685-9990	1217 East Montgomery Ave	10-5	12-8	10-5	X	X
Greater Olney Branch	215-685-2846	5501 North 5th Street	12-8	10-5	10-5	X	X
Haddington Branch	215-685-1970	446 North 65th Street	10-5	11-7	10-5	X	X
Haverford Branch	215-685-1964	5543 Haverford Avenue	12-8	10-5	10-5	X	X
Holmesburg Branch	215-685-8756	7810 Frankford Avenue	12-8	10-5	10-5	X	X
Independence Branch	215-685-1633	18 S. 7th Street	12-8	10-5	10-5	X	X
Katharine Drexel Branch	215-685-9383	11099 Knights Road	12-8	10-5	10-5	X	X
<b>Kensington Branch</b>	<b>215-685- 9996</b>	<b>104 West Dauphin Street</b>	<b>10-6</b>	<b>10-5</b>	<b>10-5</b>	<b>X</b>	<b>X</b>
Kingsessing Branch	215-685-2690	1201 South 51st Street	10-5	11-7	10-5	X	X
Lawncrest Branch	215-685-0549	6098 Rising Sun Avenue	10-5	12-8	10-5	X	X
<b>Lillian Marrero Branch</b>	<b>215-685- 9794</b>	<b>601 West Lehigh Avenue</b>	<b>11-7</b>	<b>10-5</b>	<b>10-5</b>	<b>X</b>	<b>X</b>
Logan Branch	215-685-9156	1333 Wagner Avenue	10-5	12-8	10-5	X	X
Lovett Branch	215-685-2095	6945 Germantown Avenue	1-9	10-5	10-5	X	X
<b>McPherson Square Branch</b>	<b>215-685- 9994</b>	<b>601 East Indiana Avenue</b>	<b>10-6</b>	<b>10-5</b>	<b>10-5</b>	<b>X</b>	<b>X</b>
Nicetown-Tioga Branch	215-685-9790	3720 North Broad Street	10-5	10-6	10-5	X	X
Oak Lane Branch	215-685-2848	6614 North 12th Street	12-8	10-5	10-5	X	X
David Cohen Ogontz Branch	215-685-3566	6017 Ogontz Avenue	12-8	10-5	10-5	X	X
Overbrook Park Branch	215-685-0182	7422 Haverford Avenue	10-5	11-7	10-5	X	X
Paschalville Branch	215-685-2662	6942 Woodland Avenue	10-5	11-7	10-5	X	X

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Location	Phone	Address	Mon/ Wed	Tue/ Thurs	Fri	Sat	Sun	
Philadelphia City Institute Branch	215-685-6621	1905 Locust Street	12-8	10-5	10-5	X	X	
Queen Memorial Branch	215-685-1899	1201 South 23rd Street	10-6	10-5	10-5	X	X	
<b>Ramonita de Rodriguez Br</b>	<b>215-686-1768</b>	<b>600 West Girard Avenue</b>	<b>12-8</b>	<b>10-5</b>	<b>10-5</b>	<b>X</b>	<b>X</b>	
Richmond Branch	215-685-9992	2987 Almond Street	10-5	12-8	10-5	X	X	
Roxborough Branch	215-685-2550	6245 Ridge Avenue	12-8	10-5	10-5	X	X	
Charles Santore Branch	215-686-1766	932 South 7th Street	12-8	10-5	10-5	X	X	
<b>South Philadelphia Branch</b>	<b>215-685-1866</b>	<b>1700 South Broad Street</b>	<b>CLOSED</b>					
Tacony Branch	215-685-8755	6742 Torresdale Avenue	12-8	10-5	10-5	X	X	
Torresdale Branch	215-685-0494	3079 Holme Avenue	12-8	10-5	10-5	X	X	
Wadsworth Branch	215-685-9293	1500 Wadsworth Avenue	12-8	10-5	10-5	X	X	
Walnut Street West Branch	215-685-7671	201 South 40th Street	12-8	10-5	10-5	X	X	
Welsh Road Branch	215-685-0498	9233 Roosevelt Boulevard	12-8	10-5	10-5	X	X	
Whitman Branch	215-685-1754	200 Snyder Avenue	12-8	10-5	10-5	X	X	
<b>Widener Branch</b>	<b>215-685-9799</b>	<b>2808 West Lehigh Avenue</b>	<b>10-6</b>	<b>10-5</b>	<b>10-5</b>	<b>X</b>	<b>X</b>	
West Oak Lane Branch	215-685-2843	2000 Washington Lane	10-5	12-8	10-5	X	X	
Wynnefield Branch	215-685-0298	5325 Overbrook Avenue	12-8	10-5	10-5	X	X	
Wyoming Branch	215-685-9158	231 East Wyoming Avenue	12-8	10-5	10-5	X	X	

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Regionals	Phone	Address	Mon	Tues/ Wed	Thurs/ Fri	Sat	Sun
<b>Lucien E. Blackwell / West Regional</b>	<b>215-685-7424</b>	<b>125 South 52nd Street</b>	<b>X</b>	<b>12-8</b>	<b>10-5</b>	<b>X</b>	<b>X</b>
<b>Joseph E. Coleman / NW Regional</b>	<b>215-685-2150</b>	<b>68 West Cheltenham Avenue</b>	<b>X</b>	<b>12-8</b>	<b>10-5</b>	<b>X</b>	<b>X</b>
<b>Northeast Regional Library</b>	<b>215-685-0522</b>	<b>2228 Cottman Avenue</b>	<b>X</b>	<b>1-9</b>	<b>10-5</b>	<b>X</b>	<b>X</b>

1. Northeast Regional  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
  
2. Joseph E. Coleman, Northwest Regional  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
  
3. Lucien E. Blackwell, West Philadelphia Regional  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
  
4. Andorra Branch,  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
  
5. Blanche A. Nixon Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
  
6. Bushrod Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
  
7. Bustleton Avenue Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
  
8. Cecil B. Moore Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee

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9. Charles L. Durham Branch  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Mitch Partovi or designee
10. Charles Santore Branch  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Mitch Partovi or designee
11. Chestnut Hill Branch  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Mitch Partovi or designee
12. Eastwick Branch  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Mitch Partovi or designee
13. Falls of Schuylkill  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Mitch Partovi or designee
14. Fishtown Community  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Mitch Partovi or designee
15. Fox Chase Branch  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Mitch Partovi or designee
16. Frankford Branch  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Mitch Partovi or designee
17. Fumo Family Branch  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Mitch Partovi or designee
18. Greater Olney  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Mitch Partovi or designee

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19. Haddington Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
20. Haverford Avenue Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
21. Holmesburg Branch  
 Signature : \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
22. Independence Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
23. Katherine Drexel Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
24. Kensington Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
25. Kingsessing Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
26. Lawncrest Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
27. Lehigh Avenue Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
28. Logan Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee

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29. Lovett Memorial Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
30. McPherson Square Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
31. Nicetown-Tioga Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
32. Oak Lane Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
33. Ogontz Avenue Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
34. Overbrook Park Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
35. Paschalville Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
36. Philadelphia City Institute  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
37. Queen Memorial Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
38. Ramonita de Rodriguez Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
39. Richmond Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee

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40. Roxborough Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
41. Library Warehouse-burglar alarm only  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
42. Tacony Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
43. Thomas F. Donatucci, Dr. Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
44. Torresdale Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
45. Wadsworth Avenue Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
46. Walnut St. West Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
47. Welsh Rd. Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
48. West Oak Lane Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
49. Whitman Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
50. Widener Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee

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51. Wynnefield Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
  
52. Wyoming Branch  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
  
53. Mayor's Office of Community Relations  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
  
54. 19<sup>th</sup> Street Annex  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
  
55. 20<sup>th</sup> Street Annex  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
  
56. Library Trailer  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee
  
57. Central Library  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mitch Partovi or designee

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**MANDATORY SITE VISIT CERTIFICATION**

**BID NO. S5Z60530**

**TO BE SUBMITTED WITH BID PACKAGE**

Vendor must contact **Dennis Wilde** at **215-239-4173**, to make arrangements to visit the site for **Streets' Department**. This form **MUST** be signed and dated by a representative of **Streets Department** to certify that the below vendor inspected the area as per specifications.

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

**FACILITIES MANAGEMENT**

1. Construction and Facilities Management  
4910 Botanic Avenue

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Dennis Wilde or designee

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**MANDATORY SITE VISIT CERTIFICATION**

**BID NO. S5Z60530**

**TO BE SUBMITTED WITH BID PACKAGE**

All interested bidders are requested to meet at the locations on the dates and at the times listed below. This form **MUST** be signed and dated by a representative of **The Philadelphia Streets/Highway Divisions** to certify that the below vendor inspected the area as per specifications.

