

PHASE 1: BID RESPONSE CLOSING DATE AND TIME
June 2, 2014 10:30 A.M.

PHASE 2: ONLINE DYNAMIC PRICING EVENT DATE AND TIME
June 16, 2014 10:30 A.M.

BID NO. S5Z60560	PAGE 1 OF 45	INVITATION AND BID ADVERTISED	BIDDER MUST COMPLETE BELOW
			BIDDER AGREES TO COMPLY WITH ALL CONDITIONS OF THIS BID. UNSIGNING BIDS WILL NOT BE ACCEPTED.
This Invitation to Bid must be received prior to the above cited phase 1 bid response closing date and time. Do not submit pricing quotations with phase one bid responses.		 CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT MUNICIPAL SERVICES BLDG. 1401 JFK BLVD, ROOM 170A PHILADELPHIA, PA 19102-1685	NAME AND ADDRESS OF FIRM
DEPARTMENT Various	DIVISION Various		
AWARDED			
DATE FOR THE PROCUREMENT COMMISSIONER			Federal EIN/Social Security Number
			BUYER: A. Campfield T. Waters

TITLE OF BID: LUMBER

GENERAL INFORMATION

This Invitation to Bid and Contract, being conducted through a two phase sealed online bidding process, is issued under the Antidiscrimination Policy described in the Mayor's Executive Order 03-12.

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

BID QUESTIONS

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

BID SECURITY

When applicable, BIDDERS MUST SUBMIT BID SECURITY.

BID SIGNATURE

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

For City Use Only

BID SECURITY See Conditions of Bidding	MASTER BID SECURITY		CERTIFIED CHECK SUBMITTED WITH BID	
	<input type="checkbox"/> YES	<input type="checkbox"/> NO	AMOUNT	CHECK NUMBER

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

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

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

For this Bid, the City has not established ranges for the participation of MBEs, WBEs and/or DSBEs (collectively, “M/W/DSBEs”), but bidder is encouraged to exercise Best and Good Faith Efforts to include M/W/DSBEs in this bid and in bidder’s supply chain. “Best and Good Faith Efforts” are those efforts, the scope, intensity and appropriateness of which are designed and performed to achieve meaningful and commercially useful participation by M/W/DSBEs. An OEO Certification Registry of M/W/DSBEs is maintained by the OEO and is available online at www.phila.gov/OEO/directory. 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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SECTION 1: GENERAL BID SUBMISSION

1.1 **TITLE: LUMBER**

1.2 **SCHEDULE NO: 584**

1.3 **CONTRACT TERM:** 9/1/14 to 2/28/15 (“Initial Term”). The City may, at its sole discretion, renew the contract for an additional period of up to three (3) months, commencing as of the expiration of the Initial Term (the “Additional Performance Period”), in order to ensure continuity in the provision of goods pending the award of a new contract.

1.3.1 REVERSE AUCTION INFORMATION

The City will accept bids for Lumber using an online Reverse Auction Process managed and hosted by eBridge Business Solutions, LLC.

Pricing for Lumber will be received via the Reverse Auction process scheduled to take place on June 16, 2014 at 10:30 AM.

The Reverse Auction will be conducted in accordance with the City purchasing provisions, the specifications for this Bid, and eBridge Business Solutions, LLC Bid Instructions attached as Exhibit B. The Reverse Auction will be the process used to determine final pricing. By submitting a bid through the Reverse Auction process, the bidder agrees to abide by the terms and conditions of the City policies and procedures for the purchase of goods and services, the terms and conditions of the Reverse Auction and the terms and specifications for this bid.

A condition of participation in the Reverse Auction is that vendors complete all bid proposal forms and be deemed responsive to all requirements and responsible to perform the services or to provide the goods. Such determination will be a pre-requisite to participation in the Reverse Auction event.

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REVERSE AUCTION PROCEDURES

- eBRIDGE BUSINESS SOLUTIONS, LLC will notify each bidder through email regarding the bidder's inclusion or exclusion from the qualified bidders list. This will be the official invitation to participate in the Reverse Auction.
- eBRIDGE BUSINESS SOLUTIONS, LLC will work with the bidder to prepare for the auction event. Preparation may include, but is not limited to: testing of the bidder interface, review and discussion of Online Reverse Auction event procedures and other documentation, and training.
- During the Online Reverse Auction event, only those bidders on the qualified bidders list will be allowed to participate in the auction event. eBRIDGE BUSINESS SOLUTIONS, LLC will provide the necessary administrative support to ensure that the integrity of the auction event is not compromised.
- eBRIDGE BUSINESS SOLUTIONS, LLC will keep an event record, which will include the prices offered by the bidders.
- The eBRIDGE BUSINESS SOLUTIONS, LLC bidder interface will be configured such that a bidder will not know the identity of competing bidders.
- eBRIDGE BUSINESS SOLUTIONS, LLC will begin the event through electronic notification to all qualified bidders. Bidders may submit multiple prices during the event. The lowest price offered by each qualified bidder will become the price portion of the bid response.
- Bids must be submitted by, or under the direction of, an authorized representative of the bidder as designated in the qualifications summary.
- The auction event will have a scheduled stop time. The event may be extended if bids are received within a predetermined amount of time prior to the scheduled stop time. Specific procedures on time extension will be contained in the event procedures that will be reviewed and discussed with all qualified bidders.

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- The event will conclude at either the scheduled stop time or at the time at which all extensions are completed, whichever is later.
- After the conclusion of the auction event, the City will consider the qualifications summary and the price offered during the auction event to determine the lowest responsive and responsible bidder.
- Please refer to Exhibit A, eBridge Vendor Frequently Asked Questions, for additional information.

REVERSE AUCTION TRANSACTION FEE

The bidder with whom the City enters into a contract agrees to and is required to pay a transaction fee to eBRIDGE BUSINESS SOLUTIONS, LLC pursuant to the Terms & Conditions signed and returned to the City prior to the bid response due date. The fee will be 3% of the contract.

- 1.3.1 The City shall exercise such sole option to renew the Contract Term by issuing a letter (the “Renewal Notice”) notifying the Contractor that the Contract is renewed for the Renewal Term or Additional Performance Period (identified by commencement and termination dates) that is specified in the Renewal Notice. The Contract shall be deemed to be renewed for such Renewal Term or Additional Performance Period, and Contractor shall be obligated to perform all terms and conditions of the Contract throughout such Renewal Term or Additional Performance Period, as of the effective date indicated on the City’s Renewal Notice, whether or not Contractor has agreed, verbally or in writing, to such renewal of the Contract term.
- 1.3.2 If an individual Performance Bond and/or Payment Bond is required under this Invitation and Bid, such bond(s) shall be and remain in full force and effect throughout the Initial Term, all Renewal Terms, any Additional Performance Period, and the period of any unexpired warranty provided or required under the Contract, without notice of Contract renewal by the City to the surety or the consent of the surety thereto. It is the sole responsibility of the Contractor to ensure that such bond(s) remain in full force and effect as provided in this Section, and failure to do so shall be an event of default pursuant to Section 19, Default, of the attached Terms and Conditions of Bidding and Contract.

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

1.4 CONTRACT TYPE: REQUIREMENTS

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

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

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

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

1.5 METHODOLOGY OF ACQUISITION: PURCHASE only.

1.6 STATEMENT OF DIRECTION:

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

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1.7 BID SECURITY

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

All bids submitted with a total greater than \$32,000.00 must be accompanied by the proper Bid Security.

Bidders already enrolled in the City's Master Bid Security Program for July 1, 2013 to June 30, 2014 are not required to provide Bid Security if their bid total is \$500,000.00 or less (per paragraph 2 of "Terms and Conditions of Bidding and Contract").

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

1.7.2 **Bids Opening July 1, 2013 through June 30, 2014**

Bidders may qualify for the Master Bid Security Program described above for **July 1, 2013 – June 30, 2014** by submitting a check in the amount of **\$140.00** made payable to the City of Philadelphia. The check should be submitted, under separate cover, to the Bid Unit Supervisor at least one day prior to the first bid that the bidder wants covered under the program and is *non-refundable*.

Or if, and only if, the bidder chooses to submit the check for the Master Bid Security Program with their bid, the check **MUST** be in the form of a Certified, Treasurer's or Cashier's Check, Bank or United States Postal Money Order and is non-refundable.

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

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1.8 **BID INFORMATION:**

- 1.8.1 All information concerning this bid will be contained in this bid document as issued or amended.
- 1.8.2 Information provided verbally by any City official shall not be binding or relevant.

1.9 **BID SUBMISSION:**

- 1.9.1 All bids submitted to the City of Philadelphia must adhere to the bid submission requirements. It is the bidder's responsibility to ensure all bid submission requirements are met. Failure to adhere to these instructions may result in the bid being disqualified.
- 1.9.2 Advertised sealed bids shall be received and opened publicly at 10:30 AM Philadelphia local time in Room #170A, 1st Floor of the Municipal Services Building, located at 1401 JFK Boulevard, Philadelphia, Pennsylvania 19102, on the bid opening date.
- 1.9.3 Vendors must submit their bid to the City of Philadelphia **no later than 10:30 AM** on the date that the bid opens. **BIDS MUST BE PLACED IN THE BID BOX** (slot located outside of Room 170A) prior to the bid opening. Bids that are not in the bid box prior to the bid opening may be disqualified.
- 1.9.4 It is the bidder's responsibility to ensure that the bid is submitted in a timely manner and placed in the bid box prior to the bid opening. If the bid is being sent by courier or mailed, it is recommended that the bid be sent early. The bid should arrive at least one business day before the bid opens to ensure timely receipt.
- 1.9.5 All bids **must** be placed in a **sealed** envelope. **The Bid Number, Opening Date and Company Name MUST be clearly labeled on the envelope.** If the bid is being delivered by courier or express mail, the bid **must** be in a **separate** sealed envelope inside the courier's envelope or express mail. This is to ensure that all bids conform to the sealed bid process of the City of Philadelphia. Failure to do so may result in the bid being disqualified.

