



**VOLUNTARY PARTICIPATION AND COMMITMENT FORM (BID)**

Please list any MBEC Certified and SBA vendors that will participate in this bid, including the Primary Bidder.

*Disadvantaged Minority (M-BE), Women (W-BE), and Disabled (DS-BE) Owned Business Enterprises<sup>1</sup>*

<b>Bid Number</b>		<b>Name of Bidder</b>			
<b>Primary Bidder</b>	M-BE <input type="checkbox"/>	W-BE <input type="checkbox"/>	DS-BE <input type="checkbox"/>	N/A <input type="checkbox"/>	SBA <input type="checkbox"/>
<b>Federal Tax Identification #</b>					
<b>Amount Committed</b>		<b>Type of Work or Materials</b>			
Dollar Amount	\$				
Percent of Total Bid	%				
<b>Sub Contractor</b>	M-BE <input type="checkbox"/>	W-BE <input type="checkbox"/>	DS-BE <input type="checkbox"/>		
<b>Vendor Name</b>					
<b>Federal Tax Identification #</b>					
<b>Amount Committed</b>		<b>Type of Work or Materials</b>			
Dollar Amount	\$				
Percent of Total Bid	%				
<b>Sub Contractor</b>	M-BE <input type="checkbox"/>	W-BE <input type="checkbox"/>	DS-BE <input type="checkbox"/>		
<b>Vendor Name</b>					
<b>Federal Tax Identification #</b>					
<b>Amount Committed</b>		<b>Type of Work or Materials</b>			
Dollar Amount	\$				
Percent of Total Bid	%				
<b>Sub Contractor</b>	M-BE <input type="checkbox"/>	W-BE <input type="checkbox"/>	DS-BE <input type="checkbox"/>		
<b>Vendor Name</b>					
<b>Federal Tax Identification #</b>					
<b>Amount Committed</b>		<b>Type of Work or Materials</b>			
Dollar Amount	\$				
Percent of Total Bid	%				

<sup>1</sup> M-BE/W-BE/DS-BES listed above **MUST** be certified by the MBEC prior to Bid Opening Date.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S7XT7940</b>	PAGE OF <b>2 16</b>
		FIRM NAME (Must be filled in)	

SECTION 1: GENERAL BID SUBMISSION

1.1 TITLE: 4 x 2 Walk-in Van for Field Sobriety Tests

1.2 CONTRACT TYPE: **FIRM LIMIT**

1.2.2 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 1<sup>st</sup> to June 30<sup>th</sup> inclusive.

Vehicles 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.

1.3 METHODOLOGY OF ACQUISITION: Purchase only.

1.4 STATEMENT OF DIRECTION:

1.4.1 It is the intent of the City of Philadelphia to make an award for 4 x 2 Walk-in Van for Field Sobriety Tests for the Office of Fleet Management as specified herein during the contract period.

1.5 BID SECURITY

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

All bids submitted with a total greater than \$25,000.00 must be accompanied by the proper Bid Security.

Bidders already enrolled in the City's Master Bid Security Program for Fiscal Years 2007 (July 1, 2006 to June 30, 2008) are not required to provide Bid Security if their bid total is \$500,000.00 or less (per paragraph 8 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.

**Bids Opening July 1, 2006 through June 30, 2008**

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S7XT7940</b>	PAGE OF <b>3 16</b>
		FIRM NAME (Must be filled in)	

Bidders may qualify for the Master Bid Security Program described above for **Fiscal Year 2007 - 2008 (July 1, 2006 - June 30, 2008)** by submitting a check in the amount of **\$175.00** made payable to the City of Philadelphia. The check must be submitted, under separate cover, to the Bid Unit Supervisor. The check **MUST** be in the form of a Certified, Treasurer's or Cashier's Check, Bank or United States Postal Money Order 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 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.

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 8 entitled "Bid Security", of the "Terms and Conditions of Bidding and Contract".

1.6 BID INFORMATION:

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

1.7 BID SUBMISSION:

- 1.7.1 Bid information must be submitted to the City of Philadelphia no later than the time and date for the bid opening.
- 1.7.2 Advertised sealed bids will be received and read publicly at 10:30 AM in Room #170A, 1<sup>st</sup> Floor, Municipal Services Building, 1401 JFK Boulevard.
- 1.7.3 Bid should be complete and include ALL information required as described in the various paragraphs of the bid specifications.

1.7.4 COPIES OF BID SPECIFICATIONS

This bid makes reference to Procurement Department Specifications and/or Purchase Descriptions.

Bidders are requested to retain Procurement Department Specifications for future reference.

- 1.7.5 All pricing must be completed on the forms provided; be

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S7XT7940</b>	PAGE OF <b>4 16</b>
		FIRM NAME (Must be filled in)	

complete; and be in ink or typed.

1.7.6 The bid must be complete as to required bid signatures and corporate seal, and fully accept the terms and conditions contained in the bid.

1.7.7 In accordance with the City of Philadelphia's Regulations Relating to Local Bidding Preferences for Procurement Contracts", this bid may be subject to a 5% local bid preference. **In order to determine eligibility to receive the 5% preference, if applicable, bidder must be certified at the time of the bid opening and should submit the Local Business Entity ("LBE") certification number as issued by the Procurement Department.**

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

"I certify, that if awarded this contract on the basis of application of the LBE preference, my company or my subcontractor, throughout the entirety of this contract, will perform the majority of the work under this contract within the geographic limits of the City of Philadelphia, and I will, or cause my subcontractor to, maintain within the City a majority of the inventory or equipment that will be used on this contract or the amount of inventory that is customary for this industry."

LBE Certification Number(s) \_\_\_\_\_

The Procurement Commissioner reserves the right to request this information as well as any additional or clarifying information at any time prior to award of the bid.

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

**BID PROCESSING FEE:**

All bids submitted where the bid total is greater than \$25,000 must be accompanied by the proper Bid Processing Fee. The fee shall be in the form of a separate check or money order in accordance with Paragraph 17 of the "Terms and Conditions of Bidding and Contract".

1.7.8 CONTACT PERSON:

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S7XT7940</b>	PAGE OF <b>5 16</b>
		FIRM NAME (Must be filled in)	

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 \_\_\_\_\_

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 \_\_\_\_\_

1.7.9 ALTERNATES SUBMITTED

If an alternate to any item is offered, bidder must follow instructions in Paragraph 2 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,

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S7XT7940</b>	PAGE OF <b>6 16</b>
		FIRM NAME (Must be filled in)	

disclaimers or limitations of liability, do not become part of the bid.

1.7.10 FORMS TO BE RETURNED WITH BID:

Form #80-247B (one for each type of vehicle offered) is to be completed and returned with bid.

The Temporary Certificate shall be forwarded to the Office of Fleet Management, Attention: James Muller, 100 S. Broad St., 3rd floor, Philadelphia, PA 19102. Bidder shall state year, make, model, body model, manufacturer's cut off date, and delivery after receipt of order.

YEAR: \_\_\_\_\_

MAKE: \_\_\_\_\_

MODEL: \_\_\_\_\_

BODY MODEL: \_\_\_\_\_

MANUFACTURER'S CUT OFF DATE: \_\_\_\_\_

DELIVERY ARO: \_\_\_\_\_

1.7.11 BID QUESTIONS OR PROBLEMS

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

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

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S7XT7940</b>	PAGE OF <b>7 16</b>
		FIRM NAME (Must be filled in)	

Otherwise the successful bidder will have to provide the product or service exactly as defined in this bid, and in accordance with the directions in Sections 2 & 5.

1.8 BIDDER QUALIFICATION:

1.8.1 All bidders must be a bona fide manufacturer of, or dealer in, the article 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 requested in this Invitation and Bid and demonstrate the bidders ability to perform on a contract of this size and scope.

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

SECTION 1:

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

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

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S7XT7940</b>	PAGE OF <b>8 16</b>
		FIRM NAME (Must be filled in)	

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

Phone No.: \_\_\_\_\_

Type Work: \_\_\_\_\_

Years dealing w/your firm: \_\_\_\_\_

SECTION 2:

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

Dept. Name: \_\_\_\_\_

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

Phone No.: \_\_\_\_\_

PO#/Contract#: \_\_\_\_\_

Items: \_\_\_\_\_

1.9 NON-MANDATORY PRE-BID MEETING

A NON-MANDATORY PRE-BID MEETING for all interested parties will be held on **Thursday, March 15, 2007** at 12:00 Noon in the Municipal Services Building, 1<sup>st</sup> Floor, Room 170A, 1401 J.F. K. Boulevard, Philadelphia, PA. 19102.

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

SECTION 2: SPECIFICATIONS

**SPECIFIC REQUIREMENTS:**

2.2 **Submit pricing for each item listed below in Section 5: Pricing.**

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S7XT7940</b>	PAGE OF <b>9 16</b>
		FIRM NAME (Must be filled in)	

Pricing shall be for the unit of measure(s) as indicated in parenthesis ( ) and all prices shall remain firm for the life of the contract. Bidder shall submit pricing on item(s) indicated plus all options.

2.2.1           **42810 003 075**  
4 X 2 WALK-IN TYPE CUSTOM VAN 25,500 LBS. APPROX. per Spec Code32553c.11 and Procurement Department spec 41-V-20M:86 (EA)

**OPTIONS**

2.2.2           **42810 009 490**  
ITEM 19.1, PRE-PRODUCTION INSPECTION (EA)

**2.3 DELIVERY INSTRUCTIONS:**

**Department will contact vendor with delivery instructions.**

**All Invoices Against This Purchase Order Should Be Mailed To:**

**Office of Fleet Management  
Accounting Unit, 3<sup>rd</sup> Floor  
100 South Broad Street  
Philadelphia, PA 19110**

All motor vehicles, which are furnished by the awarded vendor, must be manufactured in the United States, Canada or Mexico. Motor vehicles consist of passenger cars and trucks in accordance with 75 Pa. C.S. §102, known as the Vehicle Code. A motor vehicle is manufactured in the United States, Canada or Mexico if a substantial majority of the principal components are assembled into the final products in an assembly plant in the United States, Canada or Mexico. The awarded contractor shall be prepared to prove that the motor vehicles which will be or have been furnished to the City of Philadelphia are, or were, in fact, manufactured in the United States, Canada or Mexico in accordance with Sections 3731-3736 of the Commonwealth Procurement Code (62 Pa. C.S. §§3731-3736, with applicability to the City of Philadelphia at 62 Pa.C.S. §3102), known as the Motor Vehicle Procurement Act. No payment shall be made to the awarded contractor unless the City of Philadelphia is satisfied that the contractor has complied with these provisions and the Motor Vehicle Procurement Act.

Any payments made to the contractor, which should have not been made, shall be recoverable directly from the contractor. In addition to the withholding of payments, any person who willfully violates any of the provisions of the Motor Vehicle Procurement Act, may be prohibited by the City of Philadelphia from participation in contracts awarded by the City of Philadelphia for a period of three years from the date of the determination that a violation has

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S7XT7940</b>	PAGE OF <b>10 16</b>
		FIRM NAME (Must be filled in)	

occurred.

### SECTION 3: BID EVALUATION AND AWARD

#### 3.1 EVALUATION

3.1.1 Bid will be evaluated by the Procurement Department.

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

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

- (i) improper bid security
- (ii) improper bid execution
- (iii) incompleteness
- (iv) offering counter terms and conditions
- (V) improper or incomplete execution of MBEC 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 12 of "Terms and Conditions of Bidding and Contract".

#### 3.2 AWARD

3.2.1 This Invitation and Bid shall be awarded to the lowest responsive and responsible bidder(s).

3.2.2 This Invitation and Bid shall be awarded as a whole.

3.2.3 The contract award will be in the amount of the total amount bid for the items plus a 5% contingency amount to allow and provide for technological changes, improvements or amplifications as the result of the pilot inspection, etc.

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

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S7XT7940</b>	PAGE OF <b>11 16</b>
		FIRM NAME (Must be filled in)	

Unless the Procurement Commissioner determines not to grant a preference for the reasons stated in subsection b., of the LBE Regulation, an LBE, whose bid is otherwise responsive and responsible and who has submitted the information required above, shall be granted a five percent bid preference on competitive bid(s) awards that are over \$25,000.00 and awarded as a whole or by section.

3.2.4 Performance Security

If the total award amount is \$500,000 or less, bidders attention is directed to paragraph 9 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 \$25,001.00. All awards at the \$25,001.00 amount will be subject to a \$50.00 Master Performance Security Fee.

If the total award amount exceeds \$500,000, the Master Performance Security Program does not apply. Upon notification of award, the City will require the successful vendor to provide an individual Performance Bond in the amount of 100% of the contract award as specified in the Letter of Award.

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

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

The Bidder expressly understands and agrees that any false certification or representation in connection with this Paragraph and/or any failure to comply with the provisions of this Paragraph shall constitute a substantial breach of this Contract entitling the City to all rights and remedies provided in this Contract or

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S7XT7940</b>	PAGE OF <b>12 16</b>
		FIRM NAME (Must be filled in)	

otherwise available in law (including, but not limited to, Section 17-104 of the Philadelphia Code) or equity and the contract will be deemed voidable. In addition, it is understood that false certification or representation is subject to prosecution under Title 18 Pa.C.S.A. Section 4904.

### 3.2.6 Insurance

Insurance is a requirement for this bid in accordance with Paragraph 14 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 the "Description of Operations section".
- Certificate must be signed by an authorized representative of the insurance company/carrier

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

## SECTION 4: CONTRACT MANAGEMENT

### 4.1 CITY OF PHILADELPHIA RESPONSIBILITY

#### 4.1.1 Order Against Contracts

- (i) Upon contract conformance of a Firm Limit bid, the Procurement Department shall apply the department's requisition against the contract and issue a purchase order for product awarded.
- (ii) Subsequent to contract conformance of a Requirements bid, purchase orders will be issued at such time that the product 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.

4.1.1.1 The purchase order will be issued for unit and price not including contingency.

4.1.1.2 If during the production process the City identifies a need, the City will issue a change order. The total of

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S7XT7940</b>	PAGE OF <b>13 16</b>
		FIRM NAME (Must be filled in)	

the original purchase order and the change orders cannot exceed the contract total.

- 4.1.2 Invoices submitted shall be processed for payment upon the City's acceptance of the subject vehicle or equipment.
- 4.1.3 The using agencies and departments are responsible for monitoring the 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.

#### 4.2 VENDOR RESPONSIBILITY

- 4.2.1 Contractor may deliver only vehicle(s) or equipment as authorized in the contract and only after receipt of a purchase order or other authorized document from the Procurement Department. All orders must be in writing. Contractor shall not accept verbal delivery requests until after receipt of purchase order or other authorizing document from Procurement.
- 4.2.2 Contractor may deliver only vehicle(s) or equipment at the prices quoted and the quantities reflected in the contract
- 4.2.3 In the event that the contractor receives an order for vehicle(s) 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.
- 4.2.4 Should vehicle(s) 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.
- 4.2.5 For delivery of vehicle(s) or equipment, contractor shall honor and be paid for orders placed until the close of business of the date of purchase order expiration. Delivery of vehicle(s) or equipment may occur following purchase expiration, so long as the order was placed prior to the purchase order expiration date.
- 4.2.5.1 Liquidated Damages For Late Deliveries

These specifications shall be subject to the following contractual provisions:

- (1) Time is an essential element of this agreement and

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S7XT7940</b>	PAGE OF <b>14 16</b>
		FIRM NAME (Must be filled in)	

Seller agrees that deliveries of items in condition satisfactory to the Procurement Commissioner shall be completed as provided on the day(s) specified pursuant to the delivery schedule contained in specifications.

- (2) For each and every day that a vehicle is late, in accordance with the delivery schedule, the Procurement Commissioner may deduct from the monies due or becoming due Seller the sum per day per undelivered vehicle specified in the bid as liquidated damages to compensate Buyer for its damages arising out of delay in delivery. The number of days of default shall be computed as including the day of default through to but not inclusive of the day when delivery is made. Provided, however, as to item delivered but rejected, the item shall be considered as non-delivered from the date on which the vendor is notified of rejection until the date the item is re-delivered.
- (3) The term "vehicle" as used above shall refer to each vehicle, vehicle body, chassis, or other unit of equipment awarded to the bidder.
- (4) Notwithstanding the above provisions Seller shall not be liable for liquidated damages for delays in delivery caused by Acts of God, acts of public enemy, acts of government, quarantine restrictions and general strikes throughout the industry or freight embargoes not caused by or participated in by Seller.
- (5) Resort to liquidated damages provision by Buyer shall not preclude by Buyer from resorting to other available remedies for subsequent or continuing breaches by Seller.
- (6) Liquidated damages will be in the amount of \$50.00 per calendar day per vehicle that delivery of each vehicle exceeds the delivery schedule stated.