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

**STREETS/HIGHWAY DIVISION**

Monday, September 15, 2014 - 10:00 AM

Bridge Maintenance - Whitaker & Luzerne - contact Dave Lawrence, 215-685-9825

Sugar Shack - Whitaker & Luzerne - contact Steve DeShields, 215-685-9821

5th Highway Office - Whitaker & Luzerne - contact John Getty, 215-685-9843

5th Highway Yard - Whitaker & Luzerne - contact Latees Thomas, 215-685-9819

Highway Storeroom - Whitaker & Luzerne - contact Kathy Winningham, 215-685-9804

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Wednesday, September 17, 2014 - 10:00 AM

1st Highway Yard - 48th & Parkside - contact Victor Young, 215-685-0170

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thursday, September 18, 2014 - 10:00 AM

3rd Highway Yard - 22nd & York - contact Darryl Eggleton, 215-685-9776

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**MANDATORY SITE VISIT CERTIFICATION**

**BID NO. S5Z60530**

**TO BE SUBMITTED WITH BID PACKAGE**

All interested bidders are requested to meet at the Philadelphia International Airport, Terminal D, Philadelphia, PA 19153 on both September 9 and 10, 10:00 AM. The contact person for this location is Kim Rhone, Departmental Procurement Specification Analyst. Phone number 215-937-5509.

Philadelphia International Airport security requirements, prohibits the listing of the locations in this Invitation and Bid. There are 12 locations associated with this location.

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

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

**PHILADELPHIA INTERNATIONAL AIRPORT**

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

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

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

PHONE NO.: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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

CITY REPRESENTATIVE:

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

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

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

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

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**MANDATORY SITE VISIT CERTIFICATION**

**BID NO. S5Z60530**

**TO BE SUBMITTED WITH BID PACKAGE**

The site visit for this location shall be held on September 16, 2014 between the hours of 7:30 AM- 5:00 PM. The contact for this location is **Lieutenant Brian Booth** at **215-683-9245**. This form **MUST** be signed and dated by a representative of **Pennsylvania Urban Search and Rescue Task Force** 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.: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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

CITY REPRESENTATIVE:

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

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

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

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

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**MANDATORY SITE VISIT CERTIFICATION**

**BID NO. S5Z60530**

**TO BE SUBMITTED WITH BID PACKAGE**

Vendor must contact **Lisa Whittle** at **215-683-3663**, to make arrangements to visit the sites for **Parks and Recreation**. Site visits will be held Monday through Friday between the hours of 2:00 PM – 5:00 PM. This form **MUST** be signed and dated by a representative of **Parks and Recreation** to certify that the below vendor inspected the area as per specifications.

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

**Parks and Recreation**

1. Tarken Rink  
Frontenac and Levick Street  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Bruce Mann at 267-738-9185 or designee
  
2. Scanlon Rink  
J and Tioga Street  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Jerry Luberski at 267-252-8317 or designee
  
3. Simons Rink  
Walnut Lane and  
Woolston Streets  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Amenah Claiborn at 215-680-4925 or designee
  
4. Laurel Simms Ice Rink  
Cobbs Creek Parkway and  
Walnut Street  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Dwan Hunt at 267-971-0274 or designee
  
5. Fox Chase Recreation Center  
7901 Ridgeway Street  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Art Comas 215-685-0575 or designee

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## **SECTION 2: SPECIFICATIONS**

2.1 Successful vendor(s) shall be required to supply the City of Philadelphia's Free Library, Building Maintenance, Streets Department, Philadelphia International Airport, Rescue Task Force, Park and Recreation, and Public Property Facilities Maintenance with **MAINTENANCE & MONITORING OF BURGLAR & FIRE ALARM SYTEMS** as listed in Sections 2 and 5 of this Invitation and Bid.

### **2.2 THE FOLLOWING IS A BRIEF OUTLINE OF THE MAJOR REQUIREMENTS:**

- Maintenance, repair and testing of alarm systems.
- 24 hours a day monitoring of alarm systems.
- 24 hours a day response to alarms.
- 24 hours a day board up services for fire or break in at facilities.

2.1.1 All responses to alarms shall be provided at no additional cost to the City (refer to para. 2.2.3). The following shall be included in responding to an alarm at no additional cost:

- a. Monitoring for alarms from all facilities 24 hours a day.
- b. Dispatching technicians to a facility as required in paragraph 2.2.3.
- c. Entering the facility and resetting the alarm should the alarm be unfounded.
- d. Waiting for police/fire personnel to arrive and clear the building should the alarm be real.
- e. Contacting and dispatching personnel to provide board up and securing services when a facility has been compromised by either break in or fire.
- f. Resetting the alarm system after the facility is secure.

2.1.1.1 **Maintenance:** Should any alarm or component require service or replacement due to failure during operation or failure during system testing (paragraph 2.2.5) or failure discovered when responding to alarms. The contractor shall repair or replace as required any failed, malfunctioning, or worn out system or component at no additional cost to the City. This repair or replacement at no additional cost shall include, but not be limited to, normal wear and tear, manufacturers defects, poor installation, power surges, broken wires, bad batteries, burnt out or inoperative computer cards or components, lights, switches, horns, motion detectors, door sensors, pull stations, power supplies, heat detectors, smoke detectors, strobe indicators, strobe/horn indicators, etc.

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2.1.1.2 **Testing and Inspection:** The contractor shall provide at no additional cost to the City all testing and inspections. These tests and inspections shall be as described elsewhere in the specifications or as required by any applicable codes or standards either National, State, City, or normal industry standards.

2.1.1.3 **Notifications and Reports:** The contractor shall provide, at no additional cost to the City, all notifications and reports in writing as follows:

- a. Semiannual (twice yearly) inspection reports.
- b. Repair reports
- c. Maintenance reports
- d. Response reports
- e. Any other reports that may be required
- f. Yearly inspection report for Department of License & Inspections.

**Note:** All notifications and reports shall include the alarm's location, the equipment serviced and/or alarm received, the time arriving at the location & the time departing, and all services provided.

## 2.1.2 **Airport Security and Clearance Requirements**

The awarded vendor shall be required to obtain Airport Security Identification Badges for employees servicing this contract after the bid is awarded. All fees associated with ID Badging shall apply to the awarded vendor. Vendor shall coordinate ID Badging with the Airport ID Badging

Manager, Ms. Sharron Roantree at 215-937-6757. Vendor employees must attend the Security Identification Display Area (S.I.D.A.) briefing and pass the Air Operations Area (A.O.A.) Driver's Test to drive on the airfield unescorted. Vendor shall list their personnel that shall be subjected to background checks for the Federal Aviation Administration (FAA) security clearances, Transportation Security Administration (TSA), and other clearances that may be required including, fingerprint-based Criminal History Record check certification.

Vehicle operations within the airport boundaries shall conform to the provisions of the Airport Vehicle Code, Commonwealth of Pennsylvania, all traffic ordinances of the City of Philadelphia, and any special rules and regulations prescribed by the Airport's CEO. Privileges to operate motor vehicles on any portion of Airport property may be suspended or permanently revoked by the Airport's CEO for violation of Airport rules and regulations.

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The vendor shall submit proof of liability insurance, with the appropriate minimums, to the Airport Operations Department prior to any employee operating a vehicle on the Air Operations Area.

2.1.3 **Alarm Types:**

2.1.3.1 **Free Library of Philadelphia**

The vendor shall be responsible for maintaining and monitoring the following five (5) types of alarm systems utilized by the various facilities of the Free Library of Philadelphia. The alarm types are Ademco, Est 2, Spectronics, Radionics and Fci-7200. Below is a listing for all Library branches as well as the particular alarm system for each location.

**LIBRARY LOCATIONS AND ALARM TYPE**

**ADEMCO:**

- |                    |                         |                              |
|--------------------|-------------------------|------------------------------|
| <>Andora           | <>Lovett                | <>South Phila.               |
| <>Charles Druham   | <>Lucien E. Blackwell   | <>Tacony                     |
| <>Charles Santore  | <>McPherson             | <>Thomas F. Donatucci        |
| <>Eastwick         | <>Nicetown              | <>Torresdale                 |
| <>Frankford        | <>Joseph E. Coleman     | <>Walnut                     |
| <>Haverford        | <>Ogontz Ave.           | <>Widener                    |
| <>Holmesburg       | <>Overbrook             | <>Welsh Rd.                  |
| <>Katherine Drexel | <>Paschville            | <>Wynnefield                 |
| <>Kingsessing      | <>Ramonita de Rodriguez | <>West Oak Lane              |
| <>Lawncrest        | <>Richmond              | <>Wyoming                    |
| <>Lehigh           | <>Roxborough            | <>19 <sup>th</sup> St. Annex |
| <>Logan            |                         | <>20 <sup>th</sup> St. Annex |

**Est 2:**

- <>Bushrod
- <>Bustleton
- <>Chestnut Hill
- <>Foxchase
- <>Oaklane
- <>Wadsworth

**Spectronics:**

- <>Blanche A. Nixon
- <>Cecil B. Moore
- <>Greater Olney
- <>Kensington
- <>Whitman

**Radionics:**

- <>Falls of Schuylkill
- <>Fishtown
- <>Haddington
- <>P.C.I.