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1.9.6 Vendor’s bid should be complete and include ALL information required as described in the various paragraphs of the bid specifications. All pricing must be completed on the forms provided and must be in **ink or typed**. The bid must be complete as to required bid signatures and corporate seal, and fully accept the terms and conditions contained in the bid.

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

1.9.8 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 preference¹. 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)² 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.”

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

² 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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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. Please provide sufficient time prior to bidding for processing of the LBE application. The Procurement Commissioner reserves the right to request any additional or clarifying information at any time prior to award of the contract, and during the performance of the contract.

1.9.9

BID QUESTIONS OR PROBLEMS

In preparing the bid response, should any bidder need clarification on the bid requirements, identify a discrepancy in the specifications, determine that a specified product has been discontinued or an alternate procedure is advised, etc.; then the bidder is **STRONGLY** encouraged to bring these issues to the attention of the Procurement Department's Customer Service Unit prior to the bid opening by calling (215) 686-4720 or 4721, or by faxing (215) 686-4716. **Questions, whether phoned or faxed, should be received no later than seven (7) calendar days prior to the scheduled opening date of the bid. The City reserves the right to only respond to those questions submitted prior to the stated deadline.** If it is in the City's best interest to do so, the bid MAY be amended to reflect the proposed changes/modifications.

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

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

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1.9.10 **CONTACT PERSON(S):**

PRE-AWARD:

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

Name: _____

Address: _____

City/State/ZC: _____

Telephone No.(____) _____ Ext.: _____

Fax No.(____) _____

E-mail address _____

State Company Web Site Address: _____

POST-AWARD:

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

Name: _____

Address: _____

City/State/ZC: _____

Telephone No.(____) _____ Ext.: _____

Fax No.(____) _____

E-mail address _____

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1.9.11 **ALTERNATES SUBMITTED:**

If an alternate to any item is offered, bidder must follow instructions in Paragraph 4 of “Terms and Conditions of Bidding and Contract”. State the brand name and the model number of each alternate offered. Detailed technical information on the alternate should accompany the bid.

Failure to state alternates will obligate bidder to provide material and/or service specified in the bid.

Any other product information submitted by bidder in connection with this bid is for purposes of product description, information and specification only. Bidder agrees that any additional terms or conditions contained therein, including, but not limited to, disclaimers or limitations of liability, do not become part of the bid.

1.10 **BIDDER QUALIFICATION:**

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

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

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SECTION 1:

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

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

SECTION 2:

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

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

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

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SECTION 2: SPECIFICATIONS

- 2.1 Successful vendor(s) shall be required to supply the City of Philadelphia’s Agencies/Departments with **LUMBER** as listed in Sections 2 and 5 of this Invitation and Bid.
- 2.2 **MINIMUM DELIVERY:**
The minimum release for vendor delivery shall be \$300.00.
- 2.3 **PRICING:**
All Pricing will be submitted exclusively online. **DO NOT SUBMIT PRICING AT THIS TIME.** Bidder(s) must submit an online unit price of the listed items in the unit of measure indicated. Prices quoted at the time of the reverse auction shall remain firm for the entire period of the contract.
- 2.4 **WARRANTY:**
Product must be new and free of defects of any kind. Material must be equal to or exceed the quality and standards as specified and described in Section 5 of this Invitation and Bid. Vendor’s warranty certifying the condition of the material must stand for a minimum of one (1) year from the date of delivery accepted by the City. Delivered product must be of the highest quality.
- 2.5 **SAMPLES:**
Samples are NOT required for this Invitation and Bid but the Procurement Department Buyer reserves the right to request samples as needed and required.
- 2.6 **DELIVERY LOCATION:**
Awarded vendor will be notified of requirements by the requesting City user and the official purchase order issued by the Procurement Department.
- 2.7 **CERTIFIED FOREST PRODUCTS:**
- 2.7.1 Does vendor have Forest Stewardship Council (FSC) chain custody certification?
Yes _____ No _____
- 2.7.2 Is vendor presently selling FSC certified products?
Yes _____ No _____

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2.7.3 The City of Philadelphia strongly encourages vendors to become FSC certified, as certification may become a requirement of bidding for lumber and lumber supplies in the future.

2.7.4 Vendors may consult with the Forest Stewardship Council at www.FSC.org for a directory of certified wood suppliers, products, and species and for the latest information about the growing application of certification in the building environment.

SECTION 3: BID EVALUATION AND AWARD

3.1 EVALUATION:

3.1.1 Bids will be evaluated by the Procurement Department.

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

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

- (i) improper bid security
- (ii) improper bid execution
- (iii) incompleteness
- (iv) offering counter terms and conditions
- (v) improper or incomplete execution of OEO documents (if applicable)

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

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

3.2 AWARD:

3.2.1 This Invitation and Bid shall be awarded to the lowest responsive and responsible bidder(s), either in whole, or by section, whichever is deemed to be in the best interest of the City.

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3.2.2 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.

Unless the Procurement Commissioner determines to waive the preference for the reasons stated in subsection 7 b. 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:**
Bidder's attention is directed to paragraph 14 of "Terms and Conditions of Bidding and Contract," for the required Performance Security.

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

Performance security shall be required for any subsequent renewal periods.

3.2.4 **City of Philadelphia-Business, Corporate and Slavery Era Insurance Disclosure**

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

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

3.2.5

INSURANCE:

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

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

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

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SECTION 4: CONTRACT MANAGEMENT

4.1 CITY OF PHILADELPHIA RESPONSIBILITY:

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

Order Against Contracts

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

- 4.1.2 Invoices shall be submitted after delivery and acceptance of the product or service by the City. The City attempts to process invoices in a timely manner. Delays can occur because of incomplete or inaccurate invoicing information. Please make sure that invoices contain the following information to help the City process payments to the Contractor as quickly as possible.
- (a) After the delivery or services have been completed the Contractor must submit three (3) copies of the invoice for payment to the receiving department listed on the purchase order.
 - (b) The invoice must correctly reference the purchase order number, the vendor name, address and Federal Employer Identification number.
 - (c) Checks will only be made payable to the company name as shown on the purchase order; the invoice must reflect this same company name as the "pay to".
 - (d) The invoice must show the quantity and type of item or service and the price.
 - (e) The unit of purchase on the invoice must agree with the unit cited on the purchase order. Reference to the specific line item is helpful.

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

4.1.4 **ADD-ONS:**

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

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

4.1.5 **MATERIALS TESTING:**

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

4.2 **VENDOR RESPONSIBILITY:**

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

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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. **VENDOR 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.
- 4.2.5 In the event that the contractor receives an order for products, services or equipment not specifically priced and incorporated into the contract, they must:
- (i) bring this to the immediate attention of the Procurement Dept., and
 - (ii) notify the ordering agency in writing and refuse to deliver.
- 4.2.6 Should products, services, or equipment be delivered that are not specifically incorporated and priced into the contract, and/or be delivered without purchase order, the City shall have no obligation for payment.
- 4.2.7 For delivery of products or equipment, contractors shall honor and be paid for orders placed until the close of business of the date of purchase order expiration. Delivery of product may occur following purchase order expiration, so long as the order was placed prior to the purchase order expiration date.

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4.2.8 **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.

Product bid contains 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

4.2.9 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.

4.2.10 **Invoices/Receipts:**

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

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

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

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

4.2.10.3.2 See also item 4.1.2 above.

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

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SECTION 5: PRICING

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

Lumber and Lumber Supplies as specified in Sections "A" through "S"

Units of Measure: **BD** = bundle **BF** = board feet **EA** = each **LF** = linear foot
 PC = piece **SH** = sheet

NOTE:

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

<u>Estimated Quantities</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
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5.1 **SECTION "A" - 30530 100**

Lumber, Board class, 3/4 - 7/4" thick, 2" and wider, graded per National Grading Rules, mill certificate or grade-marked; S4S, S-dry or K.D., Standard Idaho white pine, 8-16 ft. Lengths.

5.1.1	30530 100 001 1 x 4	400	LF	\$Online	\$Online
5.1.2	30530 100 002 1 x 6	1	LF	\$Online	\$Online
5.1.3	30530 100 003 1 x 8	400	LF	\$Online	\$Online
5.1.4	30530 100 005 1 x 12	2,000	LF	\$Online	\$Online
5.1.5	30530 100 007 2 x 4	500	LF	\$Online	\$Online
5.1.6	30530 100 008 2 x 6	65	LF	\$Online	\$Online

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		<u>Estimated Quantities</u>	<u>Unit of Measure</u>	<u>Unit Price (Delivered)</u>	<u>Total Amount</u>
MISCELLANEOUS WHITE PINE					
5.1.7	30530 810 026 Champher Strip, TLW #994, 1 x 1	200	LF	\$Online	\$Online
5.1.8	30530 150 031 1 x 2 C-Select White Pine 12CWP	1	LF	\$Online	\$Online
5.1.9	30530 150 032 3 x 12 x 16 #2-COMSPine	1	LF	\$Online	\$Online
	TOTAL SECTION "A" (Unit Price X Quantity)		<u>\$Online</u>		

5.2 **SECTION "B" - 30530 150**

Lumber, Select and finish grades, 4/4-16/4" Thick, 2" and wider, graded per National Grading Rules, mill certificate or grade-marked; C select, S4S, kiln dried (K.D.) Idaho pine, Ponderosa pine or Sugar pine acceptable, 8-16 ft. lengths.

KILN DRIED ONLY

5.2.1	30530 150 001 1 x 3	95	LF	\$Online	\$Online
5.2.2	30530 150 002 1 x 4	95	LF	\$Online	\$Online
5.2.3	30530 150 003 1 x 6	385	LF	\$Online	\$Online

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		<u>Estimated Quantities</u>	<u>Unit of Measure</u>	<u>Unit Price (Delivered)</u>	<u>Total Amount</u>
5.2.4	30530 150 004 1 x 8	2,785	LF	\$Online	\$Online
5.2.5	30530 150 005 1 x 10	32	LF	\$Online	\$Online
5.2.6	30530 150 006 1 x 12	852	LF	\$Online	\$Online
5.2.7	30530 150 007 5/4 x 6	1	LF	\$Online	\$Online
5.2.8	30530 150 009 5/4 x 12	40	LF	\$Online	\$Online

Lumber, Select and finish grades, 4/4-16/4", thick, 2" and wider, graded per National Grading Rules, mill certificate or grade-marked; D select, S4S, S-dry (sun dried) Idaho pine, Ponderosa pine or Sugar pine acceptable, 8-16 *ft.* lengths.