4.2.6 Successful bidder(s) will invoice after delivery and acceptance of vehicle(s) or equipment by the City to the address shown on purchase order.

4.2.7 Escalation Price

Vendor shall provide current model year vehicles at the prices set

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S7XT7940</b>	PAGE OF <b>15 16</b>
		FIRM NAME (Must be filled in)	

forth in Section 5. For subsequent model years, the vendor may increase or decrease the price provided that:

Next model year vehicle and optional pricing will be based on the percentage difference between the new dealer cost sheet and pricing level and the dealer cost sheet and pricing level effective on the date of the bid opening. This proportional (percentage) increase or decrease will be applicable to the contract price for the current model year vehicle and/or option, thus establishing the new price next model year vehicle and options.

Notice of any price changes in the dealer cost sheet and pricing level established by the Manufacturer shall be given in writing to the Procurement Department, Department of Finance and the Controller Office. This notice must be accompanied by the notice from the manufacturer to the vendor showing the price changes. The City reserve the right to review the propriety of the price rise and cancel the contract at its discretion.

In no event shall the increased prices exceed the dealer's cost sheet and pricing level for vehicles under similar terms and conditions.

4.2.8 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.

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

SECTION 5: PRICING

**SPECIFIC REQUIREMENTS:**

5.1 **Submit pricing for each item listed below:**

5.1.1 42810- 003 075

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S7XT7940</b>	PAGE OF <b>16 16</b>
		FIRM NAME (Must be filled in)	

4 x 2 WALK-IN TYPE CUSTOM VAN  
25,500 LBS. APPROX. per Spec Code 32553c.11 and Procurement  
Department spec 41-V-20M:86

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

**5.1.2            42810 009 490**

ITEM 19.1, PRE-PRODUCTION INSPECTION EA

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

BID No.			ITEM No.			QUANTITY		
<b>CHASSIS</b>								
MAKE			MODEL NO.			WHEELBASE		
<b>ENGINE</b>								
MAKE			MODEL	DISPL. (CU. IN.)		NO. CYL	MAXIMUM NET H.P.	GOVERNED RPM
<b>TRANSMISSION</b>								
MAKE			MODEL NO.			TYPE		
SPEED RATIOS						NO. PTO OPENINGS		
<b>CLUTCH</b>								
MAKE			NOMINAL DIAMETER			TYPE <input type="checkbox"/> Single Disk <input type="checkbox"/> Twin Disk		
<b>AXLES</b>								
FRONT	MAKE		MODEL NO.			CAPACITY AT GROUND Lbs.		
REAR	MAKE		MODEL NO. RATIO			CAPACITY AT GROUND Lbs.		
<b>FRAME</b>								
SECTION MODULS			MAX. RESISTING MOMENT Inch-Lbs.			YIELD STRENGTH. MIN Lbs./Sq. In.		
SIDE RAIL DIMENSIONS								
<b>STEERING</b>								
TURNING RADIUS FT.			POWER <input type="checkbox"/> NO <input type="checkbox"/> YES			(MAKE)                      (MODEL)		
<b>WHEELS</b>								
FRONT-MAKE AND RIM SIZE					REAR-MAKE AND RIM SIZE			
<b>TIRES</b>								
FRONT	NO.	SIZE	PLY RATING	CAPACITY Lbs.@ Psi.		TYPE <input type="checkbox"/> Tube <input type="checkbox"/> Tubeless		CORD MATERIAL
REAR	NO.	SIZE	PLY RATING	CAPACITY Lbs.@ Psi.		TYPE <input type="checkbox"/> Tube <input type="checkbox"/> Tubeless		CORD MATERIAL
80-247B(Rev.4/69)			AUTOMOTIVE DATA					

**TYPE** 4 X 2 WALK-IN TYPE CUSTOM VAN

**GVWR** 25,500 LBS. APPROX.

**SPEC. CODE** 32553c.11

**REF. PURCH. DESCRIPTION** 41-V-20M:86

**VOCATION:** Field Sobriety Checkpoint / Accident Investigation

**INTENT:** The following paragraphs cover all equipment, attachments and superstructures included in the modification to the standard specification (s).

It is the intent of this specification to cover the basic requirements of a well designed Walk-in Type Van, with a custom interior and work stations, including AC/DC power, as described in section 4, employing the best workmanship and material to insure ample sturdiness, flexibility and economy of operation.

The manufacturer / bidder must have built at least fifty (50) walk-in, custom built interior units or a similar type in service.

The manufacturer / bidder must supply with the bid a list of no fewer then ten (10) customers who currently own the model to be bid, said model having been in service for a minimum of two (2) years.

The manufacturer / bidder shall be responsible for the correct operation of all equipment supplied.

The following paragraphs cover all equipment, attachments and superstructures included in the modification to the standard specification(s).

Appurtenances and/or accessories not herein mentioned but necessary to furnish a complete unit ready for immediate use upon delivery shall be included and conform to the best practices known in strength, quality, material and workmanship and be subject to these specifications in full. Should the manufacturer's current published data or specifications exceed these, they shall be considered minimum and be furnished. Dealer must furnish at time of delivery, for each piece of equipment being delivered, a line sheet pertaining to all components of the vehicle. This unit must supply as a minimum all standard equipment of the referenced model(s) in this specification.

All wiring shall be color or number coded throughout. All electrical circuits shall be protected by circuit breakers or fuses. All chassis-to-body wiring shall be of the **DIN** / **WEATHERPACK** type connections. All sub-contractor / up-fitter wiring procedures and material used, must be approved prior to installation by OFM.

MUST BE FILLED IN  
FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_

All wiring and non hydraulic hoses and tubing throughout, shall be protected by convoluted plastic loom. All hydraulic hoses and tubing shall be protected by a nylon abrasion sleeve covering and Hycon clamps. Rubber grommets shall be supplied on all wiring and hoses when passing through any bulkheads, body panels, etc.

It should be noted that the specific requirements, as outlined below, supersede and/or modify the corresponding paragraphs in the standard reference purchase description specification. It also should be noted that any deviation of a line item should be addressed in letter form and included in the bid package.

This specification is not meant to be restrictive. It is recognized that manufacturers may have used different methods to insure integrity if their system. Bidders may substitute, for evaluation, alternate systems and the testing programs or protocols they have conducted to demonstrate compliance of their product. ("Or Approved Equal Clause")

**"OR APPROVED EQUAL"**

The mention in the specifications of equipment or material by brand name or by such specified description of the same as is hereby made, is intended to convey to the bidder's understanding, the degree of excellence required. Any article, equipment, or material which will conform to the standards and excellence so established, and is of equal merit, strength, durability and appearance to perform the desired function, and are in service with other major municipalities in the United States. The Bidder is deemed eligible for offer as a substitute. The qualifications of the offering will be judged as to their conformance with these specifications. Any equipment offered other than herein specified will be subject to a competitive demonstration and evaluation by the using department. This demonstration is to be provided on request within ten (10) working days after the receipt of bids. The result of that demonstration and evaluation will be of prime importance in the recommendation to the governing body for the final contract award.

**MODIFICATIONS TO THE STANDARD SPECIFICATIONS**

**2.0 APPLICABLE SPECIFICATIONS**

All line set ticket (actual part numbers and descriptions used in manufacturing), service, parts, operator, and preventive maintenance manuals shall be provided in a computer readable media. Acceptable file formats are: ASCII, Word Perfect 6.X, Microsoft Word 7.X and Excel, and Lotus 5.X (or previous versions of these programs).

**2.1** Provide two (2) line set tickets for each unit delivered.

MUST BE FILLED IN  
FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_

**3.0 BODY & CAB**

**3.1 CAB**

Provide a fiberglass tilt hood with a stationary grill and LED clearance lamps.

**3.1.1** See section 4, Item 19

**3.2** GVWR 25,500 lbs. approx.

**3.2.1 CHASSIS/BODY DIMENSIONS:**

Wheelbase of chassis: 190"

Overall length of apparatus, including rear step: 353"

Overall apparatus width, rub rail to rub rail: 96"

Rear step height from ground (loaded): 24"

Overall height of apparatus (loaded): 144"

Interior walkway height raw body: 83"

Interior walkway height finished: 81.5"

Interior walkway length: 240"

Interior raw body width: 93"

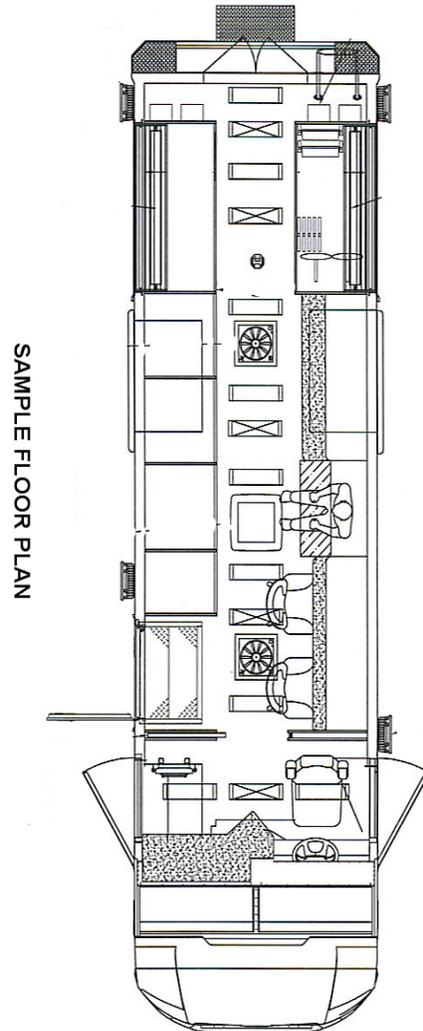
Interior finished body width: 85.5"

**ALL DIMENSIONS ARE APPROXMENTS**

**“SEE PAGE 4 FOR SAMPLE FLOOR PLAN”**

MUST BE FILLED IN

FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_



MUST BE FILLED IN  
FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_

### 3.3 Chassis Body & Cab Colors

White, BASF 21-22783 Glasurit  
One step Urethane,  
or approved equal (DuPont / Sikkens / PPG)

The use of other manufacturer's paint and base colors require prior approval by the Engineer, and the submittal of an approx. 4 inch x 6 inch sample of the base coat/final coat to be used.

#### 3.3.1 through 3.3.4 OMIT

## 4.0 BODY

1. Load space area shall be 83" high x 93" wide x 20' long all aluminum step van body.
2. Driver sedan door with slider window, door skin shall be chemically bonded to door frame structure reducing the amount of rivets required. Door shall have continuous stainless steel piano hinge and three (3) nylon straps.
3. Passenger sedan door with slider window, door skin shall be chemically bonded to door frame structure reducing the amount of rivets required. Door shall have continuous stainless steel piano hinge and two (2) nylon straps.
4. Sedan doors shall have a 0.125" aluminum tread plate step well for 18" skirt depth.
5. Sedan doors shall have black non-skid tape on all door entry sills.
6. Sedan doors shall have polished aluminum Tri-mark flush mounted locking hardware with self-aligning rotary latch and matching key locks. Outside door handles not to exceed 50" from ground.
7. Aluminum alloy double H wall beam, 6005-T5 alloy, 3" x 3" wide at the base, 1.5" wide at the top, 0.125 wall thickness. Studs feature machined wire pass-throughs, and raised adhesive control features on base.
8. I-beams shall be chemically bonded to sidewalls eliminating the need for additional rivets. Buck-rivets will be used to fasten the top, bottom and rub rail. Use of two-sided tape is not acceptable.
9. Body shall have 0.125" strain-hardened aluminum alloy 5052-H36 side panels. The upper panels shall be free of rivets allowing for smooth graphics application.
10. Skirt supports, 1.5 x 1.5 x 0.125 angle to reinforce skirt edge and hold bottom edge in a straight line. 0.188 x 1.00" flat braces placed at 4' intervals and riveted to lower wall angle and floor to maintain sidewall skirt rigidity.

MUST BE FILLED IN

FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_

11. Provide fender flares, 1.38" x 2.25" x 0.090" roll formed and radiused 5052-H32 aluminum sheet, mechanically fastened to wheel opening. Edges sealed against moisture.
12. Provide NFPA 1901 embossed 0.125" aluminum tread plate roof attached to 3" x 1 1/2" x 0.125" extruded aluminum roof bows on 16" centers. 90lb per sq ft weight capacity (no exceptions). Bows are 2" skip welded every 12" Tread plate seams to be continuous welded. Perimeter of roof shall be chemically sealed.
13. Provide a lift-up molded fiberglass hood with chrome grill insert. Hood shall have integrated headlamps and turn signal indicators and dual assist gas charged lift shocks. The use of mechanical assist springs is not acceptable.
14. Provide an extruded aluminum floor with interlocking planks, 1.88" high x various widths, 0.125" top surface. 6005-T5 alloy and temper. Heavy-duty thick-wall extruded planks fore and aft of all floor cutouts and every 5th plank in all other areas. Planks made of 6005-t5 alloy and temper, 0.250" thick top surface.
15. Provide a bright polished front bumper.
16. Provide tinted safety plate glass windshield with driver and passenger sun visors.
17. Provide integral cab air conditioning and heating system with dash controls.
18. Provide heated remote control rear view mirrors with dash controls. Upper mirror has 62-sq.in. of flat surface and lower mirror has 30-sq.in. of convex surface. Mirror has a fold-away arm.  
**Ref: VELVAC**
19. Provide a driver and passenger seat, mechanical suspension seat on fixed pedestal. Seat shall be covered in black cloth and have arm rests, lumbar support, tilt back and 3-point seat belt. Seats shall not extend back into load space area.  
**Ref: Seats Inc. Magnum 200**
20. Provide intermittent windshield wiper/washer with single heavy-duty windshield wiper motor.
21. Provide custom front wheel cutouts for tires.
22. Provide rear frame-mounted tow eyes extending past body.
23. Provide an aluminum engine box cover with acoustical and thermal insulation. Black molded ABS composite engine box over-lay.
24. Provide acoustical and thermal insulation with heat shield on exterior fire-wall.

MUST BE FILLED IN

FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_

- 25. Provide full length skirting. Skirt shall extend 18" down from the bottom of floor extrusions.
- 26. Provide a vacuum formed dash, ABS composite with integrated control pod located left of dash.
- 27. Provide LED clearance and side marker lights.

**PAINTING PROCEDURE**

- 28. The vehicle shall be fully sanded on all exterior surfaces with no more than 150 grit to assure removal of imperfections in metal surface. All aluminum shall be chemically etched and primed prior to painting. Base body color shall be oven baked and painted with Dupont Imron 5000 to commercial truck standards.
- 29. 32" wide x 82" high 0.125" aluminum, sedan door with 21.5" wide x 25.5" high fixed window and mini-blind. Door shall have continuous stainless steel piano hinge, two (2) nylon door straps and an aluminum drip rail.
- 30. Provide two (2) 20-inch wide swinging rear doors with interior and exterior latches, exterior latch has key lock. Doors shall have four (4) 12" x 18" windows, two in each door.
- 31. Provide a bumper 2" deep by full body width steel gripstrut surface rear bumper with Class III receiver hitch (receiver and ball not included). Provide a digital electronic trailer brake control. Provide a 7-pin trailer connector  
**Ref: Reese Brakeman, Model 74643 (or current model).**  
**Cole Hersee, Trailer connector 12063-01 (or current model).**
- 32. Provide heavy-duty fluted aluminum grab handle with rubber inserts and chrome plated stanchions installed at exterior entry door location.
- 33. Provide heavy-duty fluted aluminum grab handle with rubber inserts and chrome plated stanchions installed inside entry door.
- 34. Provide automatic courtesy light at side entry door.
- 35. Provide a courtesy light defeat switch on dash.
- 36. Provide a 20" wide automatic electric steel entry step with NFPA 1901 approved embossed aluminum tread plate step cover. Product features:  
 Door switch extends step when door is opened, retracts step when door is closed.  
 Power switch locks step in extended position.  
 Ignition override retracts step when ignition is turned on.  
 "Last out" feature extends step when the door is opened.  
**Ref: Kwikkee Series 31 (or current model)**

MUST BE FILLED IN  
 FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_

- 37. Provide a 24" wide automatic electric steel entry step with NFPA 1901 approved embossed aluminum tread plate step cover. Product features:  
 Door switch extends step when door is opened, retracts step when door is closed.  
 Power switch locks step in extended position.  
 Ignition override retracts step when ignition is turned on.  
 "Last out" feature extends step when the door is opened.  
**Ref: Kwikkee Series 39 (or current model)**
- 38. Provide a 30" wide 0.125" bright aluminum NFPA 1901 tread plate flip-down step on rear bumper. Step shall have cam lock to secure step while vehicle is in motion.
- 39. Entire underside of the apparatus shall be undercoated. Includes chassis, floor extrusions, step wells and aluminum compartments.
- 40. Provide front and rear mud flaps with anti-sail brackets.
- 41. Provide a 48" wide x 72" high aluminum roll up door with keylock, sill plate, pull strap and door ajar switch. Note: Roll up door shall be painted white to match the body.
- 42. Adjustable compartment lighting system, per door track.