**Fci-7200:**

- <>Northeast Regional

**NOTE: Addresses of Library branches listed can be found on Attachment A – Summer Branch Schedule**

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2.1.3.2 **Streets Department**

**Ademco Vista-50P**

2.1.3.3 **Philadelphia International Airport Satellite locations:**

**Honeywell Vista 128 F/B**

1. Division of Aviation Warehouse – 8401 Executive Avenue
2. Carpenter Shop-8401 Executive Avenue
3. Sign Shop-8401 Executive Avenue
4. Fleet Management-4770 Island Avenue
5. Fire Training Facility, Gate 22-Hog Island Road, Adjacent to UPS
6. Fire Boat House-Rescue Launch-10 Atlantic Avenue
7. Pavements and Grounds-4775 Island Avenue
8. VIP Trailer, 8400 Escort Street
9. DMJM Trailer, 8400 Escort Street
10. Mrs. Ressler’s-8401 Executive Avenue

**Vista 20 P**

11. Community Service & Noise Office, 2801 Island Avenue

**Radionics 2071 Digital Communicator (Admin) Simplex 4005 (Maint)**

12. Northeast Airport, 9801 Ashton Road

2.1.3.4 **Honeywell**

Pennsylvania Urban Search and Rescue Task Force,  
6601 State Road

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### 2.1.3.5 **Parks and Recreation**

Fire & Sprinkler Alarm Monitoring 24 Hours UL Central Station

1. Tarken Rink, Frontenac and Levick Street
2. Scanlon Rink, J and Tioga Streets
3. Simons Rink, Walnut Lane and Woolston Streets
4. Laurel Sims Ice Rink, Cobbs Creek Parkway and Walnut Street
5. Fox Chase Recreation Center

## 2.2 **TECHNICAL SPECIFICATIONS**

2.2.1 **Scope of Work:** This specification details the performance and work required to service, maintain and respond to the fire and intrusion alarm systems of The Free Library of Philadelphia, the Streets Department, Philadelphia International Airport and Northeast Airport Satellite locations. Included are all maintenance, services, testing, emergency response, parts, labor and manpower required to accomplish the tasks itemized in the following paragraphs.

- Monitoring of Alarm Systems
- Response to Alarms
- Repair of Alarm Systems
- Testing and Preventative Maintenance
- Response Reports
- Additions and Modifications
- Vandalism and Acts of God

2.2.2 **Monitoring of Alarm Systems:** The contractor shall modify all facilities' alarm systems to call his central monitoring number. This number must be in the 215, 610 or applicable new area code. The contractors monitoring station must be staffed 24 hours a day, 7 days a week, year round including all holidays. Additionally, Service Technicians must be available to respond to alarms 24 hours a day, 7 days a week, including holidays year round.

2.2.3 **Response to Alarms:**

Response includes visiting the facility where the alarm has been activated. No additional payments will be required for responses whether the alarm is real or unfounded.

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Upon receipt of an alarm and before notifying 911 or the Airport Police, a call shall be made to the location of the alarm or the Airport Satellite locations to determine if an alarm is real or a malfunction. If the alarm is determined to be a malfunction and the Free Library and Streets' Department staff succeeds in re-setting the alarm panel, the incident is to be reported as detailed in Response Reports (paragraph 2.2.4). No further action will then be required.

If the alarm needs to be serviced, or facility secured, during business hours, a response must take place within one (1) hour or before closing time for the facility. If there is a no answer at the facility during business hours the alarm contractor will immediately call 911 or the Airport Police at 215-937-6711 and the Airport's Communication Center at 215-937-6800 for the appropriate response to the alarm.

Response during hours when the facility, where the alarm is activated is closed or unoccupied must consist of an immediate call to 911 for police or fire response or to Airport Police at 215-937-6711, and to Airport Fire Department at 215-937-7925 for response.

A written report of the incident is to be faxed to the following:

Mitch Partovi, Chief of Security for the library at 215-686-5434.  
Dennis Wilde, Streets Department, at 215-686-7812  
Lynne Salayda, Streets Department, Highway Division at 215-686-5064.  
Kim Rhone, Philadelphia International Airport at 215-937-5508.  
Lieutenant Brian Booth, Pennsylvania Urban Search and Rescue Task Force at 215-683-9245.  
Lisa Whittle, Park and Recreation at 215-683-3663

2.2.4 **Response Reports:** After any alarm, whether an actual response was required or not, after any work performed on any facilities' alarm system, after any board up services, a service report must be generated and submitted to the Chief of Library Security, the Library Engineer, Dennis Wilde for Facilities Management, Lynne Salayda for the Streets Department, and the Airport's Specifications Analyst, Kim Rhone, Lieutenant Brian Booth, Pennsylvania Urban Search and Rescue Task Force, Lisa Whittle, Park and Recreation, on the following business day detailing the facility, the equipment serviced and/or alarm received, the time arriving at the facility and the time departing.

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2.2.5 **Repair of Alarm Systems:** All malfunctioning alarm systems must be repaired by the contractor. If a malfunction is discovered during system testing, the malfunction must be repaired immediately. If a trouble indication is received at the central monitoring station a technician must respond to fix the malfunctioning alarm system within four (4) hours. If after an emergency response due to an alarm being received the problem is discovered to be a system malfunction, the alarm must be repaired and reset before the technician leaves the facility. If a malfunction is due to vandalism or acts of God (water infiltration, fire, etc.) the contractor must fix the alarm as fast as reasonably possible.

2.2.6 **Testing and Preventive Maintenance:** The alarm systems shall be tested twice yearly approximately six (6) months apart and shall be in accordance with all applicable codes, standards and regulations. Records of all work performed and action taken shall be included in a report which must be submitted to the Library Engineer, Dennis Wilde for the Sanitation Department, Lynne Salayda for Streets Department, the Airport's Specification Analyst, Kim Rhone, Lt. Brian Booth, Pennsylvania Urban Search and Rescue Task Force, and Lisa Whittle, Park and Recreation. Any malfunctions or deficiencies discovered in any alarm system shall be repaired at no cost to the City. The biannual testing shall include as a minimum the following items:

- All alarm initiating devices.
- All alarm sounding/visual devices.
- Controls and remote annunciators.
- Batteries
- All wiring
- Zone supervision
- Remote reporting system and auto - dial
- All electronic cards, lights, switches, relays,
- connections, etc. required to make the system operational.

2.2.7 Bidders shall provide the monthly lot price for all requirements detailed in paragraphs 2.2 through 2.2.6, **Technical Specifications** for all locations listed in Section 5 "Pricing".

### 2.3 **ADDITIONS AND MODIFICATIONS**

2.3.1 During the life of this contract the Library Engineer, the designated Streets Department Representative, Airport Representative, Rescue Task Force Representative, Park and Recreation Representative, may request extra work to be performed such as an addition or modification to an existing alarm system or the upgrading of a component or system.

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The contractor shall prepare a written price quotation for review by the Library's Engineer, the Streets Department Representative, Airport's Specification Analyst, Rescue Task force Representative, Park and Recreation Representative. The quotation shall include an itemized cost breakdown detailing equipment costs, man hours required and hourly rates. The contractor may proceed with the requested work only upon approval/written confirmation from the Library Engineer, the Streets Department Representative, Airport Representative, Rescue Task Force Representative, Park and Recreation Representative, and review by the Procurement Buyer.

2.3.2 Any additions or modifications shall be done under the add-on provision as stated in paragraph 4.1.4.

2.3.3 The City reserves the right to either accept contractor's pricing or obtain additional quotations in the open market.

2.4 **VANDALISM AND ACTS OF GOD:** The contractor shall not be financially responsible for repairing damage to any facility's alarm system caused by vandalism or acts of God. Examples would be damage to a door sensor due to break in or damage to control circuitry caused by water from a roof leak or burst pipe. When events like this occur, the contractor shall prepare a written price quotation of all required repairs for review by the Library's Engineer, the Streets Department Representative, Airport Representative, Rescue Task Force Representative or Park and Recreation Representative. The quotation shall include an itemized cost breakdown detailing equipment costs, man hours required and hourly rates. The contractor then may proceed upon approval/written confirmation from the Library's Engineer, the Streets Department Representative, Airport Representative, Rescue Task Force Representative, Park and Recreation Representative, authorizing the required repairs. Any repairs done as a result of vandalism and acts of God will be done under time and material basis.

2.4.1 **Response to Alarms after Vandalism or Acts of God:** When the Contractor responds to an alarm there will be no extra cost for responding to the facility, resetting or repairing the alarm or contacting additional personnel if the building needs to be secured due to fire or break in. The Contractor will be compensated for actual expense incurred securing the facilities as per paragraph 2.6.20.

2.4.1.1 In the event of a break in or fire at a facility the contractor, after receiving the alarm shall notify 911 as detailed in paragraph 2.2.3, Response to Alarms. He shall then proceed to the facility.