SUN-DRIED ONLY

5.2.9	30530 150 022 5/4 x 12	1	LF	\$Online	\$Online
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TOTAL SECTION "B" **\$Online**
(Unit Price X Quantity)

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	<u>Estimated Quantities</u>	<u>Unit of Measure</u>	<u>Unit Price (Delivered)</u>	<u>Total Amount</u>
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5.3 **SECTION "C" - 30530 250**

Lumber, Light framing, 3/4" - 7/9" thick or 2-4" thick, 2-4" wide, graded per National Grading Rules, mill certificate or grade-marked; S4S. Hem-fir, Standard and Better.

2" thick, S-dry or K.D.

SIZES

5.3.1	30530 250 001 2 x 3	1	LF	\$Online	\$Online
5.3.2	30530 250 002 2 x 4	6,500	LF	\$Online	\$Online
5.3.3	30530 250 003 2 x 6	100	LF	\$Online	\$Online
5.3.4	30530 250 004 2 x 10	60	LF	\$Online	\$Online

3-4" thick, 5-gm.

SIZE

5.3.5	30530 250 006 4 x 4	32	LF	\$Online	\$Online
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2" thick, kiln dried

SIZES

5.3.6	30530 250 008 2 x 3	60	LF	\$Online	\$Online
5.3.7	30530 250 009 2 x 4	200	LF	\$Online	\$Online

TOTAL SECTION "C" (Unit Price X Quantity)	<u>\$Online</u>
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<u>Estimated Quantities</u>	<u>Unit of Measure</u>	<u>Unit Price (Delivered)</u>	<u>Total Amount</u>
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5.4 **SECTION "D" - 30530 350**

Lumber, Structural joists and planks, 2-6" thick, 6" and wider, graded per national Grading Rules, mill certificate or grade marked; No 2 and better, S4S. Hem-fir.

**2" Thick, Seasoned Dry ONLY
SIZES**

5.4.1	30530 350 002 2 x 8	20	LF	\$Online	\$Online
5.4.2	30530 350 003 2 x 10	465	LF	\$Online	\$Online
5.4.3	30530 350 004 2 x 12	400	LF	\$Online	\$Online

**6" thick, S-dry
SIZES**

5.4.4	30530 350 009 6 x 6	1	LF	\$Online	\$Online
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**2" Thick, K.D. ONLY
SIZES**

5.4.5	30530 350 016 2 x 6	400	LF	\$Online	\$Online
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TOTAL SECTION "D"
(Unit Price X Quantity) **\$Online**

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**Estimated
Quantities** **Unit of
Measure** **Unit
Price
(Delivered)** **Total
Amount**

5.5 **SECTION "E" 30530 400**

Plywood, fir, sanded 1 side, grade-marked in accordance with the U.S. Department of Commerce Product Standard PS1-09 or latest revision.

**Exterior, Grade AC
SIZES**

5.5.1	30530 400 001 ¼ x 4 x 8	85	SH	\$Online	\$Online
5.5.2	30530 400 002 3/8 x 4 x 8	136	SH	\$Online	\$Online
5.5.3	30530 400 004 ½ x 4 x 8	50	SH	\$Online	\$Online
5.5.4	30530 400 006 ¾ x 4 x 8	350	SH	\$Online	\$Online
5.5.5	30530 400 007 ¾ x 4 x 10	2	SH	\$Online	\$Online
5.5.6	30530 400 008 5/8 x 4 x 8	2	SH	\$Online	\$Online
5.5.7	30530 400 011 1" x 4' x 8'	2	SH	\$Online	\$Online

Exterior, Grade AA

5.5.8	30530 400 009 3/4" x 4 x 8	40	SH	\$Online	\$Online
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TOTAL SECTION "E" **\$Online**
(Unit Price X Quantity)

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**Estimated
Quantities** **Unit of
Measure** **Unit
Price
(Delivered)** **Total
Amount**

5.6 **SECTION "F" - 30530 500**

Paneling, hardwood veneered plywood, or softwood veneer core acceptable; grade-marked per Product Standard ANSI/HPVA HP-1-09, or latest revision.

SIZES

Birch Veneer

5.6.1	30530 500 001 ¼ x 4 x 8	15	SH	\$Online	\$Online
5.6.2	30530 500 002 ½ x 4 x 8	8	SH	\$Online	\$Online
5.6.3	30530 500 003 ¾ x 4 x 8	15	SH	\$Online	\$Online

Luan Mahogany Veneer

5.6.4	30530 500 004 ¼ x 4 x 8	25	SH	\$Online	\$Online
5.6.5	30530 500 006 ¾ x 4 x 8	1	SH	\$Online	\$Online

Oak Veneer

5.6.6	30530 500 007 ¼ x 4 x 8	2	SH	\$Online	\$Online
5.6.7	30530 500 008 ½ x 4 x 8	10	SH	\$Online	\$Online
5.6.8	30530 500 009 ¾ x 4 x 8	15	SH	\$Online	\$Online

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<u>Estimated Quantities</u>	<u>Unit of Measure</u>	<u>Unit Price (Delivered)</u>	<u>Total Amount</u>
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Miscellaneous

5.6.9	30530 500 010 Paneling, Novaply, Flakeboard, 3/4" x 4' x 8'	1	SH	\$Online	\$Online
5.6.10	30530 500 013 Paneling, Melamine Composite Panel (MCP), Good 2 sides, 3/4" x 4' x 8', Color: White	5	SH	\$Online	\$Online
5.6.11	<u>Laminated Poplar Cones, tapered w/eased edges.</u>				
	5.6.11.1 30530 500 045 12-3/4" Top/ 11" Bottom X 14" High	1	EA	\$Online	\$Online

Plywood – Miscellaneous

5.6.12	30530 001 056 Red Oak, Rotary Cut Whole Face VC B-1, 3/4" X 4' X 8'	1	EA	\$Online	\$Online
5.6.13	30530 001 057 Cherry, Plain Sliced, VC A-1, SMN (sliced matched numbered) 3/4" X 4' X 8'	1	EA	\$Online	\$Online

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		<u>Estimated Quantities</u>	<u>Unit of Measure</u>	<u>Unit Price (Delivered)</u>	<u>Total Amount</u>
5.6.14	30530 001 058 Walnut, Plain Sliced, VC A-1, 3/4" X 4' X 8'	1	EA	\$Online	\$Online
5.6.15	30530 001 059 Birch, Baltic, VC 3-B, 12MM X 5' X 5'	1	EA	\$Online	\$Online
5.6.16	30530 001 060 Birch, VC A-1, 3/4" X 4' X 8'	1	EA	\$Online	\$Online
5.6.17	30530 001 061 Birch, VC A-1, 1/2" X 4' X 8'	1	EA	\$Online	\$Online
5.6.18	30530 001 062 Luan, VC, 1/4" X 4' X 8'	1	EA	\$Online	\$Online
5.6.19	30530 001 063 Red Oak, B1, WPF, RC, VC, (count of 50) 1/2 X 4 X 8	1	EA	\$Online	\$Online
5.6.20	30530 001 064 Cherry, A1, P/S, VC 1/2 X 4 X 8	1	EA	\$Online	\$Online
5.6.21	30530 001 065 Red Oak, Plain Sliced, VC A-1 3/4" X 4' X 8'	1	EA	\$Online	\$Online

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		<u>Estimated Quantities</u>	<u>Unit of Measure</u>	<u>Unit Price (Delivered)</u>	<u>Total Amount</u>
5.6.22	30530 001 049 Birch, B2 VC 1" X 4 X 8	1	EA	\$Online	\$Online
5.6.23	30530 780 004 Maple, pre-finish 1 side, 3/4 X 4 X 8	2	EA	\$Online	\$Online
5.6.24	30530 780 005 Maple, pre-finish 1 side, 1/2 X 4 X 8	2	EA	\$Online	\$Online
5.6.25	30530 780 006 Maple, pre-finish 1 side, 1/4 X 4 X 8	2	EA	\$Online	\$Online
5.6.26	30530 001 055 A B Marine Fir 3/4" x 4' x 8'	50	EA	\$Online	\$Online
TOTAL SECTION "F" (Unit Price X Quantity)			<u>\$Online</u>		

5.7 **SECTION "G" - 30530 560**

Building board (hardboard), plain, tempered, smooth 2 sides, unfinished surface; per ANSI/AHA A135.4 Standard, or latest revision; Masonite for reference.

SIZES:

5.7.1	30530 560 001 1/8" X 4' X 8'	1	SH	\$Online	\$Online
5.7.2	30530 560 002 1/4" X 4' X 8'	1	SH	\$Online	\$Online
TOTAL SECTION "G" (Unit Price X Quantity)			<u>\$Online</u>		

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<u>Estimated Quantities</u>	<u>Unit of Measure</u>	<u>Unit Price (Delivered)</u>	<u>Total Amount</u>
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5.8 **SECTION "H" - 30530 570**

Pine Fencing, Yellow Pine, No. 2 Common, tongue and groove, S2S, S-Dry, Center Bead one side Yellow Pine, pressure treated, #1 Common, S4S, CCA treated in accordance with American Wood Preserves Association standards. Acceptable provided lumber is used for in-ground contact. If not, .25 retention is adequate (above ground).