**PAINT:**

- 43. Body base color shall be Dupont Imron N0006-HH white (or equal).

**INTERIOR:**

- 44. Wall Covering: #66 Silver Smooth FRP
- 45. Ceiling Fabric: Excalibur Chrome
- 46. Floor Covering: #150 Onyx PVC Flooring
- 47. Office Chairs: Black
- 48. Vinyl Coverings: #ATM-1804 Atmosphere Iron with #PFN-1904 Perfection Iron
- 49. Cabinets: #EBT-2-2002 Black Powder Coated Aluminum
- 50. Counters and Tables: #4760-60 Mystique Night Laminate

**DRIVER/PASSENGER CAB AREA:**

- 51. Cab doors shall be covered with aluminum panels upper half to be wrapped with vinyl and lower half to be wrapped with padded vinyl.
- 52. Provide 10" high 0.100" bright aluminum tread plate kick plate at bottom of doors.
- 53. Provide a heavy-duty rubber grab handle on each door.
- 54. Provide 1/2" plywood panels covered with vinyl above driver and passenger doors.
- 55. Cab sub ceiling shall be 1/2" plywood.

MUST BE FILLED IN  
FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_

- 56. Cover sub ceiling with 17-oz. ribbed loop pile fabric.  
**Ref: Veelok Oxford**
- 57. Provide a vehicle height sign on dash.
- 58. Cab floor shall be covered with 5/8" plywood and covered with flooring as specified in Walls, Ceiling and Floor section.
- 59. Insulated black rubber mat in driver and passenger toe plate area. Insulate walls in toe plate area and install vinyl covered panels.
- 60. Vehicle shall have a Final Stage Vehicle Certification and Altered Vehicle Certification as required by Federal Motor Vehicle Safety Standards (FMVSS) 49 CFR Part 567.5 and 567.7
- 61. Provide a payload sticker in cab area with vehicle axle load ratings and available axle payload as built.
- 62. Work area on passenger side constructed of 5/8" plywood covered to match rear counter-tops and trimmed with vinyl T-molding.
- 63. Provide a control panels for 120Vac and 12Vdc systems shall be located in the overhead console. The entire console shall be constructed of 3/4" plywood. The face shall be finished with black laminate and the bottom shall be covered with vinyl.
- 64. Provide Red LED/Clear incandescent dome light with 3-position switch, red/off/white.
- 65. Provide two (2) 6" front windshield fans.
- 66. Provide a 6.8" color LCD back-up monitoring system.  
Camera features:  
1/3" Color Camera With Infra-Red LEDs  
Weather Proof Camera Enclosure  
380 Lines of Resolution  
LUX (IR LED Off) / 0 Lux (IR LED On) Minimum Illumination  
Monitor features:  
High-Resolution 6.8" TFT LCD Monitor  
6.8 inch Picture Measured Diagonally  
3 Camera Inputs  
Auto-Power On  
Dimensions: 6.53"(W) X 5.55"(H) X 1.16"(D)  
**Ref: Weldex WDRV-6800M (or current model)**

MUST BE FILLED IN  
FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_

67. Provide a radio, 50-watt x 4, CD/MP3/WMA/WAV Receiver with 3-band parametric EQ, and one (1) pair of Pioneer TS-A6970R (or current model) 6" x 9" three-way speakers.  
Ref: Pioneer DEH-P4700MP (or current model)

68. Provide a door ajar warning light in dash with door ajar contact/magnet on each door.

**WALLS, CEILING AND FLOOR:**

69. Insulate walls and ceiling with a minimum of 2-1/2" of fiberglass with an R-11 rating. Cover interior body side posts with 1/2" plywood sub wall, ICI 7-2-7-2 G-1 Exposure 1-APA 347 PCUF PS1-95 (or equivalent).

70. Cover sub wall with smooth finish 0.075" fiberglass reinforced plastic (FRP) lining. Wall covering shall be a continuous piece front to back, no seams acceptable.

**Ref: Kemlite**

71. Cover interior roof supports with 1/2" plywood, ICI 7-2-7-2 G-1 Exposure 1-APA 347

**Ref: PCUF PS1-95 (or equivalent).**

72. Cover sub ceiling with 17-oz. ribbed loop pile fabric.

**Ref: Veelok**

73. Provide 5/8" exterior grade tongue & groove plywood underlayment for floor, ICI 7-2-7-2 G-1 Exposure 1-APA 347

**Ref: PCUF PS1-95 (or equivalent)**

74. Provide 150 Onyx non-skid commercial grade PVC flooring. The flooring shall be a continuous piece from front to back.

**Ref: Lonseal Loncoin II Flecks**

75. Provide an install 0.100" bright aluminum diamond plate kick plate where the walls/cabinetry meet the floor.

76. Provide 30" FRP covered pocket door installed on heavy-duty aluminum track with two (2) four-wheel roller trucks. Pocket door shall have recessed handles and a key lock.

77. All bulkheads shall be covered with Kemlite 0.075" FRP.

78. Cover rear load space entry doors with 0.100" bright aluminum tread plate kick plate with rubber grab handles. Install gas charged lift/support cylinder on each rear door to hold doors open at 90°.

79. Cover load space door with black powder coated aluminum panel, install 10" high 0.100" bright aluminum tread plate kick plate at bottom of door and heavy-duty rubber grab handle.

MUST BE FILLED IN

FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_

- 80. Provide a 30" wide x 12" high flush mount deep-tint horizontal sliding window with mini-blind. Window features:  
 Black baked aluminum frame construction  
 Unique Flush Mount frame offers automotive style frameless appearance  
 Hidden water drainage system  
 Windows have 2.5" radius comers (3.25" on Egress models)  
 Glass is tempered with 31% light transmission  
 All glazing materials are DOT approved  
 2-piece clamp ring installation allows for easy replacement in the event of breakage  
 Sliding screen for exterior access.

**SEATING:**

- 81. Provide two (2) United Ergonomic Uni-chair NSX-11 black (or current model) with mid back, armrests, five caster spider base, and adjustable height.
- 82. Provide One (1) adjustable stool 76961 (or current model) with 15"-dia. polyurethane seat, pneumatic seat height adjustment, and five-star reinforced plastic base with dual-wheel casters. Secured and stored in curb side cabinet.
- 83. Provide a 3' fabricate and install fixed bench seating with removable cushions. Bench seat cushions shall be covered in heavy-duty vinyl.
- 84. Provide a heavy-duty fluted aluminum grab handle with rubber inserts and chrome plated stanchions installed on front of bench seat to be used as a hand cuff rail.

**BENCH SEAT REQUIREMENTS:**

- 85. Foam for seat backs and bottoms shall have a minimum density rating of 28, a minimum compression rating of 65 and a support factor of 2.2.

All bench seating material must meet Federal Motor Vehicle Safety Standards part 571.302 Flammability of Interior Materials.  
 Seam stitching shall be done with 8-oz. bonded nylon thread.  
 Material corners shall be squared or angled to fit precise cut of foam.  
 Foam shall be bonded to plywood backer with industrial grade elastomer adhesive.  
 Bottom and sides of plywood backer shall be completely sanded.  
 Stapling of fabric/vinyl to backer with industrial grade upholstery staples.  
 No more than a 1/2" space is acceptable between staples around the entire perimeter.  
 All fabric shall be stain resistant.

**CABINETS:**

- 86. Provide custom fabricated aluminum cabinets as space allows. Cabinet specifications:  
 Base cabinets constructed of 0.080" powder coated aluminum with anodized aluminum frames.

MUST BE FILLED IN  
 FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_

Base cabinet doors are double shell, formed from a single sheet of 0.080" aluminum, with a 0.040" aluminum door back attached.

Overhead cabinets constructed of 0.064" powder coated aluminum with anodized aluminum frames.

Overhead cabinets doors are double shell, formed from a single sheet of 0.064" aluminum, with a 0.040" aluminum door back attached.

Overhead cabinets doors swing up on a full-length aluminum hinge, and are held open with a locking door stay.

Overhead cabinets to have one adjustable shelf per door (24" high and taller cabinets only) - locked in place to your selected height. Shelves are formed from a single sheet of 0.064" mill finish aluminum, with 1 1/8" hemmed edges.

Radius edging incorporated as design permits.

Dry erase writing surface on overhead cabinet door.

Gas shock lift supports on overhead cabinet door.

LED under overhead cabinet lighting.

Key lock on closet doors.

FRP shelf with aluminum lip.

87. Countertops shall be covered in 0.040" Wilsonart laminate. All exposed edges shall be covered with heavy duty flexible PVC T-molding.
88. Provide two (2) roll-up exterior aluminum door with key lock. Door color to be satin finish aluminum.
89. Provide track lighting for one side of roll-up door.
90. Provide two (2) aluminum framed dry erase marker board with pin strip.
91. Provide a pencil drawer under countertops.
92. Provide a computer cable pass-thru grommet in counter.
93. Provide a wall mounted dry erase marker caddy kit QRT558 (or current model). Location to be determined.

MUST BE FILLED IN  
FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_

94. Provide a pistol safe. To be floor mounted in customer specified location.

Pistol safe designed to hold a number of small firearms.

Features:

Underwriters' Laboratories Group II combination lock with 1,000,000 possible combinations comes standard with the option of a Group II electronic lock instead

Independent re-locking device in addition to re-locker in lock as well as a hard plate in front of lock for additional protection

Three chrome plated bolts with a 1.25" throw behind the doorjamb

Shear point handle is designed to break off flush to the door if there is an attempt to force entry by pulling.

Full length locking bar on hinged side to further prevent forced entry.

Four anchoring holes drilled in the base to secure it to the floor and a pre-drilled electrical access in back for dehumidifier or light.

Covered by limited one-year warranty

Dimensions:

Outside: 25"H x 22"W x 16.75"D

Inside: 24.5"H x 21.5"W x 13"D

Weight: 182 lbs.

**Ref: Gardall GS-2522 (or current model)**

#### **HVAC SYSTEM:**

95. Provide two (2) 3-speed reversible 12" power roof ventilator.

**Ref: Fan-tastic Vent model 4000 R (or current model)**

96. Provide a low profile air conditioner.

Includes: 9223-C876 13,500 nominal BTU air conditioner with condensate pump.

9330-B715 Ceiling Assembly with 5,600 BTU heat strip

**Ref: Coleman Polar Mach 9200 series**

97. Provide two (2) 12,000-16,000 Btu/hr direct discharge, 12Vdc powered, diesel-fired furnace with individual thermostat control. Exhaust shall be routed to the street side.

#### **120/240VAC ELECTRICAL SYSTEM:**

98. Provide a 12-kW generator mounted in custom fabricated all aluminum compartment.

Generator has the following features:

69 dB(A) @ full load measured at 10 feet.

Voltage regulation no-load to full-load: +/- 1%

Frequency regulation no-load to full-load: +/- 0.1%

Random frequency variation for constant load: +/- 0.5%

MUST BE FILLED IN

FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_

Random voltage variation for constant load: +/- 1%

Compartment shall be constructed to the following specifications:

Compartment shall be constructed from 0.187" aluminum with all welded seams.

Compartment shall have 0.125" aluminum 2" box pan doors and 0.125" aluminum frames.

Door frames shall be riveted to the body and welded to the compartments.

Doors shall have stainless steel hinges attached to the doors and door frames with stainless machine screws.

Doors shall have slam latches and flush mounted handles.

Doors shall have 0.100" aluminum treadplate panels on interior surfaces.

Doors shall be held open in a 90° position with gas charged lift/support cylinders.

Doors shall be sealed with industrial grade neoprene gasket.

Compartment shall have internal lighting when door is open.

**Ref: Onan Commercial Quiet Diesel model 12.0HDKCD-2209 (or current model)**

- 99.** Provide a Hardwired Transient Voltage Surge Suppressor (TVSS) protection for entire AC power system, 17120001 (or current model). Product features:  
Tested to 25,000 Amps Fault Current per NEC Article 285c UL us listed: UL1449 2nd Edition  
NEMA 4 plastic enclosure: 6.28"(H) x 4.18"(W) x 3.33"(D)  
Provide two (2) green LED indicators, one for each line  
Red LED indicator for reduced or lost protection
- 100.** Provide one (1) 50A-120/240Vac control panel with generator and shore power main breaker, twelve (12) UL listed magnetic/hydraulic branch circuit breakers with amber LED indicators, digital voltmeter, digital frequency meter, digital ammeter, generator stop/start switch, generator hour meter, shore power reverse polarity indicator and 3-position rotary transfer switch.
- 101.** Provide a 120Vac auxiliary control panels as required with UL listed magnetic/hydraulic circuit breakers and amber LED indicators.
- 102.** Provide a auto eject 20A-120Vac shore power inlet with 25-ft. 20A-120Vac shore power cord.  
**Ref: Kussmaul Auto Eject 20**
- 103.** Provide a 50A-125/250Vac waterproof shore power inlet, 50-ft. 50A-125/250Vac shore power cord and 6-ft. 50A-125/250Vac pigtail.  
**Ref: Marinco**
- 104.** Provide nine (9) specification grade 20A-125Vac duplex receptacle mounted in stainless steel wall plate or raceway panel. Receptacle is not dedicated to any installed equipment.
- 105.** Provide four (4) specification grade 20A-125Vac exterior GFCI duplex receptacle with weatherproof PVC cover. GFCI receptacles will be wired in pairs to 20A circuit breakers located in the 120Vac electrical load distribution center.

MUST BE FILLED IN

FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_

- 106.** Provide four (4) telescoping tripod light pole 650 watt light. Includes: Magnafire 3000 KR-36 (or current model) light fixture with 650 watt 120 volt quartz halogen HIR bulb, field replaceable electro-polished aluminum reflector and white powder coat finish.

Aluminum 800 series tripod with brite dip anodized finish.

Light fixture shall have a locking swivel joint with a 3/4" diameter NPT threaded base to allow the light to be manually tilted up/down and locked in position by the operator.

Quick-release truck mount brackets.

Externally mounted power switch with weatherproof PVC cover.

Twist lock plug and receptacle with GFCI protection.

**Ref: Havis Shields KR-SB-836 (or current model)**

- 107.** Provide four (4) 50' 12/3 yellow extension cords with twist-lock plugs to extend the tripod light away from the truck.

- 108.** Provide a electric cord reel 12 Vdc #239 motor, 3 conductor 45 amp 600 volt collector assembly, with 250' of 8/3 yellow jacket 600 volt cable installed, Assy "C" 4-way guide rollers installed, HS-3 cable stop installed, painted silver. Note: Electric cord shall be terminated in a four outlet junction box for power provision to the four tripod mounted Qwik-Raze lights and their associated "Extenda-lite" cords.

**Ref: Hannay electric cord reel # ECR 1624-17-18-8 RT (or current model)**

**120/240VAC WIRING REQUIREMENTS:**

- 109.** All 120/240Vac main wiring shall be stranded THHN wire and run in non-metallic CarlonCarflex liquid tight conduit.

All 120/240Vac branch circuit wiring shall be stranded THHN wire (AWG 12 minimum) and run in non-metallic Carlon Carflex liquid tight and Carlon Flex-Plus blue ENT conduit.

All electrical circuits and appliances shall conform to applicable national electrical codes.

**12VDC ELECTRICAL SYSTEM:**

- 110.** Provide four (4) Lifeline GPL-4C 6Vdc Absorbed Glass Mat (AGM) batteries. Batteries shall be installed underbody in slide out weather resistant aluminum compartment. Compartment shall have box pan door with slam latch, flush mount handle, key lock and Kwik heavy-duty slide assembly. Two (2) batteries will be separated for auxiliary equipment and two (2) batteries will be for communications equipment.

