

BID OPENING DATE AND TIME

ON: July 3, 2007

AT: 10:30 A.M.

| | | | |
|--|-------------------------------------|---|---|
| S8Z5333M | PAGE 1 OF 38 | INVITATION AND BID ADVERTISED | BIDDER MUST COMPLETE BELOW |
| This Invitation to Bid with your quotations must be received prior to the above cited bid opening date and time. | |  BIDS MUST BE RETURNED TO CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT MUNICIPAL SERVICES BLDG. 1401 JFK BLVD, ROOM 170A PHILADELPHIA, PA 19102-1685 | BIDDER AGREES TO COMPLY WITH ALL CONDITIONS OF THIS BID. UNSIGNED BIDS WILL NOT BE ACCEPTED. |
| | | | NAME AND ADDRESS OF FIRM |
| DEPARTMENT VARIOUS DIVISION VARIOUS AWARDING AGENCY | | | Federal EIN/Social Security Number |
| DATE FOR THE PROCUREMENT COMMISSIONER | | | BUYER K. HANAGAN J. MANTON |

TITLE OF BID NEIGHBORHOOD TRANSFORMATION INITIATIVE-TREE, TRUNK & STUMP REMOVAL

Minority Business Enterprise Council – Anti- Discrimination Policy Executive Order 02-05 – Bidder Requirements

This Invitation to Bid is issued under the Anti-Discrimination Policy described in the Mayor’s Executive Order, policy and guidelines as attached. Specific instructions must be adhered to, and forms completed. Bidders are advised to review the instructions carefully. Failure to comply may disqualify the bidder. The specified ranges represent the percentage of Minority, Woman and Disabled participation that should be attained by the Bidder.

Participation Ranges

M-DBE: 10 % to 15 %

AND/OR

W-DBE: 10 % to 15 %

DS-DBE: 0 % to 0%

Any and all questions about Executive Order 02-05 and bidder compliance should be Directed to the Minority Business Enterprise Committee office at (215) 686- 6232.

BID QUESTIONS

All questions concerning this Invitation to Bid, including specifications and conditions, must be Presented prior to the bid opening date and time. Contact the Procurement Department, Public Information Center by calling (215) 686-4721, 686-4720, or 686-4719 with questions.

For City Use Only

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

**CITY OF PHILADELPHIA
MINORITY BUSINESS ENTERPRISE COUNCIL
ANTIDISCRIMINATION POLICY- MINORITY, WOMEN AND DISABLED OWNED
BUSINESS ENTERPRISES**

**FORMS, INSTRUCTIONS AND SPECIAL CONTRACT PROVISIONS¹
FOR BIDS TO BE AWARDED BY THE PROCUREMENT DEPARTMENT
(BIDS)**

Under the authority of Executive Order No. 02-05, the City of Philadelphia has established an antidiscrimination policy ("Policy") relating to the participation of Minority (MBE), Women (WBE) and Disabled (DSBE) Owned Business Enterprise in City contracts. The purpose of this Policy is to provide equal opportunity for all businesses and to assure that City funds are not used, directly or indirectly, to promote, reinforce or perpetuate discriminatory practices. The City is committed to fostering an environment in which all businesses are free to participate in business opportunities without the impediments of discrimination and participate in all City contracts on an equitable basis. In accordance with the contracting requirements of the City, the City's antidiscrimination policy is applicable to this Invitation and Bid.

The Minority Business Enterprise Council (MBEC) has approved projected ranges of participation for this Invitation and Bid which serve as a guide in determining each bidder's responsibility. These ranges represent the percentage of MBE, WBE and/or DSBE (collectively, "M/W/DSBE") participation that should be attained by M/W/DSBEs from business opportunities existing in the available market absent discrimination in the solicitation and selection of these businesses. These ranges are based upon an analysis of factors such as the size and scope of the contract and the availability of certified M/W/DSBEs to perform various elements of the contract. Please review these forms carefully as the submission of a Solicitation For Participation and Commitment Form and any supporting documentation (more fully discussed below) is an element of responsiveness to the bid and failure to submit the required information will result in rejection of your bid.

Bidder hereby verifies that all forms, information and documentation submitted to the MBEC are true and correct and is notified that the submission of false information by Bidder is subject to the penalties of 18 Pa.C.S. Section 4904 relating to unsworn falsification to authorities.