5.8.1	30530 570 002 1" x 6" x 16'	20	PC	\$Online	\$Online
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**Lumber, #2 Yellow Pine
MCA Pressure Treated for Ground Contact to AWWA/UCS Standards**

5.8.2	30530 613 001 6" X 6" X 16'	1	EA	\$Online	\$Online
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5.8.3	30530 580 032 2 X 8 X 10' #2 YP Pressure Treated MCA	1	EA	\$Online	\$Online
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Yellow Pine, pressure treated, #1 Common, S4S, CCA treated in accordance with American Wood Preserves Association standards. Acceptable provided lumber is used for in-ground contact. If not, .25 retention is adequate (above ground).

5.8.4	30530 570 005 2" x 10" x 16'	160	EA	\$Online	\$Online
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5.8.5	30530 570 016 2" x 10" x 20'	150	EA	\$Online	\$Online
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5.8.6	30530 570 006 2" x 12" x 20'	25	EA	\$Online	\$Online
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5.8.7	30530 570 008 2" x 12" x 16'	30	EA	\$Online	\$Online
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		<u>Estimated Quantities</u>	<u>Unit of Measure</u>	<u>Unit Price (Delivered)</u>	<u>Total Amount</u>
5.8.8	30530 570 009 2" x 4" x 16'	50	EA	\$Online	\$Online
5.8.9	30530 570 011 2" x 6" x 16'	582	EA	\$Online	\$Online
5.8.10	30530 570 019 5/4" x 12"	370	LF	\$Online	\$Online
Except #2 Common					
5.8.11	30530 580 020 2" x 6" x 12, #SYP PT Copper Azole	15	EA	\$Online	\$Online
5.8.12	30530 580 021 2" x 6" x 10, #1SYP PT Copper Azole	1	LF	\$Online	\$Online
5.8.13	30530 570 015 2" x 8" x 16'	1	EA	\$Online	\$Online
Same as Yellow Pine Above					
(Items 5.8.4-5.8.13)					
5.8.14	30530 570 111 4" x 4" x 8" to 16'	48	LF	\$Online	\$Online
5.8.15	30530 570 112 3" x 8" x 8" to 16'	1	LF	\$Online	\$Online
5.8.16	30530 570 114 6" x 6" x 12'	80	EA	\$Online	\$Online
5.8.17	30530 570 117 3" x 4" x 16'	1	EA	\$Online	\$Online

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		<u>Estimated Quantities</u>	<u>Unit of Measure</u>	<u>Unit Price (Delivered)</u>	<u>Total Amount</u>
5.8.18	30530 570 121 6"x 8" x 12'; S4S	30	EA	\$Online	\$Online
5.8.19	30530 570 115 4" x 6" x 12'	15	EA	\$Online	\$Online
5.8.20	30530 570 116 12" x 12" x 12'	40	EA	\$Online	\$Online
5.8.21	30530 580 022 6" x 12" x 16', #2 PT Yellow Pine	15	EA	\$Online	\$Online
5.8.22	30530 580 023 3" x 12" x 16', #2 PT Yellow Pine	15	EA	\$Online	\$Online
5.8.23	30530 580 024 6" x 6" x 10 Copper Azole, 6610CA	32	EA	\$Online	\$Online
5.8.24	30530 580 000 4" x 12" x 12 #2SYP Yellow Pine	1	EA	\$Online	\$Online
5.8.25	30530 580 035 3" x 10" x 16' Yellow Pine	1	EA	\$Online	\$Online
5.8.26	30530 570 119 10" x 10" x 16' Yellow Pine	1	EA	\$Online	\$Online

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<u>Estimated Quantities</u>	<u>Unit of Measure</u>	<u>Unit Price (Delivered)</u>	<u>Total Amount</u>
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Miscellaneous Yellow Pine

5.8.27	30530 570 500 Plywood, 5/8" x 4' x 8' T-1-11; 8" Grooves on Center (OC)	155	EA	\$Online	\$Online
5.8.28	30530 500 046 Southern Yellow Pine; Wedge 2- 3/4" x 3- 1/2" x 14"; #2SYP	2,500	EA	\$Online	\$Online

TOTAL SECTION "H"
(Unit Price X Quantity) **\$Online**

5.9 **SECTION "I" - 30530 610**

Mouldings, Pine, 16 ft. length, Finger Joint

	<u>Moulding Type</u>	<u>Size</u>	<u>WWPA Pattern No (for style ref. only)</u>		
5.9.1	30530 610 001 Quarter round	1/2" x 1/2"	WP 108		
		10	EA	\$Online	\$Online
5.9.2	30530 610 002 Quarter round	3/4" x 3/4"	WP 105		
		3	EA	\$Online	\$Online
5.9.3	30530 610 003 Screen	1/4" x 3/4"	WP 144		
		1	EA	\$Online	\$Online

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S5Z60560	PAGE OF 35 45
		FIRM NAME (Must be filled in)	

		<u>Estimated Quantities</u>	<u>Unit of Measure</u>	<u>Unit Price (Delivered)</u>	<u>Total Amount</u>
		<u>Size</u>	<u>WWPA Pattern No (for style ref. only)</u>		
5.9.4	30530 610 005 Corner Guard	3/4" x 3/4"	WP 206		
		2	EA	\$Online	\$Online
5.9.5	30530 610 006 Stop	7/16" x 1-3/8"	WP 846		
		5	EA	\$Online	\$Online
5.9.6	30530 610 007 Base Cap (Ogee)	11/16" x 1-3/8"	WP 163		
		15	EA	\$Online	\$Online
5.9.7	30530 610 008 Casing	11/16" x 2-1/4"	WP 326		
		22	EA	\$Online	\$Online
5.9.8	30530 610 011 Corner Guard	1-3/8"x1-3/8"	WP 204		
		5	EA	\$Online	\$Online
5.9.9	30530 610 012 Casing	11/16" x 2-1/2"	WP 331		
		14	EA	\$Online	\$Online
5.9.10	30530 610 013 Chair Rail	3/4" x 3-1/2"	WP 391		
		1	EA	\$Online	\$Online
5.9.11	30530 610 014 Cap	11/16" x 3/8"	WP 290		
		1	EA	\$Online	\$ Online

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S5Z60560	PAGE OF 36 45
		FIRM NAME (Must be filled in)	

		<u>Estimated Quantities</u>	<u>Unit of Measure</u>	<u>Unit Price (Delivered)</u>	<u>Total Amount</u>
		<u>Size</u>	<u>WWPA Pattern No (for style ref. only)</u>		
5.9.12	30530 610 015 Chair Rail	11/16" x 2-5/8"	WP 390		
		1	EA	\$Online	\$Online
5.9.13	30530 610 018 Ranch Casing	11/16" x 2-1/4"	W327		
		1	EA	\$Online	Online
<u>Mouldings, Pine, 16 ft. length, Clear</u>					
5.9.14	30530 610 054 Quarter round	1/2" x 1/2"	WP 108		
		1	EA	\$Online	\$Online
5.9.15	30530 610 055 Quarter round	3/4" x 3/4"	WP 105		
		1	EA	\$Online	\$Online
5.9.16	30530 610 056 Screen	1/4" x 3/4"	WP 144		
		5	EA	\$Online	\$Online
5.9.17	30530 610 059 Stop	7/16" x 1-3/8"	WP 846		
		1	EA	\$Online	\$Online
5.9.18	30530 610 072 Brick Exterior Casting	1 1/4" x 2"			
		1	EA	\$Online	\$Online
TOTAL SECTION "I" (Unit Price X Quantity)			<u>\$Online</u>		

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S5Z60560	PAGE OF 37 45
		FIRM NAME (Must be filled in)	

**Estimated
Quantities** **Unit of
Measure** **Unit
Price
(Delivered)** **Total
Amount**

5.10 SECTION "J" - 30530 650

Plywood, Sheathing CDX Exterior, Interior, Exposure 1, (exterior sheathing) Grade C-D, Group 1 or 5, grade-marked in accordance with U.S. Department of Commerce Product Standard PS1-09. 4-Ply only.

5.10.1	30530 650 001 3/8"X4'X8'	188	SH	\$Online	\$Online
5.10.2	30530 650 002 5/8"X4'X8'	1	SH	\$Online	\$Online
5.10.3	30530 650 003 1/2" x 4' x 8'	5	SH	\$Online	\$Online
5.10.4	30530 650 004 3/4"X4'X8'	32	SH	\$Online	\$Online

TOTAL SECTION "J" **\$Online**
(Unit Price X Quantity)

5.11 SECTION "K" - OAK STAKES AND OAK HUBS - 30530 730

Delivery required within fourteen (14) days of receipt of order. Stakes, surveyors, oak, beech, birch or maple, straight grain. No more than 30% poplar may be included. Stakes shall be 100% sound but may contain small knots and slight imperfections. To be finished on flat sides; stock size stakes dressed on 3 or 4 sides; final width nominal: 1-13/16". Stakes shall be delivered in bundles of fifty (50) each; each bundle to be securely tied.

5.11.1	30530 730 002 2" x 2" x 12" oak hubs with 4" point on one end	2,500	EA	\$Online	\$Online
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INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S5Z60560	PAGE OF 38 45
		FIRM NAME (Must be filled in)	

		<u>Estimated Quantities</u>	<u>Unit of Measure</u>	<u>Unit Price (Delivered)</u>	<u>Total Amount</u>
5.11.2	30530 730 100 1" x 2" x 4' long, cut to exact length; 3" points on each end.	2,550	EA	\$Online	\$Online
	TOTAL SECTION "K" (Unit Price X Quantity)		<u>\$Online</u>		
5.12	SECTION "L" - POPLAR - 30530 770				
	Delivery required within 7 days of receipt of order.				
	Poplar; graded per National Hardwood Lumber Assn. Rules; Firsts and Seconds, Rough, Kiln Dried.				
5.12.1	30530 770 001 1" x 12" x 8' to 16'	150	LF	\$Online	\$Online
	Poplar; S4S, grade "C" or better, kiln dried per National Hardwood Lumber Assn. Rules.				
5.12.2	30530 770 004 5/4" x 12" x 8' to 16'	1	LF	\$Online	\$Online
5.12.3	30530 611 000 Moulding, Poplar Panel; 1" x 1-3/4", TL-62	1	LF	\$Online	\$Online
	TOTAL SECTION "L" (Unit Price X Quantity)		<u>\$Online</u>		

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S5Z60560	PAGE OF 39 45
		FIRM NAME (Must be filled in)	

<u>Estimated Quantities</u>	<u>Unit of Measure</u>	<u>Unit Price (Delivered)</u>	<u>Total Amount</u>
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5.13 **SECTION "M" - OAK - 30530 790**

Delivery required within seven (7) days of receipt of order.