MUST BE FILLED IN  
FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_

- 111.** Provide two (2) electronic converter/chargers, 80 amp minimum output each installed underbody in weather resistant aluminum compartment.  
Converter/charger features:  
Charges three banks of batteries at the same time.  
UL listed for safety.  
Manual reset circuit breaker.  
Reverse battery protection.  
Electronic current limiting.  
High voltage protection.
- 112.** Provide one (1) master disconnect switch to control the auxiliary battery systems.
- 113.** Provide a 12Vdc control panel with seven (7) UL listed magnetic/hydraulic circuit breakers with red LED indicators, 12Vdc digital voltmeter, and 12Vdc low voltage alarm.  
  
12Vdc auxiliary panels with UL listed magnetic/hydraulic circuit breakers as required.  
  
12Vdc auxiliary digital voltmeter to monitor the communications battery system.
- 114.** Provide nine (9) Thin-Lite model 616 18" white 12Vdc fluorescent light fixtures.
- 115.** Provide five (5) Thin-Lite model 616 18" red 12Vdc fluorescent light fixtures.
- 116.** Provide six (6) Whelen 810 Series white quartz halogen scene light with 8-32° optics, model number 810CA0ZR (or current model).
- 117.** Provide five (5) Zicomatic GLB/L (or current model) high intensity 35W halogen lower perimeter flood lamp installed under body.
- 118.** Provide five (5) 15A-12Vdc power outlet mounted in stainless steel wall plate or raceway panel.
- 119.** Provide five (5) Streamlight "Light Box" model 45102 (or current model) truck mount 12Vdc direct wire light.
- 120.** Provide a Whelen 295HFS2 (or current model) remote siren amplifier with flush mount control head.
- 121.** Provide a Federal Signal TS-100 (or current model) 100 watt speaker behind grill.

MUST BE FILLED IN  
FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_

**12VDC EMERGENCY LIGHTING:**

- 122.** Provide a Whelen Freedom Series LED light bar FL2RRBB (or current model) mounted above windshield on custom fabricated 0.125" aluminum bracket painted to match body. Includes:  
 1 - 9LLTH72 Custom 72" length  
 3 - FLDRB 400 Series Linear LED Flashers (red street side/blue curb side)  
 1 - FLDRR 400 Series Linear LED Flashers (red street side/blue curb side)  
 1 - FLDSCBL Cable Exit on Driver Side  
 Note: Install weather-proof connector and light bar cable in bracket channel.
- 123.** Provide a Whelen UFM8 (or current model) eight outlet halogen/LED flasher, 60 watt per outlet, 2x2x2x2 switching, 17 selectable flash patterns.
- 124.** Provide two (2) Whelen PLAST3V (or current model) polished chrome vertical housings for three 600 series lightheads.
- 125.** Provide two (2) Whelen 600 series LED amber turn signal light heads with populated arrow shape and multiple flash patterns, model number 60A00TAR (or current model).
- 126.** Provide two (2) Whelen 600 series LED red brake/tail light heads, model number 60R00BRR (or current model).
- 127.** Provide two (2) Whelen 600 series max intensity LED Back-up light heads, model number 60C00WCR (or current model).
- 128.** Provide two (2) Whelen 600 series Super-LED lighthouse with internal flasher, blue LED's with clear outer lens, model 60B02FCR (or current model). Includes chrome flange 6EFLANGE (or current model).
- 129.** Provide eight (8) Whelen 700 series Super-LED lighthouse with internal flasher, blue LED's with clear outer lens, model 70B02FCR (or current model). Includes chrome flange 7EFLANGE (or current model).
- 130.** Provide six (6) Whelen 900 series Super-LED lighthouse with internal flasher, blue LED's with clear outer lens, model 90BB5FCR (or current model). Includes chrome flange 90FLANGC (or current model).

**12VDC WIRING REQUIREMENTS:**

- 131.** Provide 2-gauge minimum copper stranded battery cable shall be used for 12Vdc main supply lines. All cable runs shall be full length, no splices. All cable terminals shall be staked and soldered. All cable shall be enclosed in convoluted polyethylene tubing and the ends of the cable shall be sealed with color-coded shrink-wrap identifying the function of the cable.

MUST BE FILLED IN

FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_

All added electrical circuits shall be protected from over-current by resettable circuit breakers appropriately rated for the load. Only circuit breakers shall be used in the installation of added electrical wiring (plug type fuses are unacceptable).

Circuit breaker functions shall be identified by engraved or printed labels.

All added wiring for load runs shall be AWG 8, 10, 12, 14 and 18 and must conform to MIL-W-16878F.

Wire terminals for added circuits must conform to MIL-T-7928. Terminals shall be insulated, insulation grip, TYPE II, CLASS 2 and shall be crimped with tooling recommended by the terminal manufacturer.

All wiring shall be numbered or lettered on 6" centers minimum.

Wiring shall be protected from chafing and abrasion with convoluted polyethylene tubing (wire loom) as required.

Where wire passes through sheet metal, bulkheads and structural supports, plastic grommets shall be used to protect both wiring and wire looms.

All wiring shall be supported on 12" centers.

All wire bundles shall be tied with trimmed nylon ties on 6" centers minimum.

The complete 12Vdc wiring system and electrical appliances shall be to modern automotive standards throughout the installation.

Extreme care shall be exercised to provide for easy serviceability of the system in future years.

Extreme care must be taken in the installation to avoid the engine manifold, engine exhaust, and muffler, which could expose the wiring to severe overheating during long periods of operation. Proper insulation and heat deflection panels must be installed in such areas.

A high-current 12Vdc system wiring schematic shall be provided.

These are the minimum acceptable 12Vdc wiring requirements.

MUST BE FILLED IN  
FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_

**RADIOS:**

- 132. Provide two (2) Motorola NTN-9176B Mobile Vehicular Charger. 12V DC that supports nickel cadmium (NiCd), nickel metal hydride (NiMH), and Lithium Ion (Li-Ion) batteries for XTS3000, XTS3500, XTS5000. A microprocessor senses the type of battery installed and controls the rate of charge accordingly. Batteries are charged at a rapid rate until fully charged at which point the unit reverts to a trickle charge. Batteries can be charged while on the radio or stand alone.

Note: One charger shall be mounted between the workstations and one shall be mounted within reach of the driver.

**MISCELLANEOUS ELECTRONICS:**

- 133. Provide a Franklin Instruments #FD254-I00-0P4 (or current model) clocks with 2.5" LED display and 12 hour or 24 hour modes.

**EXTERIOR STORAGE COMPARTMENTS:**

- 134. Provide a single door underbody storage compartment with approximate interior dimensions 15" high x up to 36" wide x 25" deep constructed from 0.125" aluminum with all welded seams.

Compartments will be constructed to the following specifications:

Sweep out type bottoms with 1/2" drain holes.

2" box pan doors and door frames fabricated from 0.125" aluminum.

Door frames shall be riveted to the body and welded to the compartments.

Compartments shall have a dome light that illuminates when the door is opened.

Compartments shall have dri-deck material install with tapered front lip.

Compartment doors will be constructed to the following specifications:

Stainless steel hinges attached with stainless machine screws.

Slam latches and flush mounted handles.

0.100" bright polished aluminum diamond plate on interior surfaces fastened with stainless hardware.

All horizontally hinged doors shall be held open in a 120° position with gas charged lift/support cylinders.

All doors shall be sealed with industrial grade neoprene gasket.

MUST BE FILLED IN  
FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_

Provide a double door cord reel compartment constructed from 0.125" aluminum with all welded seams.

**ROOF EQUIPMENT:**

- 135.** Provide a 15" wide roof access ladder on the rear of the vehicle, constructed using 1" dia. X 0.083" brush finished tubular aluminum rails and aluminum grip strut rungs. Rungs shall be welded to the rails for maximum strength.
- 136.** Provide an adjustable height aluminum ladder rack on the roof of the truck. Height adjustment allows for multiple ladders to be stacked and secured.

**LEVELING SYSTEM:**

- 137.** Provide a heavy-duty Quadra MFG. Inc. Big Foot™ model QE-2 four point fully automatic one-touch leveling system. Includes:  
17,000-lb. capacity 24" jack with 18" stroke (4 total)  
Fully automatic control panel with manual feature  
Safety interlock (transmission lock-out) when jacks are deployed

**MISCELLANEOUS OPTIONS:**

- 138.** Provide two (2) Kidde Pro Line 3-A: 40-B: C 5 pound dry chemical fire extinguishers.
- 139.** Provide two (2) First Alert 9-volt combination Carbon Monoxide and Smoke alarms.
- 140.** Provide a Life Saver Plus First Responder First Aid Kit, LS-Plus (or current model). Shipped loose with truck.

**5.0 CAB & BODY EQUIPMENT**

**5.1 EQUIPMENT AND ACCESSORIES**

**5.1.1** See section 4, Item 17

**5.1.2** All gauges shall be electrical, illuminated, and shall include but not be limited to fuel, coolant temperature, oil pressure, ammeter / voltmeter, tachometer, electronic speedometer and hour meter.

**5.1.3** See section 4, Item 20.

**5.1.4** Provide largest size dual, padded sun visors.

**5.1.5** See section 4, Items 34 & 35

**5.1.6** Provide heavy duty turn signal indicator with transistorized flasher.

MUST BE FILLED IN

FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_

**5.1.7** Provide assist handles, approx. 10 inches long, both sides, for ease of access and egress.

**5.1.9** See section 4, Item 18

**5.1.10** See section 4, Item 39

**5.1.11** see para. 5.1.7

**5.1.12** See section 4, Item 67

**5.1.14** Provide four (4) keys per vehicle. All units shall be keyed alike.

**5.1.15** See section 4, Item 16

**7.0 AXLES & SUSPENSION SYSTEMS**

**7.2** Provide heavy duty shock absorbers, both axles.

**7.5** Provide a 8,000 lb front axle.  
Provide a 17,500 lb rear axle.

**7.6** Provide a limited slip differential.

**7.7** Provide all axles with piloted hubs.

**7.9** Provide synthetic oil.

**8.0 BRAKES**

**8.3** Provide anti-lock brakes, all wheels.

**8.3.1** Front brakes, drum type, "S" cam type, non asbestos lining, bolt on two (2) section, inspection covers / dust shields.

**8.3.2** Rear brakes, drum type, "S" cam type, non-asbestos lining, bolt on two (2) section, inspection covers / dust shields.

**8.3.3** Provide automatic slack adjusters.

**8.3.4** Provide 15 c.f.m. air compressor.

**8.4** Provide an air dryer with heater.

MUST BE FILLED IN  
FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_

**8.5** All air tanks shall be provided with cable release bleeders, for easy bleeding.

**9.0 ENGINE**

**9.2** Provide diesel engine, six (6) cylinder turbo charged, electronically controlled.  
260 HP @ 2500 RPM approx.  
550 lb/ft. @ 1900 RPM approx.

**9.3** Provide heated fuel-water separator, with primer pump. (if available)

**10.0 ENGINE EQUIPMENT**

**10.4** Provide an engine governor, to achieve a maximum road speed of approximately 60 mph. while fully laden (GVWR). The vendor shall supply performance curves or tables showing the proposed vehicle road speed and torque characteristics at various grades under fully laden conditions.

**10.6** Provide manufacturers engine protection/monitoring system.

**10.7** Provide engine block heater with not less than 1,000 watts, 110 volt, single phase, water jacket preheater.

**10.8** Provide magnetic drain oil plug.

**11.0 TRANSMISSION**

**11.1** Provide an automatic transmission, ALLISON 2200 EVS, compatible with all other drive train components.

**11.2** Transmission operating instructions shall be permanently mounted inside the cab near the transmission shift pad.

**11.3** Provide synthetic transmission oil.

**12.0 STEERING**

**12.1** Provide and install power steering, manufacturer's standard.

**12.2** Provide tilt steering column.

MUST BE FILLED IN  
FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_

**13.0 ENGINE COOLING SYSTEM**

- 13.1** All coolant hoses shall be heavy duty type, equipped with steel clamps.  
**Ref: EPDM, GATES BLUE STRIPE or SILICONE**
- 13.2** Provide permanent long life antifreeze protection to -34 degrees Fahrenheit to meet Original Equipment Manufacturer's engine specifications.

**14.0 ELECTRICAL EQUIPMENT**

- 14.1** Provide dual batteries group 31 with the highest reserve capacity, 800 CCA each, min.  
Nominal System Voltage: 12 volt, negative ground  
All circuits shall be protected by circuit breakers or fuses.  
All wiring shall be color coded or number coded, protected by plastic loom and rubber grommets, where needed.  
Provide a slide out battery tray.
- 14.2** Provide an alternator, brushless, sufficient in capacity to support the electrical system specified, when used under severe conditions, 250 amp min.
- 14.3** Provide starter over-crank protection.

**15.0 TIRES (ALL TIRES AND WHEELS SUPPLIED SHALL BE OF THE SAME MANUFACTURE)**

- 15.2 - 15.5** Omit.
- 15.6** Tires shall be "FIRST LINE" of the type shown below:  
Front tires: 10R22.5, steel belted, 14 ply steer type  
Rear tires: 10R22.5, steel belted, 14 ply, M/S
- 15.7** Provide BUDD type wheels only. Provide wheel spacer on between all hubs and wheels.

**16.0 FUEL SYSTEM**

- 16.1** Provide 60 gallon minimum, aluminum fuel tank, complete with a chained tank cap. Fuel tank shall have a "DIESEL ONLY" decal.

MUST BE FILLED IN  
FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_

**17.0 SAFETY EQUIPMENT**

**17.1** Provide fire extinguisher, ABC, 5 lb, cab mounted, including reflective triangle kit.

**17.2** Provide back-up alarm, ECCO, SA 907 series, or approved equal.

**17.3** OMIT

**17.4** Provide air horn, controlled from inside the cab.

**18.0 WARRANTY (100% Parts and Labor and Travel Time, no deductible) Less wear items. (A LIST OF ALL WEAR ITEMS MUST BE SUBMITTED WITH BID)**

Engine

Base Coverage, Complete engine 2 years / Unlimited

Differential 2 years / Unlimited

Transmission 3 years / unlimited miles

Cab & Chassis (Bumper /Bumper) 2 years / Unlimited  
 All components ie: utilized in starting, charging, accessory systems including harness, sensors, modules cranking motors, alternator, regulators etc.

Body 2 years / Unlimited miles  
 All components:hardware, latches, wiring, lights, etc.

Cab & Chassis Structural 5 years / Unlimited miles

Body (Superstructure) 5 years / Unlimited miles

All Added Equipment 2 years / Unlimited miles

**NOTE:** All minor repairs (over four (4) labor hours) shall be performed within 2 working days, Sundays excluded.

All major repairs shall be performed within 7 working days, Sundays excluded.

All warranty work performed by City forces will be billed at the rate of \$52.00/hour.

Transportation to and from the vendor's site, if required, is the successful bidders responsibility. If transportation is performed by City forces it will be invoiced at **\$52.00/hour.**

**BIDDER INITIALS** \_\_\_\_\_

MUST BE FILLED IN  
 FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_

If the time intervals for minor and major repairs are exceeded, **the City of Philadelphia reserves the right to perform warranty work with direct invoicing to the successful bidder, not the manufacturer.**

**BIDDER INITIALS** \_\_\_\_\_

Copies of Warranty Repair Orders shall be forwarded to the Office of Fleet Management within five (5) days after completion of each repair, including all cost for parts and labor.

**BIDDER INITIALS** \_\_\_\_\_

**WARRANTY REGISTRATION**

The City of Philadelphia requires the successful bidder supply **WARRANTY REGISTRATION** of all warrantable components.

The warranty registration forms shall be supplied to the City, by the successful bidder, listing component description and serial number and chassis serial number. Each form shall require the signature of a representative of the City (OFM), the successful bidder and the subcontractor, where applicable.

If the successful vendor or their subcontractor supply a standard warranty registration form which includes disclaimers, the City reserves the right to refuse to sign. If no other registration for can be supplied the City shall sign the standard form as a **"REGISTRATION ONLY"**.

The City recognizes only the warranty terms cited in the Invitation to Bid and agreed to in the contract awarded to the successful bidder, under Warranty, section 18 and Engineering Responsibility & Chronic Complaints/Failures, Section 35.

The City reserves the right to hold final payment until all warranty registrations are completed and a copy of such registrations supplied to OFM.