1. Only firms that are certified by the MBEC at the time of bid opening will be credited toward the participation ranges on City contracts. A list of currently certified firms is maintained by the MBEC and is available online at www.phila.gov/mbec/directory or in printed form at the MBEC offices, located in the Municipal Services Building, 1401 JFK Blvd. Suite 330, Philadelphia, PA. 19102-1666.

2. No bidder that seeks to meet the participation range(s) for participation by entering into subcontracts with any M/W/DSBE subcontractor shall be considered to meet the range(s) if the M/W/DSBE subcontractor does not perform a commercially acceptable function ("CAF"). A M/W/DSBE is considered to perform a CAF when it engages in meaningful work or supply effort that provides for a distinct element of the subcontract (as required by the work to be performed in accordance with the Bid Specifications), where the distinct element is worthy of the dollar amount of the subcontract and where the M/W/DSBE carries out its responsibilities by actually performing, managing and supervising the work involved. The MBEC may evaluate the amount of work subcontracted, industry practices and any other relevant factors in determining

¹ These Instructions, Forms and Special Contract Provisions relating to Mayoral Executive Order 02-05 are issued by the Office of The Minority Business Enterprise Council on an interim basis.

Anti-Discrimination Policy

whether the M/W/DSBE is performing a CAF. If it is determined during the review of your Solicitation and Commitment Form that the work described on the Form does not constitute a CAF, your bid may be rejected.

3 In order to maximize opportunities for as many businesses as possible, a firm that is certified in two or more categories (e.g. MBE and WBE and DSBE or WBE and DSBE) will only be credited toward one participation range as either an MBE or WBE or DSBE. The firm will not be credited toward more than one category. Bidders will note with their submission which category, MBE or WBE or DSBE, is submitted for credit.

4 An MBE/WBE/DSBE submitting as the prime bidder is required, like all other bidders, to submit a bid that is responsive to the Policy and will only receive credit toward the relevant participation ranges (e.g., MBE range or WBE range or DSBE range) for the amount of its own work or supply effort on this Invitation and Bid. In addition, the participation of an M/W/DSBE partner, as part of a joint venture created for this bid, may be credited towards the participation ranges only to the extent of the M/W/DSBE partner's ownership interest in the joint venture in accordance with the following criteria:

- The MBE, WBE or DSBE partner(s) must be certified by the MBEC prior to bid opening;
- The M/W/DSBE partner(s) must derive substantial benefit from the arrangement;
- The M/W/DSBE partner(s) must be substantially involved in all phases of the contract including bidding, planning, staffing and daily management;
- The business arrangement must be customary (i.e., each partner shares in the risk and profits of the joint venture commensurate with their ownership interest, contributes working capital and other resources, etc).

5 M/W/DSBE subcontractors must perform at least fifty percent (50%) of the cost of the subcontract (not including the cost of materials, equipment or supplies incident to the performance of the subcontract) with their own employees.

6 For the purpose of applying the participation ranges on Public Works projects that include add or deduct alternates, commitments listed by bidders on the Solicitation for Participation and Commitment Form should be based upon the base bid. In the event the City elects to award any add or deduct alternates, the City reserves the right to require the apparent lowest responsible bidder to amend its Solicitation for Participation and Commitment Form, to ensure the bidder's continuing responsibility.

7 In listing participation commitments on the Solicitation for Participation and Commitment Form, bidders are required to list a detailed description of the work or supply effort, the dollar amount of the quotation, and percentage of the contract the participation represents. (If the Invitation and Bid is for a requirements-type contract, a percentage amount will suffice.) In calculating the percentage amount, bidders may apply the standard mathematical rules in rounding off numbers. The MBEC reserves the right to request clarifying information from bidder in the event of an inconsistency or ambiguity in the Solicitation For Participation and Commitment Form.

A. RESPONSIVENESS

1. Any bid that the MBEC determines is not responsive to the Policy will be rejected, subject to appeal by bidder as more fully discussed below. A bid responsive to the Policy is a bid which contains documentary evidence of the M/W/DSBEs that have been solicited and that

Anti-Discrimination Policy

will be used by the bidder on the contract, if awarded, where the bid satisfies the M/W/DSBE participation ranges for that contract; the bidder is rebuttably presumed not to have discriminated in its selection of contract participants. When a bidder is unable to achieve the participation ranges, a bid responsive to the Policy contains the required documentary evidence along with a written request for the reduction of part or all of the M/W/DSBE participation ranges, which reduction or waiver is granted based upon a determination by the MBEC that the bidder did not discriminate. Although the City reserves the right to allow post-bid opening submission of MBEC Forms and information responsive to the Policy, a bidder's failure to submit the required information on M/W/DSBE participation or to cooperate with the MBEC will result in rejection of the bid as nonresponsive.