Oak, plain, red, graded per National Hardwood Lumber Assn. Rules; Firsts and Seconds, S4S, Kiln Dried.

5.13.1	30530 790 001 1-1/2" x random widths (min. 6") x random lengths (min. 8 ft.)	10	BF	\$Online	\$Online
5.13.2	30530 790 002 1" x 12" x 8' to 16' R/L	242	BF	\$Online	\$Online
TOTAL SECTION "M" (Unit Price X Quantity)			<u>\$Online</u>		

5.14 **SECTION "N"- DOORS, VARIOUS- 30542 260**

Delivery required within 3 days of receipt of order.

DOOR, Lauan, solid wood core (MUST BE SOLID WOOD CORE), NO flakeboard. Each door must be marked, "Solid Wood Core"; 1- 3/8" thick.

5.14.1	30542 260 001 2/6 x 6/8	1	EA	\$Online	\$Online
5.14.2	30542 260 005 3/0 x 6/8	1	EA	\$Online	\$Online

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S5Z60560	PAGE OF 40 45
		FIRM NAME (Must be filled in)	

**Estimated
Quantities** **Unit of
Measure** **Unit
Price
(Delivered)** **Total
Amount**

DOOR, Lauan, solid wood core (MUST BE SOLID WOOD CORE), NO flakeboard. Each door must be marked, "Solid Wood Core"; 1- 3/4" thick.

5.14.3	30542 260 101 3/0 x 6/8	1	EA	\$Online	\$Online
5.14.4	30542 260 102 3/0 x 7/0	15	EA	\$Online	\$Online

DOOR, Birch, solid wood core (MUST BE SOLID WOOD CORE), NO flakeboard. Each door must be marked, "Solid Wood Core"; 1-3/4" thick.

5.14.5	30542 260 200 2/6 x 6/8	1	EA	\$Online	\$Online
5.14.6	30542 260 202 2/8 x 6/8	1	EA	\$Online	\$Online
5.14.7	30542 260 206 3/0 x 6/8	12	EA	\$Online	\$Online
5.14.8	30542 260 207 3/0 x 7/0	25	EA	\$Online	\$Online

DOOR, Birch, solid wood core (MUST BE SOLID WOOD CORE), NO flakeboard. Each door must be marked, "Solid Wood Core"; 1- 3/8" thick.

5.14.9	30542 260 301 2/6 x 7/0	1	EA	\$Online	\$Online
5.14.10	30542 260 302 2/8 x 6/8	1	EA	\$Online	\$Online

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S5Z60560	PAGE OF 41 45
		FIRM NAME (Must be filled in)	

		<u>Estimated Quantities</u>	<u>Unit of Measure</u>	<u>Unit Price (Delivered)</u>	<u>Total Amount</u>
5.14.11	30542 260 306 3/0 x 6/8	1	EA	\$Online	\$Online
DOOR , Lauan, Hollow core; 1-3/4" thick					
5.14.12	30542 260 404 3/0 x 6/8	1	EA	\$Online	\$Online
DOOR , Birch, Hollow core; 1-3/8" thick					
5.14.13	30542 260 500 2/6 x 6/8	1	EA	\$Online	\$Online
5.14.14	30542 260 501 2/8 x 6/8	1	EA	\$Online	\$Online
5.14.15	30542 260 503 3/0 x 6/8	1	EA	\$Online	\$Online
TOTAL SECTION "N" (Unit Price X Quantity)			<u>\$Online</u>		
5.15 SECTION "O" - MISCELLANEOUS					
5.15.1	30530 810 027 Shims, Cedar	1	BD	\$Online	\$Online
5.15.2	30530 000 903 Flakeboard, 3/4 X 30 X 120	1	EA	\$Online	\$Online
5.15.3	30530 811 015 Lumber, Fir Full Round, 1-9/16", TLF232	1	LF	\$Online	\$Online

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S5Z60560	PAGE OF 42 45
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		<u>Estimated Quantities</u>	<u>Unit of Measure</u>	<u>Unit Price (Delivered)</u>	<u>Total Amount</u>
5.15.4	30530 690 016 Redwood, CAH, S4S, 2x6	1	LF	\$Online	\$Online
5.15.5	30530 811 016 Pegboard, 4' x 8' x 1/8"	2	SH	\$Online	\$Online
TOTAL SECTION "O" (Unit Price X Quantity)			<u>\$Online</u>		
5.16	SECTION "P" - Hem-Fir (For Police Barricade) – 30530 660 Hem-Fir, Board Class, 3/4 - 7/4" thick, 2" and wider; Graded or mill certificate supplied in accordance with National Grading Rules; For Police Barricades, No. 3 Common, S4S, S-Dry. Truckload deliveries only - truckload is equivalent of 20,000 board/ft. Vendor to furnish forklift for unloading as required.				
5.16.1	30530 660 001 1" x 3" x 8 feet	2,800	PC	\$Online	\$Online
5.16.2	30530 660 002 1" x 4" x 8 feet	2,800	PC	\$Online	\$Online
5.16.3	30530 660 100 2" x 4" x 6 feet	7,000	PC	\$Online	\$Online
5.16.4	30530 660 200 2" x 6" x 16 feet	2,500	PC	\$Online	\$Online
TOTAL SECTION "P" (Unit Price X Quantity)			<u>\$Online</u>		

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S5Z60560	PAGE OF 43 45
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		<u>Estimated Quantities</u>	<u>Unit of Measure</u>	<u>Unit Price (Delivered)</u>	<u>Total Amount</u>
5.17 SECTION "Q" - Lumber, Melamine Component Panel (MCP) – 30530 400					
5.17.1	30530 400 200 Black, 2 sides, 3/4 X 4 X 8	1	EA	\$Online	\$Online
5.17.2	30530 400 201 Black, 2 sides, 1/2 X 4 X 8	1	EA	\$Online	\$Online
5.17.3	30530 400 202 Black, 1 side, 1/4 X 4 X 8	1	EA	\$Online	\$Online
5.17.4	30530 400 203 White, 2 sides, 1/2 X 4 X 8	1	EA	\$Online	\$Online
5.17.5	30530 400 204 White, 1 side, 1/4 X 4 X 8	1	EA	\$Online	\$Online
	TOTAL SECTION "Q" (Unit Price X Quantity)			<u>\$Online</u>	
5.18 SECTION "R" – Dowels – 30530 811					
5.18.1	30530 811 002 1/4 X 4 feet	1	EA	\$Online	\$Online
5.18.2	30530 811 003 5/16 X 4 feet	1	EA	\$Online	\$Online
5.18.3	30530 811 004 3/8 X 4 feet	1	EA	\$Online	\$Online

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S5Z60560	PAGE OF 44 45
		FIRM NAME (Must be filled in)	

		<u>Estimated Quantities</u>	<u>Unit of Measure</u>	<u>Unit Price (Delivered)</u>	<u>Total Amount</u>
5.18.4	30530 811 005 7/16 X 4 feet	1	EA	\$Online	\$Online
5.18.5	30530 811 006 1/2 X 4 feet	1	EA	\$Online	\$Online
5.18.6	30530 811 007 5/8 X 4 feet	1	EA	\$Online	\$Online
5.18.7	30530 811 008 3/4 X 4 feet	1	EA	\$Online	\$Online
5.18.8	30530 811 009 7/8 X 4 feet	1	EA	\$Online	\$Online
5.18.9	30530 811 010 1 inch X 4 feet	1	EA	\$Online	\$Online
5.18.10	30530 811 011 1-1/4 X 4 feet	1	EA	\$Online	\$Online
TOTAL SECTION "R"			<u>\$Online</u>		
(Unit Price X Quantity)					
5.19 SECTION S – ROUGH GREEN – 30530 005					
5.19.1	30530 005 000 4 X 6 X 16, OAK	1	EA	\$Online	\$Online
5.19.2	30530 005 001 6 X 8 X 16'	1	EA	\$Online	\$Online
5.19.3	30530 005 002 8 X 8 X 16'	1	EA	\$Online	\$Online

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S5Z60560	PAGE OF 45 45
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		<u>Estimated Quantities</u>	<u>Unit of Measure</u>	<u>Unit Price (Delivered)</u>	<u>Total Amount</u>
5.19.4	30530 005 003 8 X 10 X 16'	1	EA	\$Online	\$Online
5.19.5	30530 005 004 3 X 10 X 16'	1	EA	\$Online	\$Online
5.19.6	30530 005 005 Lumber, Oak, 2" X 10" X 16'	1	EA	\$Online	\$Online
5.19.7	30530 005 006 Red Oak, Rough, Oak Panel; 2-1/2" X 4" X 16'	1	EA	\$Online	\$Online
TOTAL SECTION "S" (Unit Price X Quantity)			<u>\$Online</u>		
EXTENDED TOTAL BID AMOUNT - SECTIONS A - S (UNIT PRICE X QUANTITY FOR ALL ITEMS BID)				<u>\$Online</u>	

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

TYPE OF TRANSPORT: _____

BIDDER SHALL SPECIFY IF DELIVERY IS OTHER THAN 30 DAYS: _____

ATTACHMENT A

EBRIDGE BUSINESS SOLUTIONS, LLC.
VENDOR FREQUENTLY ASKED QUESTIONS

Vendor Frequently Asked Questions

What is a reverse auction?