**19.0 PRE-PRODUCTION INSPECTION:**

**19.1** Provide the Office of Fleet Management one (1) pre-construction meeting, and two (2) inspection trips (one mid construction and one final) for four (4) people each trip. The successful bidder shall incur all expenses for lodging, meals, and transportation (transportation will be via air if more than 125 miles one way).

**21.0 QUESTIONS REGARDING BID**

All questions regarding the bid specifications should be directed to OFM. Bud Lipski @ 215-686-1875 E-Mail @ bud.lipski@phila.gov

MUST BE FILLED IN  
FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_

**22.0 ILLUSTRATION & DRAWINGS**

The bidder shall furnish with their bid, two (2) sets of illustrations and complete data sheets to assist the purchasing and using agencies in determining whether the vehicle offered is adequate to perform the work specified and if it meets the bid requirements / description.

**30.0 SHIPMENT AND DELIVERY**

**30.1** Delivery Information - Final Delivery shall be made between the hours of 8:00 AM and 3:00 PM, Monday through Friday, except City Holidays. Each unit shall be accompanied by a Delivery Slip which will contain the City's Bid Number, Item Number, Purchase Order Number, and Serial Number of the Unit.

**VENDOR MUST NOTIFY OFM, THIRTY (30) DAYS PRIOR TO MAKING ANY DELIVERY.**

DELIVERY CONTACT PERSON:                   PETE BAKER @ 215-6861877  
  BUD LIPSKI @ 215-686-1875  
  OFFICE OF FLEET MANAGEMENT  
  100 S. BROAD STREET, 3RD FLOOR  
  PHILADELPHIA, PA 19110

DELIVERY LOCATION:                           OFFICE OF FLEET MANAGEMENT  
  SHOP 415  
  3895-99 RICHMOND STREET  
  PHILADELPHIA, PA 19137  
  215-685-1232

**32.0 CERTIFICATIONS & MANUALS (PER ORDER)**

**32.2** Provide the necessary documents for the City to take Title to the vehicle in accordance with the Pennsylvania Motor Vehicle Code. **ALL THE ITEMS, INVOICE (STATE ORIGINAL), MSO, MV-1, ETC) ARE TO BE HAND DELIVERED FOURTEEN (14) DAYS PRIOR TO DELIVERY TO:**

**CITY OF PHILADELPHIA  
OFFICE OF FLEET MANAGEMENT  
KATHLEEN KELLY  
100 S. BROAD STREET, 3RD FLOOR  
PHILADELPHIA, PA 19110**

MUST BE FILLED IN  
FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_

### 32.3 Operation, Maintenance and Repair Data

Prior to the delivery of the first units, the vendor shall forward directly to the Office of Fleet Management, Maintenance, Operating and Repair manuals and Parts Lists as specified below. The manuals shall be shipped separately to OFM 100 S. Broad Street 3rd Floor, Phila, Pa. 19110 and not with the units. All manuals shall be in the form of neatly bound books, with durable covers, and shall be properly identified with the manufacturer's name, model and serial number of the equipment.

The operating and maintenance or shop manuals shall be the latest manufacturer's handbook, covering in detail the recommended operating, maintenance and service procedures.

Where components or equipment of several manufacturers have been used in manufacturing the unit, the manuals shall include operating, maintenance and repair information and parts lists of all manufacturers covering all of the components used. Where the vendor or manufacturer uses components manufactured by other in building equipment which he sells under his own trade name, he shall furnish the parts numbers and full data of the original manufacturers of all components used, where possible, as well as the part numbers he may assign to these components as being parts of his product.

#### 32.3.1 One (1) set of manuals shall be furnished for each ordered.

Complete manual set on CD, including the following:

As-built specifications with interior and exterior drawings as used for production of the vehicle.

Chassis and body owner's manuals.

All individual component manuals and warranty registration cards as provided by component manufacturers.

12Vdc and 120Vac legends showing wire gauge, color, number and function.

12Vdc high current wiring diagram illustrating the battery system, isolators, power converters, alternator, disconnect switches and control panels.

Roof top antenna placement drawing and legend identifying antenna placements and termination points.

Audio/Video cabling diagram.

Telephone system punch block wiring diagrams.

Alarm system zones legend.

Warranty and Return Authorization procedures.

Chassis and generator maintenance and service logs.

Battery maintenance information.

MUST BE FILLED IN

FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_

**32.3.2 Preventive Maintenance Instructions**

In addition to the manuals specified above, the vendor shall furnish an equal number of condensed Preventive Maintenance Instructions for all parts of the unit. These instructions shall consist of manufacturers' recommendations for periodic lubrication, cleaning and other preventive maintenance services, and shall be made up in a compact form covering the particular unit delivered.

**32.3.3 Recommended Spare Parts**

The vendor shall furnish with each service manual a list of recommended spare parts. The list shall include all necessary data for ordering the parts, even if originally furnished by other manufacturers.

The vendor warrants that they shall maintain or have maintained a stock of repair parts within the Philadelphia Metropolitan area at inventory levels for the period described hereafter:

The manufacturer shall supply, through a dealer, a published price list for spare parts required to support the units to be manufactured hereunder for ten (10) years from the date of delivery of the last unit.

Technical and field service support shall be provided by the vendor, if necessary. This support shall be by personnel qualified to advise on training, repair and maintenance of the equipment. The technical representatives shall be available in the Philadelphia Metropolitan area when required by the City.

The repair or shop manuals shall include but not be limited to detailed drawings, electric, pneumatic and/or hydraulic schematics, piping diagrams and other pertinent information.

**33.0 SIGNS**

Signs, decals, and etc. showing dealer's name and/or address, shall not be permitted on the outside of the unit.

**33.1** Manufactures name (s), address and striping shall be removed before delivery.

**34.0 INSTRUCTIONS & TRAINING (PER-ORDER)**

The vendor shall furnish three (3) video training films, VHS 1/2 inch, covering the following subjects (if available):

- Operator Training
- Routine Maintenance
- Preventive Maintenance

MUST BE FILLED IN  
FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_

If the vendor does not have video training films available at the time of the bid opening, it shall be acceptable to the City that the vendor tape the training sessions at the time of the training, making three (3) copies available to the City.

In addition, the vendor shall instruct City employees in the operation, servicing and maintenance of the units or equipment delivered at the following City facilities and at such times as the Engineer may designate, all within thirty (30) days after final acceptance of the first unit.

Operators      Location to be determined  
1 Day Program at Delivery

Technician      Location to be determined  
1 Day Program at Delivery

**BIDDER INITIALS** \_\_\_\_\_

**35.0 ENGINEERING RESPONSIBILITY & CHRONIC COMPLAINTS/FAILURES**

The term **CHRONIC COMPLAINTS/FAILURES**, as used herein, shall mean that the same component, sub-component, assembly or part, such as an engine, transmission, differentials, hydraulic system, pumps, etc. including valves, controls, water pumps, high pressure water systems, etc. develops repeated defects, breakdowns, and/or malfunctions.

The responsibility for the design of this equipment shall rest upon the successful vendor, and they shall consider all elements of operation for which the warranty shall apply. The successful vendor shall be responsible for the compliance and performance of each subcontractor, including all suppliers.

Where the equipment, units= and/or sub-components develop **CHRONIC COMPLAINTS /FAILURES** during service operations, the successful vendor will be required to make any engineering design changes, repairs, alterations, retrofits or to make an adequate heavy duty redesign of any component so as to properly correct and continue to render continuous, durable and safe performance. Warranty periods shall be for an additional one year, measured from the completion date of any corrective measures. This additional warranty shall not expire at the end of the initial warranty period even when the correction is performed in the last days of the original, stated, warranty period.

Minor items or ordinary service adjustments are not included nor considered under this scope of **CHRONIC COMPLAINTS/FAILURES**. Conditions caused by other factors such as operational damage due to accidents, vandalism, misuse, or lack of proper maintenance, service, lubrication as prescribed or recommended by the Original Equipment Manufacturer (OEM), are also excluded.

Records and reports will be maintained by the Office of Fleet Management and will be made available for the successful vendor=s periodic examination relative to **CHRONIC**

MUST BE FILLED IN  
FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_

**COMPLAINTS/FAILURES.**

The successful vendor shall provide written reports to the City, detailing the action taken as a result of a notice of complaint describing the failure. Any written notices of complaints or field action with corrections made, shall be forwarded directly to the Office of Fleet Management, 100 S. Broad Street, 3rd Floor, Philadelphia, PA 19110, Tel. (215) 686-1825, FAX (215) 686-1829, in numbered report identifying the vehicle's property number, part or serial number of the failed component, with copies to the Engineering Section, same address.

For a fair and equitable evaluation of the **CHRONIC COMPLAINT/FAILURE**, the successful vendor, when notified of service difficulties, will be permitted to make detailed studies, analyze operational conditions and will have access to the equipment in order to make recommendations for corrections so as to obtain the desired safe and durable mechanical performance.

To reduce or eliminate **CHRONIC COMPLAINTS/FAILURES** on equipment, the City, as part of this contract, shall designate a Technical Review Committee, consisting of the Fleet Manager, Fleet Engineer, Deputy Fleet Manager and Operations Manager of the affected equipment, to review, analyze and evaluate any successful vendor=s remedies.

In the event the successful vendor fails to address, or make the proper changes, repairs, modifications, retrofits, or does not render field service after written notice, or unnecessarily delays any actions, the Office of Fleet Management shall have the option of seeking appropriate restitution for loss of production.

The successful vendor shall also be subject for Loss of Use, in the form of rental, lease payments, or a \$200.00 per day fee, while a vehicle is rendered unserviceable or out-of-service.

MUST BE FILLED IN  
FIRM (VENDORS) NAME \_\_\_\_\_ BID NUMBER \_\_\_\_\_

***SPECIFICATION***

**TRUCKS: AUTOMOTIVE  
INTERNAL COMBUSTION ENGINE**



1. **SCOPE & CLASSIFICATION:**

This specification covers the general requirements for Trucks in various body styles and weight classifications. The Trucks shall be powered by internal combustion engines. They shall be constructed, assembled and equipped to perform properly under the operating conditions for which they are intended. Each unit shall be unused in all component parts and shall be the latest model in current production and include all accessories normally furnished as standard as shown in current literature. These specifications shall be construed as minimum and where the manufacturer's fleet standard exceeds these, vehicles shall be so furnished; where optional equipment is specified, the description thereof shall be the governing minimum. They shall be registered with the Pennsylvania Department of Revenue for the License Class and Axle Weights indicated in the purchase description.

This specification shall be used in conjunction with appropriate detailed chassis purchase description for the specific type of truck called for in the Invitation to Bid (See Index - Last Page).

(NOTE): - Reference to GVW in these specifications is a guide only; final GVW rating shall be determined by the D.O.T. Rules and Regulations in regard to axles, springs, suspension, brakes and tires as required in the T-Form Specifications.

2. **APPLICABLE SPECIFICATIONS:**

The following specifications, of the , latest issue in effect on the date of the Invitation to Bid, shall form a part of this specification.

- Department of Transportation - Federal & State Motor Vehicle Safety Standards.
- Society of Automotive Engineers, Inc. - SAE Standards & Recommended Practices.

**TRUCKS, AUTOMOTIVE, INTERNAL COMBUSTION  
ENGINE - SPECIFICATION 41-V-20M:86**

**TABLE OF CONTENTS**

(1) SCOPE AND CLASSIFICATION	PAGE 1 OF 32
(2) APPLICABLE SPECIFICATIONS	PAGE 1 OF 32
(3) CAB & CHASSIS	PAGE 5 OF 32
(4) BODY	PAGE 8 OF 32
(5) CAB 7 BODY EQUIPMENT	PAGE 8 OF 32
(6) FRAME	PAGE 9 OF 32
(7) SUSPENSION AXLES	PAGE 10 OF 32
(8) BRAKES	PAGE 11 OF 32
(9) ENGINE	PAGE 12 OF 32
(10) ENGINE EQUIPMENT	PAGE 13 OF 32
(11) TRANSMISSION	PAGE 13 OF 32
(12) STEERING PAGE	PAGE 14 OF 32
(13) COOLING SYSTEM	PAGE 14 OF 32
(14) ELECTRICAL EQUIPMENT	PAGE 14 OF 32
(15) TIRES	PAGE 15 OF 32
(16) FUEL TANK	PAGE 16 OF 32
(17) SAFETY EQUIPMENT	PAGE 17 OF 32
(18) WARRANTY	PAGE 18 OF 32
(19) PRE-PRODUCTION INSPECTION	PAGE 18 OF 32
(20) QUESTIONNAIRE	PAGE 18 OF 32
(21) QUESTIONS REGARDING BID	PAGE 18 OF 32
(22) ILLUSTRATIONS & DRAWINGS	PAGE 18 OF 32
(23) REPAIR PARTS AND SERVICE	PAGE 18 OF 32

(24) CERTIFICATION OF COMPLIANCE WITH SPECIFICATIONS	PAGE 19 OF 32
(25) REQUIREMENTS	PAGE 19 OF 32
(26) MATERIALS	PAGE 19 OF 32
(27) GROSS VEHICLE WEIGHT & DRY CHASSIS WEIGHT RATINGS	PAGE 20 OF 32
(28) FINISH	PAGE 20 OF 32
(29) WORKMANSHIP	PAGE 20 OF 32
(30) SHIPMENT & DELIVERY	PAGE 20 OF 32
(31) INSPECTION	PAGE 21 OF 32
(32) CERTIFICATES & MANUALS TO BE FURNISHED BY VENDOR	PAGE 22 OF 32
(33) SIGNS	PAGE 23 OF 32
(34) SCHOOLS	PAGE 23 OF 32
<b>"T" - SPECIFICATIONS:</b>	
-T1 - TRUCK, CHASSIS, REFERENCE 7,001 - 9,000 LB. GVW	PAGE 24 OF 32
-T2 - TRUCK, CHASSIS, REFERENCE 9,001 - 11,000 LB. GVW	PAGE 24 OF 32
-T3 - TRUCK, CHASSIS, REFERENCE 14,001 - 17, 000 LB. GVW	PAGE 24 OF 32
-T4 - TRUCK, CHASSIS, REFERENCE 17,001 - 21,000 LB. GVW	PAGE 25 OF 32
-T5 - TRUCK, CHASSIS, REFERENCE 21,001 - 26,000 LB. GVW	PAGE 25 OF 32
-T6 - TRUCK, CHASSIS, REFERENCE 26,001 - 30,000 LB. GVW	PAGE 25 OF 32
-T7 - TRUCK, CHASSIS, REFERENCE 44,001 - 48,000 LB. GVW	PAGE 26 OF 32
TRUCKS, BODIES, GENERAL	PAGE 26 OF 32
DUMP BODIES	PAGE 28 OF 32
VAN BODIES	PAGE 30 OF 32
COMPACT VANS	PAGE 31 OF 32

**No. 41-V-20M:86**  
**Supersedes 41-V-20L:85**  
**Effective Date: 1/16/86**

- OSHA Rules & Regulations - Shall apply when applicable.
- Federal Department of Health, Education & Welfare - Air Pollution Control for New Motor vehicles.
- Commonwealth of Pennsylvania - Traffic & Motor Vehicle Rules and Regulations.
- Manufacturer Line Set Ticket - Shall be forwarded to the Director of Automotive Services upon delivery of the chassis to the City of Philadelphia, or if Pilot Model Inspection, at the factory.

(NOTE) - Any intent of this specification shall be superseded by the provisions of the above.

3. **CAB & CHASSIS:**

- 3.1 Cab - Shall be conventional, three-man adjustable seat with three seat belts.
- 3.2 Chassis - The chassis shall be sturdily constructed and shall be of strength capable of withstanding all imposed loads when operating at the gross vehicle weight without excessive strain on any members or parts.
- 3.3 Chassis Body & Cab Colors:

3.3.1 City of Philadelphia, Paint Colors & Lettering by Department as follows:

<b><u>DEPARTMENT</u></b>	<b><u>COLOR</u></b>	<b><u>DUPONT REF. #</u></b>	<b><u>LETTERING COLOR</u></b>
<b>Fair. Pk.</b>	<b>GREEN</b>	<b>72001</b>	<b>IVORY</b>
<b>Fire Dept.</b>	<b>RED</b>	<b>55141</b>	<b>GOLD LEAF</b>
<b>Police (Body)</b>	<b>BLUE</b>	<b>5351A</b>	-----
<b>Police (Roof)</b>	<b>WHITE</b>	<b>92635</b>	-----
<b>Sheriff (Body)</b>	<b>BLUE</b>	<b>5351A</b>	-----
Sheriff (Roof)	WHITE	92635	-----

Water (Up to 21,000 lbs. GVW)	WHITE	508	BLUE
Water (26,000 Lbs. GVW & Up)	SAFETY YELLOW	75306	BLUE
Recreation (Stadium)	BLUE	78387	WHITE
All Other Depts. Except Library	SAFETY YELLOW	75306	BLUE

3.3.2 - All lettering listed above shall be three inches (3") high on front doors, both sides, as follows.