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- 2.4.1.2 In the event of a break-in or fire at a location the contractor, after receiving the alarm shall notify the Airport Police at 215-937-6711 and the Airport’s Communication Center at 215-937-6800 as detailed in paragraph 2.2.3.1 “Response to Alarms”. Contractor shall then proceed to the location.
- 2.4.1.3 In the event of a break in the contractor shall wait at the designated facility until the police have arrived and cleared the building after which the contractor shall secure the building using plywood to cover broken glass in both doors and windows. The alarm should be repaired, if necessary, and reset.
- 2.4.1.4 The response to a fire is the same as above except the contractor shall wait for the fire department to clear the building. In either event the contractor shall notify Library Security at (215) 686-5366 from the library branch telephone if possible, Lynne Salayda for the Streets Department at (215) 686-5066, Kim Rhone Airport’s Specification Analyst at (215) 937-5509, Lisa Whittle, Park and Recreation at (215) 683-3663, Lt. Brian Booth, Rescue Task Force at (215) 683-9245, and the specific contacts from each facility telephone, if possible, and inform them of the extent of the damage from either the fire or break in.
- 2.4.1.5 If board up service is necessary the rates for standard size window and door board up and the rate for additional sq. foot board up services are detailed per paragraphs (2.4.1.5.1.1 and 2.4.1.5.1.2).
- 2.4.1.5.1.1 **Board up services**, to be utilized after Vandalism or Acts of God to Secure Library Buildings, Philadelphia International and Northeast Airport Satellite locations. Vendor shall provide Base Rates for service as indicated below to secure all facilities after Vandalism or Acts of God that may occur during the contract period.

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2.4.1.5.1.2 Standard door (approx. 21 sq. ft.) or one standard window (approx. 21 sq. ft.). Airport standard door (approx. 21 sq. ft) or one standard window (approx. 21 sq. ft. to 35 sq. ft). No additional charges will be allowed above the Base Rate for board up services for the repair of one door or one window. Material loading personnel notification and compensation, and vehicle charges (to be included in appropriate board-up service price).

2.4.1.5 Most building securing services will involve boarding up windows or doors. The possibility exists, with fire damage, that more extensive work may be needed.

Examples are: door break-ins where the jam and frame are splintered; fire damage where the door is destroyed or the fire personnel have destroyed the door to gain entrance.

In such circumstances the contractor shall secure the building as required and will submit an itemized invoice detailing the work performed and the costs incurred.

2.5 **YEARLY INSPECTION REPORT FOR ALL SYSTEMS:** Awarded vendor will be required to submit a Yearly Inspection Report on all fire alarm and burglar alarm systems to the Philadelphia Free Library, Buildings Department, Streets Department, Building Maintenance, and to the City of Philadelphia, Airport Technical Services Unit, Specification Analyst, for all locations maintained with a copy to the Philadelphia Department of License and Inspections. The report shall include but not be limited to a certificate of inspection indicating the alarm system's location, type of alarm system, summary of alarm systems functionality, and test performed. The Inspection Report will be due by the 31st of December each year the contract is held. Additional details for this reporting requirement can be obtained from the following Free Library Contract Manager, Streets Department Administrator Officer, and the Airport's Specification Analyst listed below.

Name: Mitch Partovi –The Free Library  
Phone: (215) 686-5381

Name: Lynne Salayda – The Streets Department  
Phone: (215) 686-5066

Name: Kim Rhone - Philadelphia International Airport  
Phone: (215) 937-5509

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Name: Lieutenant Brian Booth – Search and Rescue Task Force  
Phone: (215) 683-9245

Name: Lisa Whittle—Park and Recreation  
Phone: (215) 683-3663

2.6 **PRICING:** Bidder shall submit a price for each item listed in “Section 5” Pricing. Prices quoted must remain firm for the initial period of the Contract per paragraph 4.3 and must not contain more than three (3) decimal places.

2.7 **WARRANTY**

Bidder must guarantee that parts supplied and services performed meet the specifications as listed in this Invitation and Bid. Parts used or services performed must be guaranteed for a **MINIMUM OF NINETY (90) DAYS** from the date services are accepted by the City. During the warranty period, vendor agrees to make all necessary adjustments, including parts replacement if necessary, without any additional cost to the City. Services delivered must be of the highest quality and provided in a strictly professional manner.

2.8 **DELIVERY LOCATION**

**AS SHOWN UNDER EACH LOCATION LISTED IN SECTIONS 2 AND 5 OF THIS INVITATION and BID.**

2.8.1 **PHILADELPHIA INTERNATIONAL AIRPORT**

All deliveries shall be sent to the Philadelphia International Airport’s Supply Warehouse located at 8401 Executive Avenue, Philadelphia, PA 19153. All deliveries will be accepted between the hours of 8:30 AM – 2:00 PM.

Maximum truck clearance: 12 Foot, 6 inches. Each delivered container shall be imprinted directly with the purchase order number and shall carry a securely affixed label with identification of contents and instructions for use and any caution notice that may be required or advisable because of the nature of the product. Delivery inquiries for the Philadelphia International Airport’s Supply Warehouse shall be addressed to the attention of Ms. Balis Pressley, Stores Manager @ 215-937-7801.

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### **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 Bid may be disqualified if they are deemed to be non-responsive without notice. Any and all decisions regarding responsiveness are final and are not appealable. A bid may be deemed non-responsive for any of the following:
- (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)
- 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 "SS&E Terms and Conditions of Bidding and Contract".

#### **3.2 AWARD:**

- 3.2.1 This Invitation and Bid shall be awarded to the lowest responsive and responsible bidder(s), either in whole or by Section (e.g. Section A - Library, items 5.1.1 -5.1.9) whichever is deemed to be in the best interest of the City.

#### **3.2.2 EVALUATION AND AWARD**

In applying the 10% preference, if applicable, the bid price of the LBE will be multiplied by .90 and rounded to the second decimal place. In applying the 5% preference, if applicable, the bid price of the 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 local bid preference will not apply to that section.

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Unless the Procurement Commissioner determines to waive the preference for the reasons stated in subsection 7b. of the LBE Regulation, an LBE, whose bid is otherwise responsive and responsible and who has submitted the required information, shall be granted the applicable bid preference on competitive bid(s) awards that are awarded as a whole or by section.

**3.2.3 PERFORMANCE SECURITY**

In this bid, Performance Security in the amount of \$25.00 is required.

Any applicable, performance security shall be required for any subsequent renewal periods.

**3.2.4 DISCLOSURES: SLAVERY ERA RECORDS, FEMALE EXECUTIVES AND SOLE SOURCE CONTRACTS.**

In accordance with Philadelphia Code Section 17-104 (2), 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 disclosure and/or any failure to comply with these requirements 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.

In accordance with Philadelphia Code Section 17-104 (3), bidder must provide the following information with its bid:

- (i) the current percentage of female executive officers in the company and the current percentage of females on the company's executive and full boards;

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- (ii) the company's aspirational goals for the inclusion of females in executive positions and on the executive and full boards; and
- (iii) the intended efforts by the contractor to achieve the aspirational goals.

This information should be submitted with the bid but the City reserves the right to allow bidder to submit this information at any time prior to award of a contract.

If this is a Sole Source Contract, bidder is subject to the disclosure requirements established under Chapter 17-1400 of The Philadelphia Code.

### 3.2.5

#### **INSURANCE:**

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

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

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

#### 3.2.5.1 **Philadelphia International Airport**

The vendor at their sole cost and expense, shall procure and maintain in full force and effect during the entire contract period (including all renewal periods) automobile liability insurance (combined single limit, each accident) with a minimum limit of liability of Five Million dollars (\$5,000,000.00). This coverage supersedes the automobile liability insurance requirement as listed in paragraph 15 of the City’s Terms and Conditions of Bidding and Contract.

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Automobile liability insurance must be sent to the City's Office of Risk Management and:

Mr. John Glass, Manager  
 Airport Operations Department  
 Philadelphia International Airport  
 Terminal E  
 Philadelphia, PA 19153  
 215-937-6916

**SECTION 4: CONTRACT MANAGEMENT**

**4.1 CITY OF PHILADELPHIA RESPONSIBILITY:**

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

**Order Against Contracts**

Subsequent to contract conformance of a Requirements bid, purchase orders will be issued at such time that the product and/or service is needed. Such purchase orders will indicate whether 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 makes all efforts to process invoices in a timely manner. Incomplete and/or inaccurate information may result in delays of invoice processing. Please make sure that invoices contain the following information to help the City process payments to the successful bidder as quickly as possible.

- (a) After the delivery or services have been completed the successful bidder must submit three (3) copies of the invoice for payment to the receiving department listed on the purchase order.
- (b) The invoice must correctly reference the purchase order number and the awarded name, address and Federal Employer Identification number.

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- (c) Checks will only be made payable to the company name as shown on the purchase order; the invoice must reflect this same company name as the “pay to”.
- (d) The invoice must show the quantity; the item or type of service; and the price.
- (e) The unit of purchase on the invoice must agree with the unit cited on the purchase order. Reference to the specific line item is helpful.

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

4.1.4 **ADD-ONS:**

The City reserves the right to add, delete, or change locations or to acquire other types of Parts and Components that the successful bidder can supply that are similar to, but not specifically called for in this bid. The procedure for any such changes shall be as follows:

If the items to be acquired are contained on the price list submitted by the successful bidder, but are not specifically listed on the bid, no letter is required. The items will be paid for at the discount listed in Section 5: Pricing. If the items are not contained on the price list, the successful bidder must submit a letter on successful bidder’s letterhead, listing the bid number, the period of the contract, the item(s) with full descriptions and specifications and the price to the City. **The City, however, reserves the right to accept or reject the letter and to acquire the supplies or materials in the open market.** If the letter is accepted by the City, it will automatically become part of the successful bidder’s contract.