Have you ever lost a bid by 1% when you would have been willing to lower your bid price by 2% in order to earn the business? Have you ever won a bid by coming in more than 5% below your competitors? An online reverse auction can eliminate these issues by giving you the opportunity to compete for business in real time. The bidding will open at a set date and time. Approved bidders will be able to log on to the eBridge website and view their current bid and rank. While the bid is "open" and the clock is still counting down, you may lower your bid as often as you like to try to improve your rank.

How long is the bid open?

The clock will start counting down from 15 minutes, if any bidder lowers their price when the clock is below 3 minutes, the clock will reset to 3 minutes. An average reverse auction lasts 45-60 minutes.

Can anybody participate in an eBridge reverse auction?

No, only vendors approved by the buyer to participate in this particular bid will be given a password to log on to this event.

Who will answer my questions about how to use the eBridge system?

Every approved vendor will receive one-on-one training via WebEx by an eBridge specialist. The training usually takes 30-45 minutes.

Will my competitors see my price?

No, vendors will only be able to see their own bid and rank. Your competitors will not see your price during the live bid and you will not be able to see their price.

How much does this cost?

eBridge does not charge vendors to register or bid. Vendors that are awarded a contract as a result of the bid pay eBridge a fee of 3% of their actual receipts over the life of the contract.

How does eBridge collect their fee?

After you are awarded the contract, an eBridge representative will coordinate reporting with your office. On a monthly or quarterly basis, you report to us the actual receipts you've had on the contract and eBridge will invoice you.

Do I have to participate in the reverse auction?

No, you may enter your best and final bid in the eBridge system. You do not have to log on to the reverse auction. If you are awarded a contract, you will still owe the eBridge fee.

Can I just submit a bid to the City like I always have?

No, the only method for submitting a price on this bid is through the eBridge system.

Why do I still have to submit a written response to the City?

A written response (with no pricing) must be submitted so that the purchasing department can determine that a vendor is authorized to participate in the reverse auction.

What if I lose internet connection during the live bid?

In these cases, eBridge can take your bid over the phone or by fax.

ATTACHMENT B

EBRIDGE BUSINESS SOLUTIONS, LLC.

SUPPLIER TERMS AND CONDITIONS

May 14, 2014

The City of Philadelphia will be conducting an Electronic Sealed Bidding Event for Lumber. The City of Philadelphia partnered with eBridge to host this bidding event on its Web-Based Bidding Platform.

We request that you review the accompanying documentation for information pertaining to the specifications, the response requirements, milestones and deadlines, as well as information on eBridge and the Electronic Bidding Process.

We thank you for your participation.

Sincerely,

[Aycha Campfield](#)
Procurement Technician Supervisor
City of Philadelphia

CONTACT INFORMATION

If you have any questions **regarding the specifications** or the Buyer's requirements for returning your response, please contact:

Aycha Campfield
Procurement Technician Supervisor
City of Philadelphia
1401 JFK Blvd
Philadelphia, PA 19102
E-mail: aycha.campfield@phila.gov
Primary Phone: (215) 686-4773

If you have any questions **regarding the electronic bid process**, please contact:

Rebecca Flaherty
Project Manager
eBridge Business Solutions, LLC
7501 New LaGrange Road, Suite 2000
Louisville, KY 40222
rebecca.flaherty@ebridgeglobal.com
Primary Phone: (877) 245-8880



IMPORTANT MILESTONE DATES

Milestone Date	Milestone	What It Is and What You Need To Do
Wednesday, May 14, 2014	Bid Opportunity	An email invitation to respond to this opportunity and public advertisement. Click on the link provided to download all documents pertaining to this bid.
Friday, May 23, 2014 by 5:00 PM EDT	Questions Submitted	Deadline to submit questions regarding response requirements, specifications or bidding process. Submit any questions regarding this opportunity to:
Wednesday, May 28, 2014	Answers Posted	Date you will receive an email with answers to all submitted questions. Review all answers to determine your interest and ability to provide the product or service being requested.
Monday, June 2, 2014 by 10:30 AM EDT	Submit Intent to Participate	Deadline to submit your response, <u>EXCLUDING PRICING.</u> Submit all information and documentation as requested. The Buyer will review and determine if you are approved to participate in the online event.
Monday, June 9, 2014	Formal Invitation Issued	Formal approval from the buyer to participate in the pricing portion of the process. Follow instructions given in the Formal Invitation email.
Tuesday, June 10, 2014 thru Thursday, June 12, 2014	Training on eBridge Process	Timeframe in which you will be contacted to schedule training with eBridge. Participate in a one-on-one training with an eBridge representative.
Friday, June 13, 2014 by 4:00 PM EDT	Initial Bid Due	Date by which all participants must place initial bid(s). Login to the eBridge platform and place your initial bid(s).
Monday, June 16, 2014 at 10:30 AM EDT	Online Event	Date and time the live online event will open. Login to the eBridge platform and participate in the live event.



ELECTRONIC BID EVENT SUBMISSION FORM

Must be completed and emailed to rebecca.flaherty@ebridgeglobal.com

The City of Philadelphia will accept bids for Lumber using an Electronic Sealed Bidding Process on Monday, June 16, 2014 at 10:30 AM EDT in accordance with the specifications and procedures available either with eBridge or Louisville Metro Government. This Electronic Sealed Bidding Event has a preliminary end date and time of Monday, June 16, 2014 at 10:45 AM EDT plus any possible extensions.

The undersigned bidder hereby proposes and agrees to furnish the City of Philadelphia Lumber in accordance with the Specifications. The bidder also agrees to participate in an Electronic Sealed Bidding Event to determine final pricing.

Your response to this opportunity is due as requested by the buyer no later than Wednesday, June 2, 2014 by 10:30 AM EDT. Specification submittals must indicate any and all exceptions to the specifications, as well as any option packages or prepayment discounts. **DO NOT SUBMIT BID PRICING WITH YOUR SPECIFICATIONS PACKAGE.**

The supplier understands that this proposal is submitted subject to the following: Bids will be evaluated based on each supplier's final pricing submitted during the Electronic Sealed Bidding Event, and the Specification Responses provided. Preference will be given to low suppliers; however, the Buyer reserves the right to accept bids on the basis of total evaluated bid or to accept portions of any bid. The Specifications and Information for Suppliers form the conditions of the Contract for this proposal.

The awarded supplier is obligated to pay a transaction fee to eBridge pursuant to the Terms & Conditions accepted upon placement of initial bid. The fee will be based on the final total purchase price assessed as three (3%) percent of the awarded price. The transaction fee is assessed on the final selling price.

AWARD OF CONTRACT: REJECTION OF BIDS – The Buyer reserves the right to (i) reject any, any part of, or all bids or proposals to fulfill The Buyer's requirements, (ii) waive informalities and technicalities, (iii) negotiate directly with any party submitting a bid or proposal, or (iv) accept that bid or proposal which The Buyer deems to be in its best interest, whether or not it is the lowest dollar proposal. The Supplier to whom the award is made will be notified at the earliest possible date.

THIS SPECIFICATION RESPONSE IS HEREBY RESPECTFULLY SUBMITTED BY:

COMPANY NAME	DATE		
CONTACT PERSON	TITLE		
PHONE NUMBER	FAX		
ADDRESS	CITY	ST	ZIP
EMAIL ADDRESS	SIGNATURE		

MUST BE COMPLETED AND EMAILED TO rebecca.flaherty@ebridgeglobal.com



IMPORTANT

The following document is included for your review and examination.

Electronic acceptance prior to placing your bid will be required

EBRIDGE BUSINESS SOLUTIONS, LLC SUPPLIER TERMS AND CONDITIONS

READ THIS AGREEMENT ("AGREEMENT") CAREFULLY BEFORE SELECTING "ACCEPT" OR "DECLINE" BELOW. BY SELECTING THE "ACCEPT" BUTTON, YOU WILL BE PERMITTED TO UTILIZE THE EBRIDGE BUSINESS SOLUTIONS, LLC ("EBRIDGE") INTERNET-BASED STRATEGIC SOURCING SOLUTION ("THE SOLUTION") FOR THE PURPOSE OF PARTICIPATING IN THIS ONE-TIME, ONLINE BIDDING EVENT. YOU WILL BE ALLOWED TO RECEIVE REQUESTS FOR INFORMATION AND QUOTATIONS AND TO SUBMIT BIDS AND PROPOSALS NECESSARY IN PARTICIPATING IN THE ONLINE BIDDING EVENT. BY SELECTING THE "DECLINE" BUTTON BELOW, YOU WILL BE DENIED ACCESS TO THE SOLUTION.

EBRIDGE BUSINESS SOLUTIONS, LLC ("eBridge") does not verify or validate any information provided or representations made by users of the Solution, and makes no warranty of any kind to you concerning any buyer offerings using the Solution. You acknowledge eBridge, its employees, agents, officers and members make no warranty of any kind, either express or implied, regarding the quality, accuracy or validity of any data and information available on the Solution, or residing or passing through its network, other than information and data that is provided directly to you from eBridge.

You further acknowledge any agreement entered into by you as the supplier of goods or services from a participating buyer is an agreement solely with such buyer, and eBridge is in no way a party to or responsible for the performance of such agreement. Therefore:

1) EBRIDGE DISCLAIMS ALL WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, RELATING TO ANY TRANSACTION ENTERED INTO BETWEEN A PARTICIPATING PERSON OR ENTITY AND A SUPPLIER, INCLUDING WITHOUT LIMITATION IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR INTENDED USE, AND NONINFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS; AND 2) EBRIDGE FURTHER DISCLAIMS ALL WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, CONCERNING INFORMATION SUPPLIED, OR REPRESENTATIONS MADE, BY ANY BUYER, INCLUDING WITHOUT LIMITATION, ANY WARRANTY OR REPRESENTATION RELATING TO PRODUCT SUITABILITY, SPECIFICATIONS, OR REQUESTED AVAILABILITY, OR THE TRUTHFULNESS OR ACCURACY OF ANY OTHER INFORMATION OR REPRESENTATION MADE OR SUPPLIED BY A BUYER OR ANY OTHER SUPPLIER INVOLVED IN THIS AGREEMENT.