**PHILADELPHIA**

**(NAME OF DEPARTMENT)**

**(6-DIGIT VEHICLE NUMBER)**

NOTE) Stenciling of Lettering is NOT acceptable.

3.3.3 Optional Lettering - Streets Department: All vehicles shall have 1-1/2" size numbers placed on the left side of the front bumper and three inch (3") size numbers on the rear of the body as follows:

Department # - Vehicle # - Division

This lettering is in addition to the lettering specified in 3.3.2 above and lettering instructions may be obtained from the Automotive Services Division of the Department of Public Property.

3.3.4 Official Colors & Lettering of ALL Free Library Vehicles:

A) The vehicle shall be painted as follows:

1. Top Half = White
2. Bottom Half = Dark Blue
3. Dividing Stripe (3" Wide) between top and bottom halves located approx. 3" above blue bottom half = Bright Green

B) The vehicle shall be lettered as follows:

1. "THE FREE LIBRARY OF PHILADELPHIA" in large bold letters.
2. "READ" in large bold letters with a book-and-bell design (using white, blue and green) in the center of the letter "R".
3. Dark Blue lettering on white areas; white lettering on dark blue areas.

C. Paint Color Reference Numbers

<b><u>COLOR</u></b>	<b><u>LIBRARY PANTONE</u></b>	<b><u>TRADE NAME</u></b>	<b><u>DUPONT NO.</u></b>
WHITE	-----	WHITE	92635
DARK BLUE	287	DARK BLUE	24160
BRIGHT GREEN	368	BIG BAD GREEN	5081D

(NOTE): Instructions for the above Library Lettering may be obtained from the Automotive Services Division of the Department of Public Property.

4. **BODY:**  
Body provided shall be as required in Bid Specs.

5. **CAB & BODY EQUIPMENT:**

5.1 Equipment & Accessories - The following equipment, and/or accessories shall be provided.

**Cab & Body:**

5.1.1 Fresh Air Heater and Defroster with separate control for temperature and fan.

5.1.2 All gauges shall be provided for ammeter, oil pressure, water temperature and fuel, 16,000 GVW & up.

5.1.3 Dual windshield wipers, power-operated, two-speed or variable.

5.1.4 Dual sun visors.

5.1.5 Dome Light.

5.1.6 Directional Signals - Class "A" Type, as per Pennsylvania DOT Motor Vehicle Regulations - with traffic hazard switch for flashing all turn signal lights simultaneously.

5.1.7 Combination arm rest/inside grab handle on cab doors adjacent to driver and passenger seats.

5.1.8 Safety Seat Belts - Belts shall comply with DOT Rules and Regulations.

5.1.9 **Mirrors:**

Inside Adjustable, up to 12,000 GVW  
Outside, Dual Right/Left W/C to 12,000 GVW  
Outside, Dual Right/Left W/C, 6" x 16", for  
16,000 lbs. GVW and up.

5.1.10 **Undercoating** - Shall be applied to all exposed sheet metal under chassis and body including fender wells unless constructed of plastic.

(NOTE): Compacting-Type Trucks - are to be undercoated on the cab and chassis but NOT under the compactor Body.

5.1.11 **Cab Outside Grabhandles** - Shall be provided on trucks 16,000 lbs. GVW and up.

6. **FRAME:**

The Chassis Frame shall be constructed of pressed steel or equal; and shall be provided with adequate cross-members, exclusive of engine supports, so designed and constructed as to support adequately the gross weight of the body and load, the power plant, and all other necessary equipment under the operating conditions for which the truck is intended.

6.1 Frame shall be specified in terms of minimum acceptable resisting moment, which is the product of the section modulus of the frame section and the unit stress at the minimum yield point.

$$\text{MOMENT (M)} = \text{SECTION MODULUS (S)} \times \text{UNIT STRESS (F)}$$

In the case of built-up frame sections, the combined section modulus shall be considered as the sum of the individual section moduli.

6.2 Frame Attachments - Front & Rear Towing hooks or Eyes shall be provided, 16,000 lbs. GVW and up. They shall be fastened to the frame in such a manner as to develop maximum tension and minimum bending in the frame members.

6.3 Factory Frame Reinforcement - Shall be provided for 16,000 lbs. and up GVW, GCW and Chassis when specified in bid specifications.

Frame reinforcement is required on all Dump Trucks and Trucks with Cranes, Hydraulic Buckets and other Attachments inducing high twisting and weight stresses.

6.4 Frame Strength - The vehicle frame as supplied by the manufacturer shall meet all requirements as established and set forth by the Federal Government and the Commonwealth of Pennsylvania, Department of Transportation, to meet the GVW of the vehicle bid and shall have the prescribed Certification Sticker affixed to said vehicle. In order to meet the aforementioned standards, the bidder may provide a frame that is either structurally reinforced ("J" type, "L" type, "C" type, etc.) or is constructed of a "high tensile" rating steel or specially heat treated steel (minimum rating of 110, 000 PSI).

7. **SUSPENSION AXLES** - Rear Axles shall be capable of operating under all conditions with multi-purpose gear lubricants.

7.1 Springs - Springs shall match rating of front and rear axles capacity in pounds.

7.2 Shock Absorbers - Shock Absorbers shall be provided front and rear for all 7,500 lb. and 12,000 lb. capacity chassis.

7.3 Tire Chain Clearance - On Drive Wheels, single and dual, wheel chain clearance shall be provided.

7.4 Tandem Axle Suspension - Shall be walking beam type, with at least 50" axle spacing, rubber bushings and a cast steel saddle with steel springs to match axle capacity.

7.5 Axle Capacity shall be provided at least as follows:

<u>GVW REF.</u>	<u>FRONT AXLE</u>	<u>REAR AXLE</u>
7,500 LBS.	3,300 LBS	5,000 LBS.
11,000 LBS	4,000 LBS.	8,000 LBS.
16,000 LBS.	5,000 LBS.	15,000 LBS.
21,000 LBS.	6,000 LBS.	17,000 LBS.
26,000 LBS.	9,000 LBS	19,000 LBS.
30,000 LBS.	12,000 LBS.	23,000 LBS.
48,000 LBS.	16,000 LBS.	38,000 LBS.

(NOTE) - The above listed front axle capacities generally are not applicable to tractor specifications and they will be specified in the bid documents.

7.6 All single driving axles shall be equipped with limited slip differential, positive drive. Tandem axles shall be provided with inter-axle differential lock, air operated; dash switch with a red warning light.

8. **BRAKES:**

Service Brakes shall be provided on all wheels as follows:

8.1 7,500 lbs. to 11,000 lbs. GVW - Power Assisted Brakes

8.2 16,000 lbs. to 25,000 lbs. GVW - Vacuum-Boosted Hydraulic Brakes with a reserve tank, or power steering pump assist, and dash gauge.

- 8.3 26,000 lbs. GVW and UP - Full Air Brakes with dual reserve tanks, air pressure gauge on dash, buzzer, 12 cu. ft. (min.) water cooled air compressor, fail-safe rear brakes (Berg or Maxi type) released by air pressure, automatic reservoir drain valves and dash mounted controls.

(NOTE) - "S" Type Cam Brakes with automatic slack adjuster shall be provided in lieu of "wedge"-type brakes.

9. **ENGINE:**

Engine as specified and provided shall be in accordance with all the applicable provisions of Section #2, and it shall be of at least the listed minimum displacement, in accordance with the truck GVW, as follows:

9.1 Gasoline Powered Engines, if specified -

7,500 lbs. GVW = 345 cu. in.  
11,000 lbs. GVW = 345 cu. in.  
16,000 lbs. GVW = 360 cu. in.  
21,000 lbs. GVW = 360 cu. in.  
26,000 lbs. GVW = 390 cu. in.  
30,000 lbs. GVW = 425 cu. in.  
48,000 lbs. GVW = 425 cu. in.

(NOTE) - Trucks with GVW under 7,500 lbs. will use the 7,500 lbs. GVW rating as a guide.

9.2 Diesel Powered Engines, if specified.

16,000 lbs. GVW = 500 cu. in./4 cycle  
21,000 lbs. GVW = 500 cu. in./4 cycle  
26,000 lbs. GVW = 500 cu. in./4 cycle  
30,000 lbs. GVW = 550 cu. in./2 cycle  
30,000 lbs. GVW = 670 cu. in./4 cycle  
48,000 lbs. GVW = 550 cu. in./2 cycle  
48,000 lbs. GVW = 670 cu. in./4 cycle

(NOTE) - A key-type electrical solenoid or a manual type shut-down

system shall be provided on all diesel engines.

10. **ENGINE EQUIPMENT:**

All engines shall be provided with the following equipment:

- 10.1 Replaceable-type lube oil filter, engine-mounted.
- 10.2 Electronic-type ignition system, if gasoline engine.
- 10.3 Non-leaded Fuel System, if gasoline engine; all engines to have in-line replaceable fuel filters.
- 10.4 Engine Governor shall be provided on all trucks with a GVW of 16,000 lbs. or over; top governed speed limit allowable through transmission and rear axle ratios is 55 MPH.
- 10.5 Manufacturer's rated heavy-duty dry-type intake air cleaner.
- 10.6 All engines shall be provided with an automatic shutdown system for high water temperature and low oil pressure when specified in the Invitation to Bid.
- 10.7 Diesel engines are to be provided with cold weather starting provisions.

11. **TRANSMISSION:**

- 11.1 All trucks will be provided with fully automatic transmissions having the minimum number of forward speeds, in accordance with the truck GVW, as follows:

Up to 7,500 lbs.	3 speeds
11,000 lbs.	3 speeds
16,000 lbs.	4 speeds
21,000 lbs.	4 speeds
26,000 lbs.	4 speeds
30,000 lbs.	5 speeds
48,000 lbs.	5 speeds

(NOTE) - Transmissions provided on Trucks with GVW's of 26,000 lbs. or over shall have factory installed external type oil filters and an oil temperature gauge mounted on the dash.

12. **STEERING:**

All trucks shall be provided with Power Steering

13. **ENGINE COOLING SYSTEM:**

13.1 All engines shall be provided with increased cooling including a sealed radiator coolant recovery system with a surge tank.

13.2 All coolant systems shall be protected by permanent-type anti-freeze down to temperature of at least minus 30oF.

14. **ELECTRICAL EQUIPMENT:**

The chassis shall be provided with 12-volt electric starting, lighting and ignition system with two (2) keys. Alternator shall be heavy-duty type, at least 60 amp output, with 30 amp output at idle. All electrical systems in the vehicle shall be protected by circuit breakers or fuses. Battery shall be a 12-volt "Maintenance Free" type.

15. **TIRES:**

15.1 Tires of the same size and manufacturer shall be provided on the front and rear unless specified otherwise in the Invitation to Bid.

15.2 Front tires shall be "regular" tread type.

15.3 Rear driving axles shall be provided with "All Traction" type tires.

15.4 All-Wheel Drive Type Trucks, (including "Jeeps"), shall be provided with "all traction" type tires on all front and rear driving axles.

(NOTE) - "Military" Grade tires or Wide-Open Tread type tires are not acceptable for "All Traction" Type tires.

Police 4WD type vehicles shall be provided with blackwall "all traction" type steel belted radial tires.

15.5 A mounted "regular" tread type tire ("all traction" type for 4WD type vehicles) and rim shall be provided as a spare unit.

15.6 Trucks shall be provided with the number of tires sized and rated, in accordance with the trucks GVW, as follows:

<b><u>LBS GVW</u></b>	<b><u>NO OF TIRES</u></b>	<b><u>RIM SIZE</u></b>	<b><u>TIRE SIZE</u></b>	<b><u>TIRE PLY</u></b>
7,000	4	--	8.75 X 16.5	8
11,000	6	--	8.00 X 19.5	8
16,000	6	7.00	9.00 X 20	10
21,000	6	7.00	9.00 X 20	10
26,000	6	7.50V	10.00 X 20	12
30,000	6	7.50V	10.00 X 20	14
48,000	10	8.00V	10.00 X 20	14

(NOTE) The above ratings are to be considered as the minimum acceptable.

15.7 Cast spoke wheels are to be provided on all trucks with GVW ratings of 16,000 lbs. and above.

16. **FUEL TANK:**

All Trucks will be provided with the listed minimum size fuel tank, in accordance with their rated GVW, as follows:

<b><u>RATED GVW</u></b>	<b><u>TANK SIZE &amp; TYPE</u></b>
7,500 LBS.	20 GALLON - REGULAR TANK
11,000 LBS.	20 GALLON - REGULAR TANK
16,000 LBS.	30 GALLON - REGULAR TANK
21,000 LBS.	50 GALLON - SAFETY STEP TANK
26,000 LBS.	50 GALLON - SAFETY STEP TANK
30,000 LBS.	50 GALLON - SAFETY STEP TANK
48,000 LBS.	DUAL 60 GALLON - SAFETY STEP TANK

17. **SAFETY EQUIPMENT:**

17.1 All trucks shall be provided with all safety equipment as required by DOT/ICC for vehicles in interstate operations. This equipment shall include, but not be limited to:

Fire Extinguisher - Dry Charge Type, Flags, Flares, Reflectors, etc.

Each Kit shall be mounted in a convenient location inside the cab.

17.2 Backup warning buzzer/alarm shall be provided on trucks with a GVW of 16,000 lbs. or above.

17.3 A Manual Engine Shut-Down System shall be provided on all diesel engines.

18. **WARRANTY:**

Warranty - In addition to any policy guarantees usually extended to the general public, the contractor shall guarantee the vehicle and body, and parts thereof against defective material, workmanship, and/or faulty design for a period of one (1) year from date of acceptance delivery to the Department of Public Property. The vendor shall replace all defective assemblies or parts without cost to the City (including labor), f.o.b. manufacturer's nearest dealer or branch, or to original destination whichever is designated by the using agency. The contractor shall make immediate replacement from his plant or through his dealer or branch.

Warranty Rate - Rate shall be \$25.00 per hour, plus 15% parts handling charge, when repairs are performed at City garages.

19. **PRE-PRODUCTION INSPECTION:**  
Provide transportation and costs for two (2) persons to inspect pilot model unit at factory. All preparations; travel, lodging, meals and other arrangements will be made by the bidder at his own expense.
20. **QUESTIONNAIRE:**  
The questionnaire included with the Invitation to Bid shall be completely filled out and submitted by bidder with his bid.
21. **QUESTIONS REGARDING BID:**  
All questions regarding Bid Specifications should be directed to the Director of Automotive Services Division, Room 1140, M.S.B. or call extension (215) 686-4481.
22. **ILLUSTRATIONS & DRAWINGS:**  
The bidder shall furnish with his bid, two (2) sets of illustrations and complete data sheets to assist the purchasing and using agencies in determining whether the vehicle offered is adequate to perform the work specified and if it meets the Bid requirements/description.
23. **REPAIR PARTS & SERVICE:**  
As the continuous operation of the vehicle contemplated by this specification is of utmost importance, contractor shall be able to furnish, upon request, sources of maintenance and repair, parts and supplies for a period of ten years.

24. **CERTIFICATION OF COMPLIANCE WITH SPECIFICATIONS:**

The bidder shall certify on the form furnished with the Invitation and Bid that the Truck, component units, and parts shall be suitable for the work to be performed and will be constructed to definite standard dimensions, with proper clearance and fits; that previously published or set ratings shall not arbitrarily be raised without prior approval of the manufacturer of the actual unit and further, that the truck offered shall comply in every respect with the terms of this specification. In the event that the truck offered does not comply with this specification, the bidder shall state definitely, referring to the proper paragraph of this specification, where the Truck he proposes to furnish does not comply. Where no statement is received, the successful bidder shall be required to meet every requirement of the specification.

25. **REQUIREMENTS:**

General - Though they shall not be specifically enumerated herein, all parts necessary to provide a complete and efficient truck shall be furnished. All parts shall conform to current engineering practices of the industry relative to design, strength, quality of material and workmanship. The City reserves the right, at its option alone, to accept trucks with minor deviations from this specification.