2. Bidders must submit documentary evidence of MBE, WBE and DSBEs who have been solicited and with whom commitments have been made in response to the participation ranges included in this Invitation and Bid. Failure to submit the Solicitation For Participation and Commitment Form will result in the rejection of the bid as nonresponsive although the City, at its sole discretion, may allow bidders to submit or amend the Solicitation For Participation and Commitment Form at any time prior to award. The Solicitation For Participation and Commitment Form must contain the following information:

- Documentation of all solicitations (regardless of whether commitments resulted therefrom) as well as all commitments made prior to bid opening shall be submitted, concurrently with the bid, on the enclosed document entitled "Solicitation For Participation and Commitment Form". A bidder should only make actual solicitations of M/W/DSBEs whose work or materials are within the scope of this Invitation and Bid. Mass mailing of a general nature to M/W/DSBEs or similar methods will not be deemed solicitation, but rather will be treated as informational notification only. A reasonable period of time should be given to all solicited firms to ensure that they have sufficient time to adequately prepare their quotes. The bidder's listing of a commitment with a M/W/DSBE constitutes a representation that the bidder has made a legally binding commitment to contract with such firm, upon receipt of a contract award from the City.
- If the bidder has entered into a joint venture with an MBE, WBE and/or DSBE partner, the bidder should submit along with the Solicitation For Participation and Commitment Form, a document entitled "Joint Venture Eligibility Information Form," available at the Office of the MBEC, for the City's review and approval of the joint venture arrangement.

3. If Bidder does not fully meet each of the range(s) for participation established for this Invitation and Bid, bidder must request a reduction of participation, indicating the level of M/W/DSBE participation that has been achieved by bidder and explaining what efforts the bidder made to achieve the M/W/DSBE participation ranges. Bidder must demonstrate, through the submission of documentary evidence, that it took all necessary steps and made reasonable efforts to achieve the M/W/DSBE participation ranges, even if these efforts were not fully successful. MBEC will evaluate the scope, intensity and appropriateness of these efforts to ascertain whether they could reasonably be expected to achieve M/W/DSBE participation commensurate with the ranges. Failure to submit the documentary evidence will result in rejection of the bid as nonresponsive although the City, at its sole discretion, may allow bidders to submit or amend their evidentiary submission at any time prior to award. The submission shall contain and discuss, at a minimum, the following:

- If no MBE/WBE/DSBEs were solicited for the type of services or materials to be contracted, please give reason(s) why no such solicitation was made.

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- Document all solicitations and commitments made with non-M/W/DSBEs for services or supplies incident to the performance of the contract; include copies of quotes received.
- Provide reasons for not committing with any MBE/WBE/DSBEs that submitted a quote, regardless of whether the quote was solicited by bidder.
- Provide any additional evidence pertinent to bidder's conduct relating to this bid including sufficient evidence which demonstrates to the MBEC that bidder has not engaged in discriminatory practices in the solicitation of and commitment with contract participants. In describing bidder's efforts to achieve participation within the ranges, bidder may submit any corroborating documentation (e.g., copies of advertisements for participation).

a. The bidder's documentary evidence will be reviewed by the MBEC to ascertain whether discrimination has occurred in the solicitation or selection of contract participants. The review will include consideration of the following:

- Whether the bidder's actions were motivated by considerations of race or gender or disability. The MBEC may investigate the bidder's contracting activities and business practices on similar public and private sector contracts. For example, if bidder rejects any M/W/DSBE based on price, bidder must fully document its reasons for the rejection and also demonstrate that bidder subjects non-M/W/DSBEs to the same pricing standards. MBEC will investigate whether there was any attempt at good faith negotiation of price.
- Whether M/W/DSBEs were treated as equally as other businesses in the solicitation and commitment process. For example, the MBEC will investigate whether M/W/DSBEs are given the same information, access to the bid, plans, specifications, and requirements of the contract and given adequate amount of time to prepare a quote as others who were solicited by bidder. The MBEC will also investigate whether M/W/DSBEs were accorded the same level of outreach as non-M/W/DSBEs, for example whether bidder short listed M/W/DSBEs for participation in contractor negotiated subcontract opportunities or solicited M/W/DSBEs at pre-bid meetings.
- Whether the bidder's contracting decisions were based upon policies which disparately affect M/W/DSBEs. MBEC will ascertain whether bidder selected portions of work or material needs consistent with the capacity of available M/W/DSBE subcontractors and suppliers. MBEC will consider whether bidder employed policies which facilitate the participation of M/W/DSBEs on City contracts such as segmentation of the contract, prompt payment practices or bonding assistance.