BY SELECTING THE "ACCEPT" BUTTON BELOW, AND BY SUBSEQUENTLY USING THE SOLUTION, YOU AGREE TO COMPLY WITH ALL TERMS AND CONDITIONS SET FORTH BELOW AND WITH ALL INSTRUCTIONS FOR USE POSTED ON THE SOLUTION.

- 1. Utilization.** You are granted a one-time, non-transferable, non-exclusive right to access the Solution through eBridge's website through the use of a password(s) and/or access code(s). Any subsequent rights to access the Solution will require you to accept a new Agreement eBridge reserves the right to terminate your access to the Solution or any or all of its services at any time, if eBridge shall determine, in its sole discretion, you have violated



any term(s) of this Agreement with respect to your access to and use of the Solution. In the event of such termination eBridge will notify you immediately.

2. Responsibilities of the Parties. Subject to the terms and conditions of this Agreement, eBridge will make available to you electronic access and use of the Solution, for you to participate in a one-time, online bidding event. eBridge will also provide such other assistance in the way of customer support and service as set forth in this Agreement. It is solely your responsibility when using the Solution to comply with all applicable local, state and federal statutes, ordinances, regulations, and policies governing the sales of goods or services by your company. eBridge shall have no responsibility for ensuring sales of goods or services using this system will comply with such laws, ordinances, regulations, or policies. You, the supplier, in using the Solution, have the responsibility for the bid including, but not limited to, the following:

- Accepting the terms of use contained in the bid documents in advance
- Preparing and assuring the completeness of any bids, quotes, or proposals
- Submitting any bids, quotes or proposals electronically within established deadlines
- Maintaining with the buyer, the security and integrity of the sealed or open bid procurement process
- Participating in any pre-bid conference(s) and tutorial(s) for suppliers prior to an electronic event
- Compliance with all applicable legal requirements
- Establishing and adhering to the terms and conditions of buyer contracts
- Assuring proper authorization to enter into a contract and the proper administration of any resulting contract

You also acknowledge that eBridge's role for procurement activities will include the following:

- Clarifying buyer needs and specifications to the supplier
- Assisting in the completion of comprehensive bid documents
- Hosting telephone tutorials with all suppliers on utilization of the electronic bid process
- Participating in any pre-bid conference(s)
- Hosting the auction event and providing support during the event
- Publishing appropriate results to the users as well as obtaining feedback from participants

3. Conduit Services Only. The Solution provides an Internet conduit through which you may communicate the availability of your goods and services to potential buyers, potential buyers may communicate their procurement needs to you and you may respond to requests for quotations, bids or proposals in online bidding events. You will be entitled only to respond to requests of potential buyers for quotations, bids or proposals if you have accepted the terms and conditions of this Agreement. eBridge makes no representation or warranty of any kind concerning the reputation, reliability or any other matter concerning participating buyers. You must conduct your own inquiries concerning the qualifications and reputation of buyers, and must look only to the buyers with whom you choose to transact business for performance of any agreements with them.

4. Buyer Representations and Warranties. eBridge does not verify or validate the information provided by or any representations or warranties made by buyers on the Solution, and makes no representation or warranty of any kind to you concerning any buyer using the Solution. You shall look solely to the buyer with respect to any buyer-related information or representations and warranties and shall indemnify and hold eBridge harmless from and against any contract, damages or liability that may result from any buyer-related information or representations and warranties.

5. Coded Access. The Solution is available only to persons and entities who have read and agreed to the terms of this Agreement and who have been assigned access code(s) and/or password(s). You agree not to divulge your access codes or passwords to any other person or entity. If you allow either your access code or password to fall into the hands of an unauthorized person, eBridge has no way of detecting unauthorized use of such codes or passwords and is not responsible for such unauthorized use of the Solution. **YOU MUST SAFEGUARD THE PASSWORDS AND ACCESS CODES.** Unauthorized users of the Solution may be subject to both civil and criminal prosecution under state and federal law.



6. **Availability and Operation of the Solution.** While every effort will be made to keep the Solution operating during all scheduled hours of operation, no guarantee of uninterrupted operation can be given. You agree the services provided on the Solution are provided as is and neither you nor your business or agency will have any claim against eBridge as a result of any non-availability of the Solution at a particular time(s) or any failure of the Solution to operate as intended.
7. **Sole Remedy.** If you are dissatisfied with the functionality of the Solution or the services eBridge provides, your sole remedy is to cease using the Solution and/or services. YOU AGREE YOU HAVE, AND WILL HAVE, NO CLAIM OR RIGHT OF ACTION OF ANY KIND AGAINST eBridge RELATED TO YOUR USE OF THE SOLUTION. Without limitation of the foregoing, you waive any right you may have to claim or recover any special, incidental, exemplary, punitive, consequential or other damages (including but not limited to lost profits and business interruption).
8. **Virus.** eBridge shall not be liable for any harm that may be caused by the inadvertent transmission of any computer virus, worm, time bomb, logic bomb, or such other computer program transmitted through the Solution.
9. **Information You Provide.** You agree and warrant that any information you provide about yourself or your organization or your agents when registering to use the Solution or subsequent to registration, is accurate, current and complete and you will maintain and update that information to ensure that it remains true, accurate and complete. If eBridge suffers any claim or incurs any liability as a result of information entered into the Solution by users of your account, you and your agency or business will indemnify eBridge against such claim or liability including costs and attorneys fees incurred in defending against it.
10. **Security.** eBridge uses industry-standard security measures to safeguard any information you may provide to us on our website. You, your organization and/or your agents are responsible for managing your internal security by safeguarding password(s) and establishing your own internal security procedures, as you would for paper-based procurements, to assure the proper use of the Solution. In the event of any compromise in the security of the Solution, you shall immediately report the same to eBridge and a new password will be assigned for your use. However, perfect security does not exist on the Internet, and eBridge does not and cannot guarantee that information will remain secure.
11. **Fees.** The design, maintenance and operation of the Solution require substantial costs and investment incurred by eBridge. Thus, a transaction fee based on the total final purchase price stated upon award will be charged to the awarded supplier. Said fee will be assessed to the awarded supplier at the rate stated in the Electronic Bid Event Submission Form. All fees are to be paid to eBridge by the awarded supplier in the following manner:
 - **Definitive Bids:** Payment is made once delivery is made to the buyer and awarded supplier is paid by the buyer
 - **Construction and Public Works Bids:** Payment is to be made in full to eBridge upon supplier's receipt of initial progress, first percentage completion or mobilization payment
 - **IDIQ (indefinite dates, indefinite quantity) Bids:** Payment will be made on monthly transactions based upon actual purchases made during the month. This agreement is binding on all renewable and/or evergreen/roll-over contracts until and unless such time buyer re-bids same in a manner consistent with acceptable procurement procedures

Suppliers will ensure this transaction fee is included in every bid they submit before or during an auction. You further acknowledge any payment made by a buyer with respect to a sale in which you were the winning bidder, whether or not such payment is made directly to you or a third party, will cause you to be immediately liable to eBridge for the transaction fee. Because these fees are expected to be INCLUDED in your pricing, they shall not be delineated in your invoicing to the buyer.



Any and all subsequent orders resulting from this specific electronic bid for like equipment, services or materials are subject to these terms and conditions.

- 12. Disclosures.** You acknowledge by using the Solution, you agree to provide to eBridge accurate and complete information regarding: (a) any agreement entered into by you with a participating buyer through any online bidding event conducted through the Solution, (b) the final price agreed upon between you and the participating buyer with respect to any product or service sold to such buyer, and (c) the date payment (whether a payment in full or a partial or installment payment) is delivered to you by any buyer pursuant to any agreement entered into by you with a participating buyer through any online bidding event conducted on the Solution or through the Solution. You are to provide this information to eBridge immediately upon becoming aware of such information. eBridge relies upon your delivery of such information for the calculation and payment of its fees as set forth in Section 11.
- 13. Privacy Policy.** eBridge shall have the right to monitor the Solution electronically from time to time and to disclose any information as necessary to satisfy any law, regulation or other government request, to operate its service properly, or to protect itself or its users. eBridge reserves the right to refuse to post or to remove any information or materials, in whole or in part, that, in eBridge's sole discretion, are unacceptable or in violation of this Agreement.

The information eBridge receives is determined by your activities when using the Solution. If you use the Solution to read or download information, eBridge collects and stores the following information about you: the name of the domain and host through which you access the Internet and the date and time you access the Solution. eBridge uses this information to measure the number of visitors to different sections of the Solution, so that eBridge can make the Solution more useful to visitors. If you actively participate in using or providing any of the services offered through the Solution, we collect and store the personally identifiable information needed to facilitate this participation (typically your name, agency or company name, mailing address, email address and telephone).

If you wish to use a link to another website or to do business with another user of the Solution, you may be asked by the other user to provide certain confidential information. eBridge shall not be responsible for any loss or damage of any kind, nature or amount incurred as a result of any such disclosure to another user through the Solution. You may choose to send personally-identifying information to other websites you have linked to through the Solution. eBridge does not control the collection or use of this information, and makes no representations or warranties about the privacy or other policies of any other websites.