4.2 **VENDOR RESPONSIBILITY:**

4.2.1 Contractor may only deliver 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 received must be in writing. Contractor shall not accept verbal delivery requests until after receipt of purchase order or other authorizing document from Procurement Department.

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- 4.2.2 Contractor may deliver only products, services or equipment (as applicable) at the prices quoted in the contract and that are reflected on a purchase order or a change to a purchase order (a change to a purchase order is issued whenever the items, unit price, total amount, or terms and conditions change from the original purchase order).
- 4.2.3 Contractors may deliver products, services or equipment (as applicable) up to the dollar limit of the purchase order and for the period shown on the purchase order. Contractors are requested to carefully monitor obligations against purchase orders and inform the departments of anticipated funding shortfalls.
- 4.2.4 **DELIVERY:**  
Unless otherwise specified in Section 2, noted by bidder in Section 5, and/or approved by the using agency, delivery of product and/or service will be made within 30 days from date requested by using agency. **BIDDER NOTE:** In Section 5, specify delivery if other than 30 days.
- 4.2.4.1 **Liquidated Damages:**  
Liquidated Damages in the amount of 5% of the unit price may be applied to each item which exceeds the delivery schedule/requirement.
- 4.2.4.2 Philadelphia International Airport – Liquidated Damages in the amount of \$100 per occurrence may be applied.
- 4.2.5 In the event that the successful bidder 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 Department and
  - (ii) notify the ordering agency in writing and refuse to deliver.
- 4.2.6 Should products, services, or equipment be delivered that are not specifically incorporated and priced into the contract, and/or be delivered without purchase order, the City shall have no obligation for payment.
- 4.2.7 For delivery of products or equipment, successful bidder(s) 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.

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4.2.8 For performance of services, successful bidder(s) 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 **RECYCLING INFORMATION REQUEST:**

The City of Philadelphia requests information regarding any known or potential material content in the product that may be extracted and recycled after the product has served its intended purpose.

Does product bid contain recycled content?

YES  NO

Is your product packaged and/or shipped in material containing recycled content?

YES  NO

Is your product recyclable after it has reached its intended end use?

YES  NO

Is your product shipped in returnable Containers?

YES  NO

4.2.10 **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 successful bidder. In addition, the successful bidder is responsible for picking up any delivered material that is rejected for non-compliance to specifications. Any and all costs associated with the return are to be at the sole expense of the successful bidder.

4.2.11 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.

4.2.12 **Invoices/Receipts:**

4.2.12.1 Successful bidders shall submit timely invoices for services, supplies and/or equipment within 30 days. Vendors shall not invoice more than once a month.

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- 4.2.12.2 All invoices/receipts for parts shall have the signature and payroll ID number of the authorized/designated City personnel.
- 4.2.12.3 Invoices should be sent in triplicate to each ordering department.
  - 4.2.12.3.1 One (1) original and two (2) copies of fully itemized invoices.
  - 4.2.12.3.2 See also item 4.1.2 above.

4.3 **PRICE INCREASE OR DECREASE:**

Vendor shall provide 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 August of the **applicable year of the renewal.**

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

**SECTION 5: PRICING**

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

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

Parts and Components for items listed in

**PARTS SHALL BE REIMBURSED BY THE CITY AT SUCCESSFUL BIDDER'S ACTUAL ACQUISITION COST FROM THEIR SUPPLIER (as shown on supplier's invoice) + 5% MARK-UP (TO BE SUPPORTED BY SUPPLIER'S INVOICES).**

**Successful bidder must submit original supplier's invoice with their invoice (s) to the City. In no case shall parts cost exceed the actual cost from the supplier + 5%. Successful bidder may not increase (nor may supplier increase their pricing) greater than the quoted mark-up. No overhead, expenses, etc. shall apply to these parts costs. 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 the percentage as stated in the proposal and contract by the successful bidder.**

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

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S5Z60530</b>	PAGE OF <b>45 52</b>
		FIRM NAME (Must be filled in)	

		<u>Estimated Quantities</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.1	<b>Section A - Library</b>				
5.1.1	<b>26074 100 055</b> Maintenance (monthly) and Monitoring of Fire and Burglar Alarms for all Free Library Branch Locations as specified in this Invitation and Bid and the awarded Contract, (MO)	12	MO	\$ _____	\$ _____
5.1.2	<b>26074 100 231</b> Maintenance (monthly) and Monitoring of Fire and Burglar Alarms for 1901 Vine Street only (MO)	12	MO	\$ _____	\$ _____
5.1.3	<b>26074 100 071</b> Maintenance (monthly) and Monitoring of Fire and Burglar Alarm for the Library Trailer 20 <sup>th</sup> & Wood Street	12	MO	\$ _____	\$ _____
5.1.4	<b>26074 100 072</b> Maintenance (monthly) and Monitoring of Fire and Burglar Alarm for Free Library Warehouse, Southbank 257, 34 <sup>th</sup> & Grays Ferry Avenue	12	MO	\$ _____	\$ _____
5.1.5	<b>26074 100 200</b> Standard Window, base Rate for board up service (approx. 21 sq. ft.), Lot (LO)	1	LO	\$ _____	\$ _____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S5Z60530</b>	PAGE OF <b>46 52</b>
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		<u>Estimated Quantities</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.1.6	<b>26074 100 201</b> Standard Door, base rate for board up service (approx. 21 sq. ft), Lot (LO)	1	LO	\$ _____	\$ _____
5.1.7	<b>26074 100 202</b> Each additional sq. ft. over standard 21 sq. ft base rate for board up services, sq. ft. (SF)	10	SF	\$ _____	\$ _____
5.1.8	<b>26074 100 241</b> Labor Rate for Repairs which are not related to maintenance, test, or inspection.(HR)	70	HR	\$ _____	\$ _____
5.1.9	<b>26074 106</b> Parts and Components repaired or replaced which are not related to maintenance, test, or inspection used for Repairs, Lot (Lo)				
	Estimated Expenditures...\$3,500.00				
	Subtotal Section A <b>(Unit Price X Quantities for all items plus estimated expenditures for parts)</b>			\$ _____	

**5.2 Section B – Streets**

5.2.1	<b>26074 100 057</b> Maintenance (monthly) and Monitoring of Fire and Burglar Alarms for all Street Department Locations as specified in this Invitation and Bid and the awarded Contract, (MO)	12	MO	\$ _____	\$ _____
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INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S5Z60530</b>	PAGE OF <b>47 52</b>
		FIRM NAME (Must be filled in)	

		<u>Estimated Quantities</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.2.2	<b>26074 100 059</b> Maintenance (monthly) and Monitoring of Fire and Burglar Alarms for Third Highway Yard 22 <sup>nd</sup> & York.	12	MO	\$ _____	\$ _____
5.2.3	<b>26074 100 060</b> Maintenance (monthly) and Monitoring of Fire and Burglar Alarms for Bridge Maintenance 4012 Whitaker Avenue	12	MO	\$ _____	\$ _____
5.2.4	<b>26074 100 061</b> Maintenance (monthly) and Monitoring of Fire and Burglar Alarms for Central Maintenance, Whitaker & Luzerne	12	MO	\$ _____	\$ _____
5.2.5	<b>26074 100 062</b> Maintenance (monthly) and Monitoring of Fire and Burglar Alarms for Highway (Parts) Storeroom, 4040 Whitaker Avenue	12	MO	\$ _____	\$ _____
5.2.6	<b>26074 100 063</b> Maintenance (monthly) and Monitoring of Fire and Burglar Alarms for Fifth Highway Yard, Whitaker & Luzerne	12	MO	\$ _____	\$ _____
5.2.7	<b>26074 100 064</b> Maintenance (monthly) and Monitoring of Fire and Burglar Alarms for First Highway Yare, 4806 Parkside Avenue	12	MO	\$ _____	\$ _____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S5Z60530</b>	PAGE OF <b>48 52</b>
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	<u>Estimated Quantities</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.2.8	<b>26074 100 065</b> Maintenance (monthly) and Monitoring of Burglar and Fire Alarms for Fifth Highway Office, Whitaker & Luzerne	12	MO	\$ _____ \$ _____
5.2.9	<b>26074 100 241</b> Labor Rate for Repairs which are not related to maintenance, test, or inspection.	20	HR	\$ _____ \$ _____
5.2.10	<b>26074 106</b> Parts and Components repaired or replaced which are not related to maintenance, test, or inspection used for Repairs			
	Estimated Expenditures...\$1,000.00			
	Subtotal Section B <b>(Unit Price X Quantities for all items plus estimated expenditures for parts)</b>		\$ _____	