26. **MATERIALS:**

The Truck and all parts thereof shall be made of materials which are suitable for the intended service and shall be produced by current standard manufacturing processes. The materials shall be free from characteristics or defects which affect the appearance or which shall affect the proper functioning of the finished product.

27. **GROSS VEHICLE WEIGHT AND DRY CHASSIS WEIGHT RATINGS:**  
These shall be as specified in the Invitation to Bid. The gross vehicle weight rating shall include the weight of the complete chassis and cab with all attachments, accessories, and equipment required by this specification, and the body with its rated load, full complement of fuel, lubricants, coolant and the operator.
28. **FINISH:**  
All surfaces and parts not having a chrome-plated or polished metal surface shall be department color-coated as per paragraph 3.3.1 over a rust-inhibiting primer coat. All concealed metal surfaces are to be protected with a rust-inhibiting primer coat.
29. **WORKMANSHIP:**  
Workmanship shall conform to current best manufacturing practices followed from Trucks of similar type and capacity. Component parts and units shall be manufactured to definite standards dimensions, with proper fits and clearance.
- 30 **SHIPMENT & DELIVERY:**
- 30.1 Delivery Information - Final delivery shall be made between the hours of 8:00 AM and 4:00 PM, Monday through Friday, except City Holidays. Each vehicle shall be accompanied by a Delivery Slip which will contain the City's Bid Number, Purchase Order Number, Item Number on the Purchase Order, and Serial Number of the Vehicle. Delivery shall be made to:
- Department of Public Property  
Automotive Services Division  
6000 N. Broad St.  
Philadelphia, PA
- Phone (215) 548-0481
- (NOTE) - Unless a different location is specified in the Invitation to Bid.

Notification of any changes in the delivery location will be made to

the successful bidder at least one week prior to the scheduled delivery date.

- 30.2 Where mounted equipment, such as bodies and accessories are to be furnished under separate contracts, the chassis vendor shall deliver the vehicle to the mounted equipment vendor location designated by the City. He shall secure a dated receipt for delivery with a copy for the City.

Upon completion of the work for which he is responsible, the mounted equipment vendor shall deliver the complete unit to the City of Philadelphia. It is the responsibility, however, of the chassis vendor to obtain the State Inspection Stickers on each vehicle, and therefore, he shall make such arrangements with the mounted equipment vendor as may be mutually agreeable which shall enable the body vendor to get the necessary State Inspection before final delivery.

The Prime Bidder retains the ultimate responsibility of providing a completely assembled and acceptable vehicle in all respects as per this specification and the Invitation to Bid.

30.3 **DELIVERY CONDITIONS:**

- 30.3.1 Vehicles, regardless of delivery point, shall be ready for use including all lubricants, coolant and operating fluids as required. Minimum ten (10) gallons of fuel shall be provided. Battery fully charged, tires properly inflated.
- 30.3.2 Unloading and any labor, equipment or material required for it, shall be the responsibility of the bidder. The City will designate the unloading area of the delivery site to be used.

31. **INSPECTION:**

- 31.1 Pennsylvania State Inspection - Each vehicle shall pass the Vehicle Code Examination of the Department of Transportation, Commonwealth of Pennsylvania; when delivered, chassis vendor shall have attached current State Inspection Stickers in the proper location.
- 31.2 Exhaust Emissions Inspection - All vehicles with GVW's subject to the provisions of the Pennsylvania Department of Transportation exhaust emission regulations must meet said requirements and have the appropriate sticker affixed to the windshield, along with the State Vehicle Inspection Sticker, when the vehicle is delivered to the City.
- 31.3 City Inspection - City Inspection of delivered vehicles will be conducted at the specified delivery point. It will be conditioned upon the satisfaction of all of the requirements of this specification and the Invitation to Bid.
- 31.4 Director of Automotive Services, Department of Public Property, shall be notified when Pilot or First Production Model is available for inspection at Manufacturer's Plant.

32. **CERTIFICATES & MANUALS TO BE FURNISHED BY VENDOR:**

- 32.1 Operator's Handbook with each vehicle.
- 32.2 Provide the necessary forms (completed) and documents for the City to take Title to the vehicle in accordance with the Pennsylvania Motor Vehicle Code.

32.3 Vendor shall supply the Director of Automotive Services, Public Property, not less than five (5) copies each (for chassis, body and accessories furnished) of Shop Manuals, Parts Catalogues, Flat Rate Manuals, and Price Lists, including updated supplements for a period of one year for each type of vehicle. The City shall pay the bidder his costs from the manufacturer for any additional copies required by the operating department.

32.4 Financial Responsibility Statement - Successful bidder is to provide with each delivered vehicle, a Pennsylvania "Financial Responsibility Statement" card (MV-45) completely filled out as per instructions thereon for that vehicle.

33. **SIGNS:**

Signs - Decals or other devices showing Dealer's Name and/or Address shall not be permitted on the outside of the vehicle.

34. **SCHOOLS:**

Each bidder shall arrange with the Director of Automotive Services Division, Department of Public Property, a formal school training program for the current year vehicles and equipment bid upon. These schools shall be available for all City Department's automotive maintenance employees, such as Foremen, Inspectors and Maintenance Mechanics. The Department of Public Property shall make available classroom facilities at Automotive Shop II, Front Street & Hunting Park Avenue, for the required training.

**PURCHASE DESCRIPTIONS/PENNA. REGISTRATION CLASSES FOR TRUCKS AND CHASSIS ACCORDING TO THEIR G.V.W.**

It is the intention of this Purchase Description Section to indicate the Pennsylvania Registration Class for the various size trucks generally specified for City services.

Reference: Pa. Manual on Automotive Titles and License,  
13<sup>th</sup> Edition

T-1 **PURCHASE DESCRIPTION: TRUCK, CHASSIS, REF: 7,001-9,000 LBS.**

**GVW**

1. **Classification:**

- 1.1 It is the intention of this Purchase Description to describe a Truck Chassis including all the standard options and as required in 41-V-20 (latest issue). The equipment bid shall qualify for Truck License Plates of the Commonwealth of Pennsylvania as Minimum Class #3.

T-2 **PURCHASE DESCRIPTION: TRUCK, CHASSIS, REF: 9,001-11,000 \**  
**LBS. GVW**

1. **Classification:**

- 1.1 It is the intention of this Purchase Description to describe a Truck Chassis including all the standard options and as required in 41-V-20 (latest issue). The equipment bid shall qualify for Truck License Plates of the Commonwealth of Pennsylvania as Minimum Class #4.

T-3 **PURCHASE DESCRIPTION: TRUCK, CHASSIS, REF: 14,001-17,000**  
**LBS. GVW**

1. **Classification:**

- 1.1 It is the intention of this Purchase Description to describe a Truck Chassis including all the standard options and as required in 41-V-20 (latest issue). The equipment bid shall qualify for Truck License Plates of the Commonwealth of Pennsylvania as Minimum Class 6.

T-4 **PURCHASE DESCRIPTION: TRUCK, CHASSIS, REF. 17,001-21,000  
LBS. GVW**

1. **Classification:**

- 1.1 It is the intention of this Purchase Description to describe a Truck Chassis including all the standard options and as required in 41-V-20 (latest issue). The equipment bid shall qualify for Truck License Plates of the Commonwealth of Pennsylvania as Minimum Class 7.

T-5 **PURCHASE DESCRIPTION: TRUCK, CHASSIS, REF. 21,000-26,000  
LBS. GVW**

1. **Classification:**

- 1.1 It is the intention of this Purchase Description to describe a Truck Chassis including all the standard options and as required in 41-V-20 (latest issue). The equipment bid shall qualify for Truck License Plates of the Commonwealth of Pennsylvania as Minimum Class 8.

T-6 **PURCHASE DESCRIPTION: TRUCK, CHASSIS, REF. 26,001-30,000  
LBS. GVW**

1. **Classification:**

- 1.1 It is the intention of this Purchase Description to describe a Truck Chassis including all the standard options and as required in 41-V-20 (latest issue). The equipment bid shall qualify for Truck License Plates of the Commonwealth of Pennsylvania as Minimum Class 9.

T-7 **PURCHASE DESCRIPTION: TRUCK, CHASSIS, REF. 44,001-48,000**

**LBS. GVW**

1. **Classification:**

- 1.1 It is the intention of this Purchase Description to describe a Truck Chassis including all the standard options and as required in 41-V-20 (latest issue). The equipment bid shall qualify for Truck License Plates of the Commonwealth of Pennsylvania as Minimum Class 14.

**BODIES**

The Bodies as required in Bid items shall fit the chassis and be properly and securely mounted thereon. The bodies shall harmonize perfectly with the chassis, to be correctly proportioned, properly balanced (load distribution), compact and satisfactory in appearance. The materials used in the construction of the bodies shall be of the highest quality. All vehicles with Bodies shall be equipped with mud flaps/stone deflectors as required by DOT and Commonwealth of Pennsylvania. Approximately three (3") inches shall be provided from back of cab to front of body for best load distribution factor.

The following Body Classifications shall be provided as specified in the Invitation to Bid:

**BODY:**

The truck body, including equipment and body operating devices, shall be completely installed as specified in the Invitation to Bid.

**BODY STYLE:**

In addition to the cab normally provided with the truck chassis, a body described as follows will be provided according to the body class specified in the Invitation to Bid.

**BUMPERS:**

**Bumpers/Liftgates** - Manufacturer's standard type front and rear bumpers shall be provided on all vehicles as per D.O.T. regulations except as specified in the bid specifications. If a lift gate is specified on a vehicle that normally has a rear bumper, the rear bumper is still a requirement as an extension of the chassis or incorporated into the liftgate if either is compatible with the lift gate provided.

**Class A-1; Crew Cab:**

All steel construction of integral design with four doors; 6-man seating, adjustable front seat, 6 seat belts.

**Class A-2; Pickup:**

All steel construction at least 96" long x 50" wide beyond wheelhousing; full width rear tailgate, safety chain, stake pockets and rear bumper.

**Class A-3; Suburban:**

All steel construction, full width rear doors, windows all around, at least 9-passenger seating with removable intermediate and rear axle seats, one seat belt per passenger and a rear bumper.

**Class A-4; Stake/Platform:**

Body shall be wood or steel construction with removable slatted stake sections on sides and ends. Front-end shall permit adequate rear vision from cab windows. All sections shall interlock. Body shall be securely mounted to frame with full length oak stringers under body.

**Class A-4-1(A)** Stake & Platform as per A-4, above, at least 12 feet long, 82" wide with 40" high sections.

**Class A-4-2(B)** Stake & Platform as per A-4, above, at least 14 feet long, 82" wide with 40" high sections.

**Class A-5; Step Van:**

Shall consist of all-metal construction integral with chassis manufacturer's flat-back" type step van mounted on forward control type chassis, with double full-width rear doors, driver adjustable stand-up seat, passenger seat, and a rear safety step bumper.

**Class A-5-1(A)** Step Van - As per A-5, above, at least 10 feet long, 78" wide, 68" high.

**Class A-5-2(B)** Step Van - As per A-5, above, at least 12 feet long, 78" wide, 68" high.

**DUMP BODIES AND HOISTS**

**CLASSIFICATION:**

Dump Bodies shall be constructed of high strength corrosion resistant steel. Hoists for Dump Trucks shall be underbody hydraulic power type hoists with controls in cab. They shall provide a dumping angle of not less than 50 degrees and shall be of such a type that will positively control the position of body throughout the entire dumping angle. The hoisting shall be stopped automatically when the body reaches the maximum dumping angle (at least 50 degrees) and retain its position until released. The hoist cylinder shall be so designed as to allow for disassembly and servicing with ordinary hand tools. The pump shall be of the manifold type and oil tracts shall be cored or of seamless steel tubing or high pressure composition hose that shall withstand a minimum burst pressure of 6,000 lbs. per sq. inch. The pump shall be so designed as to compensate for end thrust and the shafts shall rotate on anti-friction bearings. The pump shaft shall be of the automatic self-adjusting seal type, eliminating the necessity for packing nuts and glands.

- Provide red warning light(s) on dash to alert operator that the PTO is engaged.

- Provide rear window protector screen.
- Provide rear spring-loaded pintle hook, "V" reinforced to main frame rails, (clear dump body at full dumping position).
- Approximately three (3") inches shall be provided between cab and dump body for good load distribution.
- A sliding universal joint assembly shall be provided at the pump end of the drive shaft. The body hinges shall operate on hinge pins under double shear or if single shear, a through hinge shaft shall be provided with a center support to prevent deflection. The power take-off shall be anti-friction bearing type. Hoist, power take-off and control parts shall be of sufficient capacity to amply take care of power required to operate hoist with 100% overload in body with relief valve.
- Full length longitudinal hardwood sills shall be provided with hoist frame mechanism to clear dump body for chain clearance at full load (full spring deflection shall be allowed). Hoist mechanism shall be securely mounted. The tailgate shall be double-acting with offset top hinges, tailgate and spreader chains.

**TYPE DU-1** 8 Ft. length medium duty Dump Body, 3 cubic yard capacity, with at least 16" sides, 84" width, constructed of not less than #10 USS Gauge Steel. Sides shall be reinforced with vertical "V" braces, not less than (2) two on each side. Ends shall be at least 6" higher than sides. Cab shield shall be provided, full width of body, projected at least 18" forward - #10 USS Gauge Steel. Class - #30 Hoist shall be provided with cab PTO controls to include detailed specifications as listed in Classification #1. Flooring shall be ten (10) USS Gauge Steel, minimum.

**TYPE DU-2**

10 Ft. length heavy-duty Dump Body, 5 cubic yard capacity, with at least 24" sides, 84" width, constructed of not less than #10 USS Gauge Steel. Sides shall be reinforced with vertical "V" braces, not less than (3) three on each side. Ends shall be at least 6" higher than sides. Cab shield shall be provided, full width of body, projected at least 18" forward - #10 USS Gauge Steel. Class - #50 Hoist shall be provided, power-up and down, with cab PTO controls to include detailed specifications as listed in Classification #1. Flooring shall be ten #8 USS Gauge Steel, minimum

**TYPE DU-3**

12 Ft. length heavy-duty Dump Body, 10 cubic yard capacity, with at least 39" sides, 84" width, constructed of not less than #8 USS Gauge Steel. Sides shall be reinforced box section design with at least four (4) vertical bars on each side. Ends at least 6" higher than sides. Cab shield shall be provided, full width of body, full cover shield, #10 USS Gauge Steel. Class - #80 Hoist shall be provided, power-up and down, with cab PTO controls to include detailed specifications as listed in Classification #1.

**VAN BODIES**

1. **CLASSIFICATION:**

Van Bodies shall be reinforced aluminum construction. Exterior panels shall be .40" thickness minimum and sides shall be beaded on 4" centers, for extra strength and rigidity, with 5-post, smooth front. Side uprights, top rail roof bows, and radius shall be extruded aluminum section of minimum .125 thickness. Corner post shall be extruded aluminum minimum of .125 thickness. Side sills shall be extruded aluminum minimum of .156 thickness. Exterior panels shall be riveted to uprights and roof on not less than 2" centers.

Rivets shall be of the side lock" moisture proof type. Uprights and roof bows shall be installed at 12" centers to provide adequate strength. All roof joints, side panels, and front panels shall be leak-proof. Body shall have a minimum of 7, three (3") inch cross members, #12 gauge aluminum or of a heavy-duty steel gauge 4" type, securely mounted to the truck chassis by means of "U" bolts. Interior of body shall be protected on sides and front with 1/4" grade AC waterproof plywood lining approximately 36" high, installed 8" above floor, with lengthwise slats above extending to roof. Front of body shall be provided with shatterproof glass windows of not less than 220 square inches in area and aligned with cab rear windows. Floor shall be kiln dried 4 x 4 (finished dimension) oak construction or as specified in the Invitation to Bid. Rear of body shall be equipped with full width roll-up door with safety catch and key lock.

**TYPE VB-1** Van Body, complete as per above specifications and at least 12 ft. long, 78" high and 88" wide.

**TYPE VB-2** Van Body, complete as per above specifications and at least 14 ft. long, 78" high and 88" wide.

### **COMPACT VANS**

1. **CLASSIFICATION:**

Bodies shall be reinforced steel construction. They shall have full width rear doors with safety glass and locks. Maintenance accessibility shall be convenient and not require major removal of components to change oil, oil filter or air filters. It should also offer ease of service to windshield washer reservoir, master brake cylinder, oil crankcase check, automatic transmission fluid level check, battery and radiator service. Driver's seat should be adjustable and a passenger seat shall be included.