- 14. Reselling or Transfer.** You agree not to sell, transfer, or assign your right to use the Solution to anyone, and you will not allow your access code or password to be used by any other agency or unauthorized person. If the Solution is used by another person using your access code or password, you will be responsible for and shall indemnify and hold eBridge harmless from and against any contract, damages or liability that may result from the use of your access code or password.
- 15. Access to Internet.** You agree that in order to use the Solution you must: (a) provide and pay for your own access to the Internet, and (b) provide and pay for all equipment necessary for you to make the connection to the Internet.
- 16. Interference with Others.** You agree not to use the Solution in a manner that would restrict or inhibit any other party's use of such services.
- 17. Links to Other Websites.** The Solution may link you to other sites on the Internet. These links are provided for your convenience but the websites to which the links connect are not under eBridge's supervision or control. You acknowledge and agree that the linking of the Solution to other websites does not constitute any endorsement of such websites by eBridge, and eBridge shall not be responsible for the legality, accuracy or any other aspect of the operation or content of any websites to which links are provided.
- 18. Copyright - How You May Use the Content of the Solution.** The content of the Solution (the "Content") is protected by intellectual property laws of both the United States and foreign jurisdictions. You may download, use, and copy the materials found on the Solution for your internal business use only, provided that all copies of the Content must bear any copyright, trademark, or other proprietary notice located on the Solution which pertains to



the material being copied. The Content may not be republished or reprinted in whole or in part. Except as authorized in this paragraph, you are not granted a license under any copyright, trademark, patent, or other intellectual property right in the material or the services, processes, or technology described therein. All such rights are retained by eBridge and/or any third party owner of such rights. You may not sell or modify the Content or reproduce, display, publicly perform, distribute, or otherwise use the Content in any way for any public or commercial purpose. The use of the Content on any other website or in a networked computer environment for any purpose is prohibited. None of the Content, including any software, may be reverse engineered, disassembled, decompiled, reproduced, transcribed, stored in a retrieval system, translated into any language or computer language, retransmitted in any form or by any means, resold, or redistributed without the prior written consent of eBridge, except as described herein. Nothing in this paragraph prohibits you from printing, using or reproducing any records or reports of transactions using the Solution.

- 19. Framed Links.** You may not create framed links to the Solution without the prior written consent of eBridge.
- 20. Modification.** eBridge, in its sole discretion, has the right to modify this Agreement at any time. However, any such modification shall not affect the terms of any online bidding events already completed or in process. Any modification is effective upon either posting notice of such modification on eBridge's website or upon notice by mail. Your continued use of the Solution following notice of any modification to this Agreement shall be conclusively deemed an acceptance of all such modifications.
- 21. Non-Circumvention.** You agree you will not, directly or indirectly, take any action which circumvents or attempts to circumvent the intent or purpose of this Agreement. Further, you agree that once you electronically viewed or received a specific request for quotations from a buyer, you will not, directly or indirectly, enter into any agreement related to your quotations for this specific event with such buyer outside the Solution to include paper bids or verbal negotiation which would result in your failure to pay to eBridge the fee(s) set out in Section 11 hereof. You agree to maintain confidentiality between the buyer, you, your representatives, your company and its agents and suppliers and eBridge regarding the submission of quotations and subsequent pricing before and during the auction event.
- 22. Governing Law.** You acknowledge that the above agreements are a material inducement to eBridge, the failure to comply with will cause immediate harm to eBridge and eBridge is entitled to take immediate action against you, including by injunction, to enforce its rights under this agreement.
- 23. Partial Enforceability.** If any provision of this Agreement, or the application of any provision to any person, entity or circumstance shall be held invalid, illegal or unenforceable, then the remainder of this Agreement, or the application of that provision to persons, entities or circumstances other than those with respect to which it is held invalid, illegal or unenforceable, shall not be affected thereby.
- 24. Entire Agreement.** This Agreement represents the entire agreement of the parties hereto with respect to the subject matter hereof and supersedes all prior or contemporaneous written or oral agreements, negotiations, correspondence, undertakings and communications between such parties representing such subject matter.
- 25. No Consequential Damages.** Except as prohibited by law, each party hereto waives any right it may have to claim or recover any special, exemplary, punitive or consequential (including business interruption), or any damages other than, or in addition to, actual damages.
- 26. Headings.** The headings in this Agreement have been included solely for ease of reference and shall not be considered in the interpretation or construction of this Agreement.

Attention Bidder:

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

Exhibits

Drawings

Attached specifications

Attached documents

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



CITY OF PHILADELPHIA

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

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

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

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

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

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

GENERAL BIDDERS GUIDELINES*

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

- Read the entire bid so that you fully understand all of the requirements. Bidder must meet all qualifications and requirements.
- Bids and pricing must be written in ink or typed. Faxed bids will not be accepted.
- Make sure that you have signed the Contract Page and affixed your Corporate Seal as required.
- If applicable, sign and return all addenda.
- All bids must be submitted to the City of Philadelphia **no later than 10:30 AM** on the date that the bid opens. **Bids MUST be placed in the Bid Box** (slot located outside of Room 170A) prior to the bid opening. Bids that are not in the bid box prior to the bid opening may be disqualified.
- It is the bidder’s responsibility to ensure that the bids are submitted in a timely manner and placed in the bid box prior to the bid opening. If the bid is being sent by courier or mail, it is recommended that the bid be sent early. The bid should arrive at least one business day before the bid opens to ensure timely receipt.
- All bids **must** be placed in a **sealed** envelope. **The Bid Number, Opening Date and Company Name MUST be clearly labeled on the envelope.** If the bid is being delivered by courier or express mail, the bid **must** be in a **separate** sealed envelope inside the courier’s envelope or express mail. This is to ensure that all bids conform to the sealed bid process of the City of Philadelphia.
- Make sure you submit the appropriate Bid Security and Bid Submission Fee with your bid. Refer to Section 1 of the bid and Sections 2 and 3 of the Terms and Conditions. See below.

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

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

AMOUNT OF BID OR ESTIMATED CONTRACT	AMOUNT OF CERTIFIED CHECK
\$32,000.00 or less	No Check Required
\$32,000.01 - \$99,999.99	\$500.00
\$100,000.00 - \$249,999.99	\$2,000.00
\$250,000.00 - \$499,999.99	\$4,000.00
\$500,000.00 or more	\$6,000.00

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

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

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

- Do not combine any payment amounts. All payments should be individual and specific.
- If an alternate to any item is being offered, you must follow the instructions in Section 4 of the Terms and Conditions.

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

- If the bid is going to be awarded as a whole, you must bid on all items. See Section 3 of the bid: Bid Evaluation and Award.
- If the bid requires a site inspection, attendance at a Pre-Bid Meeting, samples, financial information or other data you must adhere to these requirements.
- Do not submit any counter terms or conditions. **Your bid may be rejected.**
- Please double check all mathematical calculations for errors.

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

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



**CITY OF PHILADELPHIA
PROCUREMENT DEPARTMENT
Public Information Unit**

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

ATTENTION VENDORS

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

BID RESULTS REQUEST FORM

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

Date of Request: _____

Bid Number Requested: _____ Opening Date: _____

Company Name: _____

Company Representative: _____

Address: _____

Email Address _____

Telephone No.: _____ Fax No.: _____

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

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

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

Mail Request To:

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

COMPANY CHECK OR MONEY ORDER ONLY



CITY OF PHILADELPHIA

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

Hugh Ortman
Procurement Commissioner

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

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

Dear Vendor:

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

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

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

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

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

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

Company Name: _____

Fed EIN/SSN: _____

Street Address: _____

City, State, Zip: _____

Contact Person: _____

E Mail Address: _____

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

A. Check payable to the City of Philadelphia in the amount of \$140.00 for 7/1/13 to 6/30/14
DO NOT SEND CASH. NO PERSONAL CHECKS.

Internal Use Only

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



CITY OF PHILADELPHIA

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

Hugh Ortman
Procurement Commissioner

Dear Valued Vendor,

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

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

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

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

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

BID SUBMISSION

1. PREPARATION AND SUBMISSION OF BID.

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

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

AMOUNT OF BID OR ESTIMATED CONTRACT	AMOUNT OF CERTIFIED CHECK
\$ 32,000.00 or less	No Check Required
\$ 32,000.01 – \$ 99,999.99	\$ 500.00
\$100,000.00 – \$249,999.99	\$2,000.00
\$250,000.00 – \$499,999.99	\$4,000.00
\$500,000.00 or more	\$6,000.00

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

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

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

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

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

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

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

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Section 16 and/or 18.

6. LOCAL BIDDING PREFERENCE

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

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

EVALUATION AND AWARD

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

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

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

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

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

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

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

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

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

CONTRACT EXECUTION AND CONFORMANCE

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

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

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

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

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

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

(a) WORKERS COMPENSATION AND EMPLOYERS LIABILITY

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

(b) GENERAL LIABILITY INSURANCE

- (1) Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability.
- (2) Coverage: Premises operation: Blanket Contractual liability; Personal Injury liability; Products and completed operations; Independent Contractors; Employees as additional insured; Cross liability; Broad form property damage (including loss of use) liability; Asbestos abatement liability coverage (Note: Required for asbestos abatement projects only).

(c) AUTOMOBILE LIABILITY

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

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

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

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

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

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

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

any governmental department, board, agency and commission.

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

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

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

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

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

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

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

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

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

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

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

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

TAX MATTERS

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

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

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

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

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

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

23. TAX REQUIREMENTS. Any person or entity who

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

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

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

GENERAL INFORMATION

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

25. NONDISCRIMINATION.

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

b. In accordance with Chapter 17-400 of The Philadelphia Code, Contractor agrees that its payment or reimbursement of membership fees or other expenses associated with participation by its employees in an exclusionary private organization, insofar as such participation confers an employment advantage or constitutes or results in discrimination with regard to hiring, tenure of employment, promotions, terms, privileges or conditions of employment, on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin or ancestry, shall constitute an event of default under this Contract and shall entitle the City to all rights and remedies as provided herein in Section 19 or otherwise

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

employment benefits to the spouses of married employees.

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

TERMS AND CONDITIONS OF BIDDING AND CONTRACT
SIGNING OF BIDS

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

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

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

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

SIGNING OF BIDS:

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

This _____ day of _____ 20

(Signature of Owner, Partner)

(Type or Print Name and Title)

(Business Name of Bidder)

(Address, including Zip Code)

(Telephone Number, including Area Code)

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

This _____ day of _____ 20

CORPORATE SEAL

(Corporate or Business Name of Bidder)

(Address, including Zip Code)

(Telephone Number, including Area Code)

(Signature of President or Vice President)

(Signature of Secy., Asst. Secy., Treas. or Asst. Treas.)

(Type or Print Name and Title)

(Type or Print Name and Title)

APPROVED AS TO FORM

CONTRACT EXECUTION

(Assistant City Solicitor)

(Procurement Commissioner)