**5.3 Section C – Philadelphia International Airport**

5.3.1	<b>26074 006 001</b> Maintenance (monthly) and Monitoring of Fire and Burglar Alarms for all Philadelphia International and Northeast Airports Satellite Locations in this Invitation and Bid and the awarded contract, (MO)	12	MO	\$ _____ \$ _____
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INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S5Z60530</b>	PAGE OF <b>49 52</b>
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		<u>Estimated Quantities</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.3.2	<b>26074 006 002</b> Standard Window, base rate for board up service (approx. 21 sq. ft. to 35 sq. ft.) for Philadelphia International and Northeast Airports	12	EA	\$ _____	\$ _____
5.3.3	<b>26074 006 003</b> Standard Door, base rate For board up service (approx. 21 sq. ft.), Lot (LO)	12	EA	\$ _____	\$ _____
5.3.4	<b>26074 006 004</b> Each additional sq. ft. over Standard 35 sq. ft. base Rate for board up services, Sq. ft. (SF) Est. no. sq. ft. Period of contract: 1000	1000	SF	\$ _____	\$ _____
5.3.5	<b>26074 100 241</b> Labor Rate for Repairs which are not related to maintenance, test, or inspection.	30	HR	\$ _____	\$ _____
5.3.6	<b>26074 106</b> Parts and Components repaired or replaced which are not related to maintenance, test, or inspection used for Repairs				

Estimated Expenditures...\$5,000.00

Subtotal Section C  
**(Unit Price X Quantities for  
all items plus estimated  
expenditures for parts)**

\$ \_\_\_\_\_

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S5Z60530</b>	PAGE OF <b>50 52</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>Section D – Rescue Task Force</b>				
5.4.1	<b>26074 100 058</b> Maintenance (monthly) and Monitoring of Fire and Burglar Alarms for 6601 State Road.	12	MO	\$ _____	\$ _____
5.4.2	<b>26074 100 241</b> Labor Rate for Repairs which are not related to maintenance, test, or inspection.	1	HR	\$ _____	\$ _____
5.4.3	<b>26074 106</b> Parts and Components repaired or replaced which are not related to maintenance, test, or inspection used for Repairs.				
	Estimated Expenditures...\$100.00				
	Subtotal Section D <b>(Unit Price X Quantities for all items plus estimated expenditures for parts)</b>			\$ _____	
5.5	<b>Section E – Park &amp; Recreation</b>				
5.5.1	<b>26074 100 066</b> Fire & Sprinkler Alarm Monitoring, 24 Hour UL Central Station for Laurel Sims Ice Rink	12	MO	\$ _____	\$ _____
5.5.2	<b>26074 100 067</b> Fire & Sprinkler Alarm Monitoring, 24 Hour UL Central Station for Simmons Ice Rink	12	MO	\$ _____	\$ _____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S5Z60530</b>	PAGE OF <b>51 52</b>
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		<u>Estimated Quantities</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.5.3	<b>26074 100 068</b> Fire & Sprinkler Alarm Monitoring, 24 Hour UL Central Station for Scanlon Ice Rink	12	MO	\$_____	\$_____
5.5.4	<b>26074 100 069</b> Fire & Sprinkler Alarm Monitoring, 24 Hour UL Central Station for Tarken Ice Rink	12	MO	\$_____	\$_____
5.5.5	<b>26074 100 070</b> Fire & Sprinkler Alarm Monitoring, 24 Hour UL Central Station for Fox Chase Recreation Center	12	MO	\$_____	\$_____
5.5.6	<b>26074 100 241</b> Labor Rate for Repairs which are not related to maintenance, test, or inspection.	30	HR	\$_____	\$_____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S5Z60530</b>	PAGE OF <b>52 52</b>
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5.5.7

**26074 106**

Parts and Components Repaired or replaced with are not related to maintenance, test or inspection used for repairs.

Estimated Expenditures...\$3,800.00

Subtotal Section E \$ \_\_\_\_\_  
**(Unit Price X Quantities for all items plus estimated expenditures for parts)**

Grand Total Bid Amount  
 (Subtotals from Sections A-E) \$ \_\_\_\_\_

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

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

**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:

Company Name	Address	Certification Status (MBE, WBE or DSBE)	Type of Work/Supply Effort
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-----	-----	-----	-----
-----	-----	-----	-----
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**DISCLOSURE OF WOMEN AS BOARD MEMBERS AND EXECUTIVE STAFF**

**Instructions:** As required by Section 17-104 of The Philadelphia Code entitled “Prerequisites to the Execution of City Contracts,” Section 17-104(3) requires bidder to complete and submit this form with its bid. If bidder believes that these requirements do not apply (e.g., bidder is a single-member Limited Liability Company), please check the first field below and attach an explanation. This form should be submitted with bid but the City reserves the right to allow bidder to submit this information at any time prior to award of a contract.

**Bidder’s Name:** \_\_\_\_\_ **Bid Number:** \_\_\_\_\_

Please check here if the requirements do not apply to bidder and attach explanation:

**Disclosure of Women as Board Members and Executive Staff**

Pursuant to Section 17-104(3) (a) (i) of The Philadelphia Code, please provide the following information:

- 1. Current percentage of female executive officers in bidder’s company:
- 2. Current percentage of women on the executive board of the bidder’s company:
- 3. Current percentage of women on the full board of the bidder’s company:

**Aspirational Goals for Women as Board Members and Executive Staff**

Pursuant to Section 17-104(3) (a) (ii) of The Philadelphia Code, please provide the following information:

- 1. Percentage goal for female executive officers in bidder’s company:
- 2. Percentage goal for women on the executive board of the bidder’s company:
- 3. Percentage goal of women on the full board of the bidder’s company:

**Identify Below Any Efforts to Achieve the Aforementioned Goals:**

---

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

## **BASIC SERVICES, SUPPLIES & EQUIPMENT BIDDERS GUIDELINES<sup>1</sup>**

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 in **ink or typed** and on City issued form(s). Faxed bids will not be accepted.
- The Invitation and Bid may not contain all of the documents that you will need to complete the bid submission. On occasion, it is not possible to include **exhibits, drawings, attached specifications, attached documents, etc.** Applicable documents may be obtained by contacting Procurement Customer Service at [bid.info@phila.gov](mailto:bid.info@phila.gov).
- 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 packaging. This is to ensure that all bids conform to the sealed bid process of the City of Philadelphia.
- Annual Bid Security Program Fee:** You must enroll and pay the non-refundable Annual Bid Security Program fee. Refer to Section 1 of the bid and Paragraph 2 of the SS&E Terms and Conditions of Bidding and Contract.

### **2. BID SECURITY.**

All bidders must be enrolled in the City's Annual Bid Security Program. All bidders must complete the registration form and pay a non-refundable Annual Bid Security Program fee of \$100.00, payable annually to the order of "The City of Philadelphia". Enrollment and payment of the Annual Bid Security Program fee must be completed in order to be eligible for award. If applicable, an individual bid bond may also be required in the Invitation and Bid. Notwithstanding bidder's enrollment in the Annual Bid Security Program, an awarded bidder who fails to execute its contract will be subject to the City's remedies set forth in Paragraph 17.

- If you plan on submitting the completed registration form and non-refundable Annual Bid Security Program fee of \$100.00, payable annually to the order of "The City of Philadelphia" with your bid, the form of payment **must** be in the form of a form of a company check, certified check, cashier's check, treasurer's check, bank money order, or United States postal money order made payable to the order of "City of Philadelphia." Cash or personal checks are not acceptable.

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<sup>1</sup> This information is provided for guidance only and does not preclude your responsibility to read fully and respond to all portions of the bid.

- Bid Processing Fee:** Submit the non-refundable \$25 bid processing fee as outlined in Paragraph 3 of the SS&E Terms and Conditions of Bidding and Contract.

### **3. BID PROCESSING FEE.**

In addition to enrollment in the City's Annual Bid Security Program and payment of any other fees or monies required to be submitted with the bid, the bid must be accompanied by a non-refundable processing fee of \$25.00 in the form of a company check, bank money order or United States postal money order made payable to the order of "City of Philadelphia." Cash is not acceptable.

- Submit performance security and/or performance bond as required in the Invitation and Bid, as outlined in Paragraphs 13 and 14 of the SS&E Terms and Conditions of Bidding and Contract.
- Do not combine any payment amounts. All payments should be individual and specific.
- Specifications:** You must follow the instructions in Paragraph 4 of the Terms and Conditions. If an alternate to any item is being offered, 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.

**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.

- Bid Evaluation and Award:** If the bid is going to be awarded as a whole, you must bid on all items for the bid to be consider responsive. See Section 3 of the Invitation and Bid.
- 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 Procurement Customer Service at [bid.info@phila.gov](mailto:bid.info@phila.gov).**



# CITY OF PHILADELPHIA

Procurement Department  
120 Municipal Services Building  
Philadelphia, PA 19102-1685  
(215) 686-4720  
(215) 686-4716 Fax  
bid.info@phila.gov

Hugh Ortman  
Procurement Commissioner

## **IMPORTANT INFORMATION FOR ALL SS&E BIDDERS!**

### **New Annual Bid Security Program for Services, Supplies, and Equipment (SS&E) Bids** **Period of Coverage: July 1, 2014 – June 30, 2015**

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

Dear Vendor:

The City of Philadelphia is very excited to announce the City's new Annual Bid Security Program. The new Annual Bid Security Program has a reduced non-refundable fee of **\$100.00** and covers the time period from July 1, 2014 to June 30, 2015. Coverage begins from the date of enrollment and payment until June 30, 2015. **In order to be an eligible SS&E bidder, all SS&E bidders must be enrolled in the City's Annual Bid Security Program.** All bidders must complete the registration form and pay the Annual Bid Security Program non-refundable fee of **\$100.00**. If applicable, an individual bid bond may also be required in the Invitation and Bid. However, for the majority of SS&E bids, the Annual Bid Security Program will be the only bid security required.