**TYPE CV-1** Shall have wheelbase of at least 123" with curbside full width opening doors and as in Classification #1, Compact Vans.

**TYPE CV-2** Shall have wheelbase of at least 123" with seating capacity of at least 12 adult passengers; seat belts shall be provided for all passengers. Van shall be provided with safety glass all sides and with a curbside double door safety step and as in Classification #1, Compact Vans.

Attention Bidder:

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

**Exhibits**

**Drawings**

**Attached specifications**

**Attached documents**

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

## TERMS AND CONDITIONS OF BIDDING AND CONTRACT

### 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. This Invitation and Bid and any contract awarded hereunder shall include, without limitation, the Invitation and Bid, all addenda thereto issued by the Procurement Department and these Terms and Conditions of Bidding. 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 this 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. 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. SPECIFICATIONS.** When a formal, numbered, specification is referred to in this Invitation and Bid, no deviation therefrom will be permitted 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 this 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.

**3. 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, payment may be made on the basis of 50% of the price bid when such equipment is delivered on site. A further allowance of 25% may be made 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, payment may be made on the basis of 75% at the time of delivery and the balance shall be paid after satisfactory testing and/or installation as required.

**4. 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 is interested.

**5. 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.

**6. 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.

**7. PRICE INCREASES AND DISCOUNTS.** All articles must be delivered at the price(s) bid, FOB Destination Point. 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. Discounts offered for payment may be a factor in the awarding of bids only in the event of tie bids. (In the event of an absolute tie the award decision will be made in the best interest of the City as determined by the Procurement Commissioner in his/her sole discretion.) Discounts must be for a period of at least 15 days to be so considered. Discounts offered shall be assumed to be from gross price unless otherwise indicated.

8. **BID SECURITY.** Unless the bidder is properly covered 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 EST. CONTRACT	AMOUNT OF CERTIFIED CHECK
\$ 25,000.00 or less	No Check Required
\$ 25,000.01- \$ 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, the Procurement Department shall refund, with the exception of the fee paid for participation in the City's Annual Master Bid Security program, the bid security except the bid security of the lowest responsive and responsible bidder. Upon return of the duly executed contract documents, required fees and the furnishing of any required bonds or other performance security by the lowest responsive and responsible bidder, its bid security will be refunded.

9. **PERFORMANCE SECURITY.** The City of Philadelphia requires performance security for contracts greater than \$25,000. If the amount of the contract to be awarded is greater than \$25,000 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.

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. 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. **RESPONSIVENESS.** Subject to the right of the Procurement Commissioner to waive nonresponsiveness as set forth below in this Section, these Terms and Conditions of Bidding and the specifications and requirements included in this Invitation and Bid are mandatory and must be strictly followed by all bidders in the preparation and submission of its 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 the specifications and requirements included in this 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 the specifications and requirements included in this Invitation and Bid is nonresponsive and shall be rejected, except where the Procurement Commissioner, in his/her sole discretion, determines that the nonresponsiveness is not material to the Invitation and Bid or that a waiver of the nonresponsiveness is otherwise permitted by this Invitation and Bid, by these Terms and Conditions of Bidding or by law. The Procurement Department's determination of nonresponsiveness shall be final and any bid rejected as nonresponsive shall not be eligible for contract award.

12. **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 this 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 sound 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 for 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.

13. **CONTRACTS.** Awards of contracts in amounts less than or equal to \$25,000 shall become contracts binding upon the City upon written notice of award by the Procurement Commissioner. Awards of contracts in amounts greater than \$25,000 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 Labor and Materials Bond, 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. **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 insureds 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 insureds 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 or to limit the contractor's liability under this contract to the limits of the policies of insurance required to be maintained by the contractor hereunder.

(a) **WORKERS COMPENSATION AND EMPLOYERS LIABILITY:**

- (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) All states endorsement

(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 (employee exclusion deleted); 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.

15. **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 bonds, performance security or insurance, as may be required by the Invitation and Bid and/or these Terms and Conditions of Bidding, 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.

16. **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 this Invitation and Bid shall strictly conform to these Terms and Conditions of Bidding and the specifications and requirements contained in this Invitation and Bid. The successful bidder shall comply with all 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 this Invitation and Bid:

- a. Failure by contractor to comply with any provision or Section of the contract, including the bid specifications contained in this Invitation and Bid and these Terms and Conditions of Bidding 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 this 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 agents or indictment or issuance of charges against contractor, its directors, employees or agents for any criminal offense or other violation of law (whether or not the offense or violation of law is ultimately adjudged to have occurred), where such criminal offense, violation, 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 this 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 13 above.
- g. Any other act or omission identified in these Terms and Conditions of Bidding 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):

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

- b. appropriate to the payment of the difference between the contract price and the cost of such substitute goods or services, and the amount of any other loss, cost or damage incurred by the City as a result of the default, any monies which may then be due and payable to contractor under this contract or any other contract that contractor then has with the City.

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

**17. 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
\$ 25,000.00 or less	No Check Required
\$ 25,000.01 to \$ 100,000.00	\$ 10.00
\$ 100,000.01 to \$ 300,000.00	\$ 30.00
\$ 300,000.01 to \$ 500,000.00	\$ 50.00
\$ 500,000.01 to \$ 1,000,000.00	\$ 100.00
\$ 1,000,000.01 to \$ 2,000,000.00	\$ 200.00
\$ 2,000,000.01 to \$ 3,000,000.00	\$ 300.00
\$ 3,000,000.01 to \$ 4,000,000.00	\$ 400.00
\$ 4,000,000.01 to \$ 5,000,000.00	\$ 500.00
\$ 5,000,000.01 or more	\$ 600.00

Failure to submit the Bid Processing Fee may result in rejection of the bidder's bid. In addition, if a contract award is made pursuant to this Invitation and Bid, any unpaid bid processing fees owed by the successful bidder to the City must be paid prior to the City's release of any payments under the resulting contract.

**18. NONDISCRIMINATION.**

a. Any contract awarded pursuant to this Invitation and Bid is entered into under the terms of the Philadelphia Home Rule Charter and in its performance, bidder 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 16 or otherwise available to the City at law or in equity.

b. In accordance with Chapter 17-400 of The Philadelphia Code, bidder 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, 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 16 or otherwise available to the City at law or in equity. Bidder 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. Bidder 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 16 or otherwise available to the City at law or in equity.

**19. 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. 16-92 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. All City employees presented with gifts or gratuities as indicated in Executive Order 16-92 have been instructed to report these actions to the appropriate authorities. 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 10-102 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 §20-608.

**20. PATENTS.** The successful bidder shall be solely responsible for all royalties and charges that may be due to any patent holder for or on account of the use of any patented appliance, product or processes. Evidence of such payment shall be submitted upon request of the Procurement Commissioner and failure to submit such evidence may, in the sole discretion of the Procurement Commissioner, result in rejection of the bid or constitute an event of default, entitling the City to all rights and remedies as provided herein in Section 15 and/or Section 16..

**21. INDEMNIFICATION.** All bidders shall indemnify, defend and hold harmless the City, its officers, employees and agents from and against any and all losses, costs (including, but not limited to, litigation and settlement costs and counsel fees), claims, suits, actions, damages, liabilities and expenses, occasioned wholly or in part by the bidder's act or omission or fault or negligence or the act or omission or fault or negligence of bidder's agents, subcontractors (including suppliers), employees or servants in connection with the contract, including, but not limited to, those acts or omissions or faults or negligence in connection with loss of life, bodily injury, personal injury, damage to property, contamination or adverse effects on the environment, the bidder's default under the contract, losses incurred by the City's Master Performance Security Program, failure to pay subcontractors and suppliers and any infringement or violation of any proprietary right (including, but not limited to, patent, copyright, trademark, service mark and trade secret). This obligation to indemnify, defend and hold harmless the City, its officers, employees and agents shall survive the termination of the contract resulting from this Invitation and Bid.

**22. TAX REQUIREMENTS.** Any contractor, or vendor of goods, wares and merchandise, or purveyor of services, who bids on and is awarded a contract by the City and/or School District of Philadelphia, is subject to Philadelphia's business tax and Ordinances and regulations. The City Solicitor has ruled 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 Privilege 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.

**23. 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 this Invitation and Bid. The successful bidder, or other entity contracting with the City is referred to below as the "contractor".

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

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

"Subcontractor hereby certifies and represents that subcontractor and subcontractor's parent company(ies) and subsidiary(ies) are not currently indebted to the City of

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

**24. ASSIGNMENT.** The successful bidder shall not assign the contract resulting from this 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.

**25. MACBRIDE PRINCIPLES CERTIFICATION.** Section 17-104(2)(b) of The Philadelphia Code prohibits the City from accepting bids from companies that do business in Northern Ireland, unless that business has implemented the fair employment principles embodied in the Macbride Principles. In furtherance of this Ordinance, bidder makes the following certification and representations:

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

b. In the performance of any contract resulting from this bid, Bidder agrees that it will not utilize any suppliers or subcontractors at any tier (i) who have (or whose parent subsidiary, exclusive distributor of company affiliate have)

any investments, licenses, franchises, management agreements or operations in Northern Ireland or (ii) who will provide products originating in Northern Ireland unless said supplier or subcontractor has implemented the fair employment principles embodied in the MacBride Principles. Bidder further agrees to include provisions with this subparagraph (b), with appropriate adjustments for the identity of the parties, in all subcontracts and supply agreements which are entered into in connection with the performance of any resulting contract.

c. Bidder agrees to cooperate with the City's Director of Finance in any manner which the said Director deems reasonable and necessary to carry out the Director's responsibilities under Section 17-104 of The Philadelphia Code. Bidder expressly understands and agrees that any false certification or representation in connection with this subparagraph (c) and/or any failure to comply with the provisions of this subparagraph (c) shall constitute a substantial breach of any contract resulting from this 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 18 Pa.C.S. Section 4904.

**BIDDER MUST SIGN BID on  
Page 8 of 8 of Conditions of Bidding**

## 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 (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 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 effected 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 \$25,000, date and sign the bid here, with original signatures, in ink.

This \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_

\_\_\_\_\_  
(Signature of Owner, Partner)

\_\_\_\_\_  
(Type or Print Name and Title)

\_\_\_\_\_  
(Business Name of Bidder)

\_\_\_\_\_  
(Address, including Zip Code)

\_\_\_\_\_  
(Telephone Number, including Area Code)

If bid is by 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 \_\_\_\_\_ 200\_\_

**CORPORATE SEAL**

\_\_\_\_\_  
(Corporate or Business Name of Bidder)

\_\_\_\_\_  
(Address, including Zip Code)

\_\_\_\_\_  
(Telephone Number, including Area Code)

\_\_\_\_\_  
(Signature of President or a 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

\_\_\_\_\_  
(Asst. City Solicitor)

\_\_\_\_\_  
(Acting Procurement Commissioner)



# **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  
Tel. 215 686 6365**

**VENDORS INTERESTED IN RECEIVING PAYMENTS ELECTRONICALLY MUST COMPLETE AN ACH VENDOR ENROLLMENT AND CHANGE FORM. THIS FORM CAN BE DOWNLOADED FROM [WWW.PHILA.GOV/BIDS](http://WWW.PHILA.GOV/BIDS).**

# **BIDDERS GUIDELINES\***

The following list will assist you in the preparation of your bid.

- Read the entire bid so that you fully understand all the requirements.
- All bids must be submitted to the City no later than the time and date stated as the bid opening.
- Note the City Anti-Discrimination Policy. If Minority Business Council Participation is required be sure to fill out all appropriate forms. If you have questions call MBEC at (215) 686-6232.
- Make sure you submit the appropriate Bid Security and Bid Submission Fee with your bid. Refer to Section 1 of the bid and the Conditions of Bidding sheet.
- Bidder must meet **all** qualifications.
- If an alternate to any item is being offered, you must follow the instructions in paragraph 2 of the Conditions of Bidding sheet.
- Does the bid require a site inspection, attendance at a Pre-Bid Meeting, samples, financial information or other data you must provide?
- Have you signed and returned all Addenda?
- 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.
- Bidders' attention is directed to the Conditions of Bidding sheet regarding the Master Performance Bond.
- Bids and pricing must be written in ink or typed. FAXed bids will not be accepted.
- **Do not** submit counter terms or conditions. **Your bid will be rejected**.
- Have you signed the Contract Page and affixed your Corporate Seal as required?
- **Do not** combine check amounts: All checks should be individual and specific.
- Please double check all mathematical calculations for errors.

**If you have questions call Public Information at (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 this bid.



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

**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 after the contract has been fully executed, at a **fee of \$10.00** 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 4756.

**BID RESULTS REQUEST FORM**

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

**PLEASE NOTE INCREASED FEE**

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

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

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

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

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

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

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

- Check or Money Order payable to "City of Philadelphia";
- A self-addressed stamped envelope which is **at least 9 1/2" x 12 1/2" or larger** for each Bid requested.

**Failure to send either of the above items, will void your request.**

*Mail Request To:*

**The Procurement Department Public Information Unit**  
**Attention: Bid Results**  
**1401 JFK Blvd.**  
**Room 170B, MSB**  
**Philadelphia, PA 19102-1685**

**Do Not Send Cash**

<b><i>Internal Use Only:</i></b>	
Date Request Received:	Check Type:
Date Bid Result(s) Mailed:	Check Number:
Initials:	Check Amount \$



# CITY OF PHILADELPHIA

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

Janet Hagan  
Acting Procurement Commissioner

## Master Bid Security Program for Service, Supplies and Equipment Bids Period of Coverage: July 1, 2006 – June 30, 2008

**(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 \$25,000 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 \$25,000 up to \$500,000.

To file for coverage under the Bid Security Program, for the period **July 1, 2006 to June 30, 2008**, complete the enclosed application and return it with a check for **\$175.00**. 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**" **2006 – 2008** 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: \_\_\_\_\_

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

A. Check payable to the City of Philadelphia in the amount of \$175.00 for 7/1/06 to 6/30/08  
(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  
(215) 686-4750  
FAX (215) 686-4728

JANET HAGAN  
Acting Procurement Commissioner

December 1, 2006

Dear Vendor:

Effective **February 1, 2007**, the City of Philadelphia, Procurement Department, will be implementing the following change regarding vendors' Bid Security Checks.

Checks submitted with bids for Bid Security will be deposited by the City of Philadelphia. Vendors original bid security checks will no longer be returned. Instead, the City will issue a check to those vendors, in the amount of the security deposit, after the contract award and/or contract conformance.

The City of Philadelphia will continue to enroll interested Service, Supplies and Equipment vendors in the Master Bid Security Program. To participate in the program, vendors can obtain an application by going to [www.phila.gov/bids](http://www.phila.gov/bids) and clicking on July 1, 2006 to June 30, 2008 under Master Bid Security.

Sincerely,

Janet Hagan  
Acting Procurement Commissioner



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

Office of the Director of Finance  
Room 1330, Municipal Services Bldg.  
1401 John F. Kennedy Boulevard  
Philadelphia, PA 19102-1693

Vincent Jannetti  
Director of Finance

The City of Philadelphia is pleased to announce a Vendor Information Payment System (VIPS) 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 - either 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 dial **215-686-5968**, and follow the prompts to get an up to date status on your payments.

Enclosed for your convenience is an easy to use reference guide which provides a brief overview of what you can expect. I urge you 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 system, please call the Office of the Director of Finance at **215-686-6167**.

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

# Vendor Information Payment Reference Guide

- 1- Call 215-686-5968.
- 2- After the prompts, enter the 8 numeric characters that uniquely identifies your purchase order.
- 3- Select one of the three inquiry options:
  - ▶ a) by your purchase order.
  - ▶ b) by your company.
  - ▶ c) by your specific invoice number.
    - (Numeric invoice numbers only)



# CITY OF PHILADELPHIA

OFFICE OF THE DIRECTOR OF FINANCE  
Room 1330 Municipal Services Building  
1401 John F. Kennedy Boulevard  
Philadelphia, PA 19102-1693

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's website: [www.phila.gov](http://www.phila.gov), click on Vendor Invoice Information under the Help Me Section of the home page, enter your Federal Employer Identification Number (FEIN) and a valid active purchase order. Then, agree to a waiver statement and follow the prompts to get an up to date status on your payments.

I urge you 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.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Vincent J. Jannetti'.

Vincent J. Jannetti  
Acting Director of Finance