To enroll in the Annual Bid Security Program for the period of **July 1, 2014 to June 30, 2015**, complete this registration form and return the form with the non-refundable fee of **\$100.00** in the form of a company check, certified check, treasurer's check, cashier's check, bank money order, or United States Postal Service money order. Cash or personal checks will not be accepted. Make payment to the order of "**The City of Philadelphia**". To clarify the precise use of the payment, enter the words "**Annual Bid Security Program FY2015**" on the memo section of the payment. This registration form and payment should be submitted under separate cover to the attention of "Annual Bid Security Program FY2015" at least one day prior to the opening of the first bid that the bidder wants covered under the program. If the bidder chooses to submit the completed registration form and payment with their bid, **company checks will not be accepted** and payment must be made with a certified check, treasurer's check, cashier's check, bank money order, or United States Postal Service money order.

For additional information or inquiries regarding this program, please contact Procurement Customer Service at [bid.info@phila.gov](mailto:bid.info@phila.gov).

Forward payment along with this registration form to:  
**ANNUAL BID SECURITY PROGRAM FY2015**  
Procurement Department  
1401 JFK Boulevard, 170A  
Philadelphia, PA 19102-1685

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

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

**Street Address:** \_\_\_\_\_

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

**Contact Person:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

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

Make all payments to "The City of Philadelphia" in the amount of **\$100.00**, for "**Annual Bid Security Program FY2015**".

Certified Check     Cashier's Check     Treasurer's Check     Bank Money Order     USPS Money Order

Company Check (Only if Prior to Bid Opening)    **(NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED)**

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



## **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.**



# 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.



# CITY OF PHILADELPHIA

## PROCUREMENT DEPARTMENT

### Customer Service 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 Customer Service Unit of the Procurement Department will forward this information to you for a **\$10.00 fee** for **each** bid number requested. **Company check or money order only, no personal checks or cash.** Please be advised that bid tabulations **are not available** by telephone or email. If you have any questions, please email [bid.info@phila.gov](mailto:bid.info@phila.gov).

#### Mail Request To:

The Procurement Department Customer Service Unit  
Attention: Bid Results  
1401 JFK Blvd.  
Room 170B  
Philadelphia, PA 19102

#### Enclose the following items:

- Company check or Money Order **ONLY** payable to “**The 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

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

#### BID RESULTS REQUEST FORM

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

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

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

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

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

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

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

## SS&E 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 by the City 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 issued thereto by the City, any surety bonds approved as to legal form by the Law Department, all warranties, exhibits and attachments reviewed and 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 the bidder 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. Notwithstanding the foregoing, the Procurement Commissioner reserves the right to accept a late bid if it is the only responsive and responsible response and it is in the best interest of the City to do so.

#### 2. BID SECURITY.

In order to be an eligible bidder, all bidders must be enrolled in the City's Annual Bid Security Program. All bidders must complete the registration form and pay a non-refundable Annual Bid Security Program fee of \$100.00, payable annually to the order of "The City of Philadelphia". Enrollment and payment of the Annual Bid Security Program fee must be completed in accordance with the Invitation and Bid, Section 1, "Bid Security". If applicable, an individual bid bond may also be required in the Invitation and Bid. Notwithstanding bidder's enrollment in the Annual Bid Security Program, an awarded bidder who fails to execute its contract will be subject to the City's remedies set forth in Paragraph 17.

#### 3. BID PROCESSING FEE.

In addition to enrollment in the City's Annual Bid Security Program and payment of any other fees or monies required to be submitted with the bid, the bid must be accompanied by a non-refundable processing fee of \$25.00 in the form of company check, certified check, cashier's check, treasurer's check, bank money order, or United States postal money made payable to the order of "City of Philadelphia." Cash and personal checks are not acceptable.

#### 4. SPECIFICATIONS.

When a specification is issued in connection with the Invitation and Bid, no deviation 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 reference information concerning the style, type or kind of article and/or service desired. A bidder may offer an article, service and/or equipment, 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 supporting documentation) 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.

Any and all specifications issued in connection with the Invitation and Bid are deemed incorporated into and become part of the Contract.

#### 5. PATENTS.

The successful bidder (also referred to throughout these Terms and Conditions of Bidding and Contract as the "awarded bidder" or "Contractor") 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 Paragraph 19 Default and Termination.

#### 6. LOCAL BIDDING PREFERENCE.<sup>1</sup>

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 local bid preference. In order to determine eligibility to receive the preference, if applicable, bidder must be certified at the time of bid opening and must submit with the bid, the Local Business Entity Certification Number\* as issued by the Procurement Department for the bidder. If the Procurement Commissioner determines that the awarded bidder fails to comply with its representation at any time during the term of its contract, the awarded bidder's LBE certification will be revoked and the awarded bidder shall be deemed in substantial breach of such contract, shall be required to pay liquidated damages of 10% of the awarded contract amount, and may be debarred by the Procurement Commissioner in accordance with the Procurement Department Debarment Regulation for a period up to three years.

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.

<sup>1</sup>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.

## SS&E TERMS AND CONDITIONS OF BIDDING AND CONTRACT

### 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 Paragraph, 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 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 award of the Contract.

#### 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 integrity, qualifications, references, capacity and ability to perform the Contract resulting from the Invitation and Bid in accordance with its terms 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. When applicable, unit pricing quoted will prevail in the event of any discrepancy(ies) between unit price and the extended amount. This same quoted unit price will be the determining factor in establishing applicable contract amount(s) and award(s).

#### 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 none or 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 as informed by Mayoral Executive Order 04-12, "Procurement of Local and American Goods and Services."

### CONTRACT EXECUTION AND CONFORMANCE

#### 13. CONTRACTS.

Awards of contracts in amounts less than or equal to \$32,000 shall become contracts binding upon the City upon written notice of award by the Procurement Commissioner.

- a. 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 by the Procurement Commissioner and until after all of the following conditions have been satisfied:

## SS&E TERMS AND CONDITIONS OF BIDDING AND CONTRACT

- i. Successful bidder posts performance security as required in the Invitation and Bid, within the time specified in the written notice of award;
- ii. 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;
- iii. Approval of the Contract as to form by the City's Law Department;
- iv. Certification by the Director of Finance and City Controller as to the availability of funds; and
- v. 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 (i-v) 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 BOND.

When applicable, the successful bidder is required to furnish an individual performance bond, issued by a surety approved by the City and in the amount specified in the Invitation and Bid.

### 15. INSURANCE.

Unless otherwise specified, the successful bidder (referred to in this Paragraph 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 and for each renewal period. 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 or 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

- i. Workers' Compensation – Statutory limits
- ii. 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
- iii. Other states insurance including Pennsylvania

#### (b) GENERAL LIABILITY INSURANCE

- i. Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability.
- ii. Coverage: Premises operation: Blanket Contractual liability; Personal Injury liability; Products and completed operations; 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

- i. Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability.
- ii. Coverage: owned, non-owned and hired vehicles.

Contractors providing only supplies and equipment to the City via Common Carrier are only required to maintain General Liability insurance, naming the City of Philadelphia, its officers, employees and agents as additional insureds.

### 16. INDEMNIFICATION.

All bidders shall indemnify, defend and hold harmless the City, its officers, employees and agents from and against any and all losses, costs (including, but not limited to, litigation and settlement costs and counsel fees), claims, suits, actions, damages, liabilities and expenses, occasioned wholly or in part by the bidder's act or omission or fault or negligence or the act or omission or fault or negligence of bidder's agents, subcontractors (including suppliers), employees or servants in connection with the Contract, including, but not limited to, those acts or omissions or faults or negligence in connection with loss of life, bodily injury, personal injury, damage to property, contamination or adverse effects on the environment, the bidder's default under the Contract, intentional acts, 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.

## SS&E TERMS AND CONDITIONS OF BIDDING AND CONTRACT

### 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 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 and TERMINATION.

All work performed and goods and services rendered by a successful bidder (referred to in this Paragraph 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.

- a. The following shall constitute events of default under any Contract resulting from the Invitation and Bid:
  - i. Failure by Contractor to comply with any provision 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 "applicable law" as that term is defined in Paragraph 24.
  - ii. Falseness of any representation or warranty by Contractor in the Contract or in other document(s) submitted to the City by Contractor in connection with the Invitation and Bid or fraud in connection with the performance of the Contract.
  - iii. 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.
  - iv. A violation of law which results in the making of a guilty plea, a plea of nolo contendere, or conviction of a criminal offense by Contractor, its directors, employees, or agents or indictment or charges, which in the sole judgment of the Procurement Commissioner, adversely affects the performance of the Contract or Contractor's fitness to provide goods and services to the City.

- v. Failure by Contractor to comply with Chapter 17-1600 of The Philadelphia Code entitled "Economic Opportunity Plans," or the Mayoral Executive Order establishing the City's antidiscrimination policy relating to the participation of minority, woman and disabled owned business enterprises.
  - vi. 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 Paragraph 13 above.
  - vii. 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.
- b. 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, under the Invitation and Bid or under other paragraphs of these Terms and Conditions of Bidding and Contract :
    - i. 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.
    - ii. Appropriate to the payment of the difference between the Contract price and the cost of such substitute goods or services, and the amount of any other loss, cost or damage incurred by the City as a result of the default, any monies which may then be due and payable to Contractor under this Contract or any other Contract that Contractor then has with the City.

The City shall notify Contractor in writing of such termination, which shall be effective as of the date specified in the notice of termination (the "Termination Date"). The Procurement Commissioner may, in his/her sole discretion, require Contractor to continue to furnish all goods and perform all services required under the Contract until the Termination Date, in which case, subject to the remedies enumerated above, the successful bidder shall be paid in accordance with the Contract therefore.

## SS&E TERMS AND CONDITIONS OF BIDDING AND CONTRACT

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 Paragraph, 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 through 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. The City will not pay any sales taxes imposed on the bidder. The bidder must not include any sales taxes imposed on the bidder in its costs to be reimbursed by the City. However, when under established trade practice any federal excise tax is included in list prices, bidder may quote the list price and shall show separately the amount of the federal tax, either as a flat sum or as a percentage of the list price, which shall be deducted by the City. In the event bidder pays any sales or use tax, bidder hereby assigns to City, or City's agent, all of its rights, title and interest in any sales or use tax which may be refunded as a result of the purchase of any articles furnished in connection with the Contract and bidder, unless directed by the City, shall not file a claim for any sales or use tax refund subject to this assignment. Bidder authorizes the City, in City's name or the name of bidder, to file a claim for refund of any sales or use tax subject to this assignment.

### 22. TAX INDEBTEDNESS.

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

- a. Contractor's Certification of Non-Indebtedness. Contractor hereby certifies and represents that Contractor and Contractor's parent company(ies) and subsidiary(ies) are not currently indebted to the City of Philadelphia (the "City") and will not at any time during the term of this Contract (including any extensions or renewals thereof) be indebted to the

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

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

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

## SS&E TERMS AND CONDITIONS OF BIDDING AND CONTRACT

### 23. TAX REQUIREMENTS.

Any person or entity that 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.

- a. 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:
  - i. Business Income and Receipts Tax
  - ii. Net Profits Tax
  - iii. 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.

The Contractor, in performance of the Contract shall comply with, and all goods, services, documents and other materials furnished under the Contract shall conform with, all applicable present and future federal, state or local laws, ordinances, executive orders, rules, regulations and all court orders, injunctions, decrees and other official interpretations thereof of any federal, state or local court, administrative agency or governmental body, including the City, the Commonwealth of Pennsylvania and the United States of America ("applicable law"). Applicable law shall include, without limitation, the specific laws referenced in paragraphs 25 through 31 herein and Chapter 17-1700 of The Philadelphia Code (Contractors are obligated to pay their subcontractors promptly after Contractor receives payment from the City) and Chapter 17-1800 of The Philadelphia Code (Contractor shall cooperate with the City in addressing its goal of securing employment for Returning Citizens). Contractor shall maintain during the term of the Contract all licenses, permits and authorizations required by any applicable law.

#### 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, ancestry, national origin, sex, gender identity, sexual orientation, age or disability. 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 Paragraph 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 Paragraph 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 Paragraph 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 Office of the Inspector General, Curtis Center, 601 Walnut Street, Suite 300 East, Philadelphia, PA 19106.
- 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.

## SS&E TERMS AND CONDITIONS OF BIDDING AND 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, IRAN or SUDAN.

Section 17-104(4)(a) and (b) of The Philadelphia Code prohibits the City from accepting bids from companies that do business in Northern Ireland, Iran and Sudan unless, in the instance of Northern Ireland, that business has implemented the fair employment principles embodied in the MacBride Principles or in the instance of Iran or Sudan, there exists a federal override or the business is excluded from disqualification as described in the Sudan Accountability and Divestment Act of 2007. 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, Iran and Sudan and (ii) no product to be provided to the City under any resulting Contract will originate in Northern Ireland, Iran or Sudan unless, in the instance of Northern Ireland, Bidder has implemented the fair employment principles embodied in the MacBride Principles or in the instance of Iran or Sudan, there exists a federal override or the Bidder is excluded from disqualification as described in the Sudan Accountability and Divestment Act of 2007. In addition to any other remedies reserved under this Bid and Contract, any false certification by Bidder is subject to the penalties stated in Section 17-104 (c) (.3) which include relinquishment of any Bid Security, termination of the Contract and ineligibility for future bids

### 28. DISCLOSURES: SLAVERY ERA RECORDS, FEMALE EXECUTIVES and SOLE SOURCE CONTRACTS.

- a. In accordance with Philadelphia Code Section 17-104 (2), 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 disclosure and/or any failure to comply with these requirements 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.

- b. In accordance with Philadelphia Code Section 17-104 (3), bidder must provide the following information with its bid:

- (i) the current percentage of female executive officers in the company and the current percentage of females on the company's executive and full boards;
- (ii) the company's aspirational goals for the inclusion of females in executive positions and on the executive and full boards; and
- (iii) the intended efforts by the contractor to achieve the aspirational goals.

This information should be submitted with the bid but the City reserves the right to allow bidder to submit this information at any time prior to award of a contract.

- c. If this is a Sole Source Contract, bidder is subject to the disclosure requirements established under Chapter 17-1400 of The Philadelphia Code.

### 29. MINIMUM WAGE & BENEFITS AND PREVAILING WAGE.

- a. If this bid is for the furnishing of services, except where services are incidental to the delivery of supplies or equipment, it is subject to Chapter 17-1300 of The Philadelphia Code and Mayoral Executive Order 03-14 which establish minimum benefits (health benefits and sick leave) and wages for employees. If Contractor and Contractor's first tier subcontractor(s) furnishing services to the City meet the definition of "Employer," as set forth in Philadelphia Code Sections 17-1302(5) and 17-1303, each shall comply with the minimum wage and benefits provisions established by these laws: from May 20, 2014 through December 31, 2014, the minimum wage shall be \$10.88 per hour; on January 1, 2015, the minimum wage shall be \$12.00 per hour, which wage amount shall be adjusted annually thereafter, by the CPI Multiplier.\*<sup>2</sup> Contractor and its first tier subcontractor(s) shall notify each affected employee what wages are required to be paid.

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<sup>2</sup>The CPI Multiplier shall be calculated by the Director of Finance for bids issued on or after January 1 of each year by dividing the most recently published Consumer Price Index for all Urban Consumers (CPI - U) All Items Index, Philadelphia, Pennsylvania, as of January of such year, by the most recently published CPI - U as of January 1, 2015.

## SS&E TERMS AND CONDITIONS OF BIDDING AND CONTRACT

Accordingly, Contractor by submission of its Bid acknowledges and certifies its compliance with Chapter 17-1300 and Executive Order 03-14 and shall also require its first tier subcontractors to likewise certify and acknowledge their compliance. Contractor shall promptly provide to the City at its request all documents and information verifying its compliance and its first tier subcontractor(s)' compliance with these laws. Any request for a partial or total waiver of these requirements must be based on specific stipulated reasons elaborated in Philadelphia Code Section 17-1304 and should be directed to the attention of the Office of Labor Standards within the City's Managing Director's Office (MDO). Failure to comply with these provisions absent an approved waiver or partial waiver, is an event of default under the Contract and shall also subject Contractor and its first tier subcontractor(s) to the enforcement provisions in Philadelphia Code Section 17-1312.

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 of the Service Contract.

- b. The following services require the payment of prevailing wages and submission of certified payroll records under Philadelphia Code Section 17-107 for compensation that exceeds \$200,000.: landscaping; building care and maintenance; custodial/janitorial housekeeping; security guard service; demolition; snow removal; stucco; roof capping; furniture moving; locking systems and repairs; mechanical/HVAC maintenance and repairs; elevators, escalators, and electrical maintenance and repair, and subcontracts of all or a portion of such contracts. In addition, building service contracts for compensation exceeding \$100,000. are also subject to Section 17-107.

### **30. PROTECTION OF DISPLACED CONTRACT WORKERS.**

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

### **31. EQUAL BENEFITS.**

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

SS&E TERMS AND CONDITIONS OF BIDDING AND CONTRACT

SIGNING OF BIDS

This contract consists of the Invitation and Bid, all addenda issued thereto by the City, any surety bonds approved as to legal form by the Law Department, any Solicitation for Participation and Commitment Form, all warranties, insurance, exhibits and attachments reviewed and accepted 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, in whole or in part, except by a written amendment signed by the parties, the form of which may be an "Add-On Letter"; when the City exercises its sole option to renew a contract it shall do so with issuance of a "Renewal Letter." 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)