4. After review of the bidder's submission and other information the MBEC deems relevant to its evaluation, the MBEC will make a written determination that will be forwarded to the Procurement Commissioner or his/her designee (the "Commissioner").

a. If the apparent low bidder's bid is determined nonresponsive by the MBEC, the bidder will be notified and may file a written appeal with the MBEC within forty-eight (48) hours of the date of notification. The decision of the MBEC may be appealed in writing within forty-eight (48) hours of the date of the MBEC's decision to the Director of Finance or his/her designee whose decision shall be final.

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B. RESPONSIBILITY

1. Upon award, the completed Solicitation For Participation and Commitment Form and accompanying documents regarding solicitation and commitments with MBEs, WBEs and DSBEs become part of the contract. M/W/DSBE percentage commitments are to be maintained throughout the term of the contract and shall apply to the total contract value (including approved change orders and amendments). Any change in commitment, including but not limited to substitutions for the listed firm(s), changes or reductions in the work and/or listed dollar/percentage amounts, must be pre-approved in writing by the MBEC.

2. The successful bidder shall, within five (5) business days after receipt of a payment from the City for work performed under the contract, deliver to its M/W/DSBE subcontractors the proportionate share of such payment for work performed (including the supply of materials) by its M/W/DSBE subcontractors. [For Concession bids, the successful bidder shall deliver payment within ten (10) days after receipt of the M/W/DSBE' invoice] In connection with payment of its M/W/DSBE subcontractors, the successful bidder agrees to fully comply with the City's payment reporting process which may include the use of electronic payment verification systems.

3. No privity of contract exists between the City and any M/W/DSBE subcontractor identified in any contract resulting from this Invitation and Bid. The City does not intend to give or confer upon any such M/W/DSBE subcontractor(s) any legal rights or remedies in connection with the subcontracted services under Executive Order 02-05 or by reason of any contract resulting from the Invitation and Bid except such rights or remedies that the M/W/DSBE subcontractor may seek as a private cause of action under any legally binding contract to which it may be a party.

4. If the MBEC determines that the bidder has discriminated against a M/W/DSBE at any time during the term of the contract, or intentionally excluded a M/W/DSBE from a bid on the basis of minority status, gender or disability, the MBEC may recommend to the Director of Finance the imposition of sanctions on the bidder including debarment of the bidder from submitting and/or participating in future City contracts for a period of up to three (3) years.

D. ACCESS TO INFORMATION

1. The MBEC shall have the right to make site visits to the bidder's place of business and/or job site and obtain documents and information from any bidder, subcontractor, supplier, manufacturer or contract participant that may be required in order to ascertain bidder's responsiveness and responsibility.

2. Failure to cooperate with the MBEC in its review will result in a determination that the bidder's bid is nonresponsive and its bid will be rejected.

E. RECORDS AND REPORTS

1. The successful bidder shall maintain all books and records relating to its M/W/DSBE commitments (e.g. copies of quotations, subcontracts, joint venture agreement, correspondence, cancelled checks, invoices, telephone logs) for a period of at least three (3) years following acceptance of final payment. These records shall be made available for inspection by the MBEC and/or other appropriate City officials. The successful bidder agrees to submit reports and other documentation to the MBEC as deemed necessary by the MBEC to ascertain the successful bidder's fulfillment of its M/W/DSBE commitments.

F. REMEDIES

Anti-Discrimination Policy

1. The successful bidder's compliance with the requirements of Executive Order 02-05, including the fulfillment of any M/W/DSBE commitments, is material to the contract. Any failure to comply with these requirements constitutes a substantial breach of the contract. It is further understood and agreed that in the event the Director of Finance determines that the successful bidder hereunder has failed to comply with these requirements the City may, in addition to any other rights and remedies the City may have under the contract, any bond filed in connection therewith or at law or in equity, exercise one or more of the following remedies, as deemed applicable, which shall be deemed cumulative and concurrent:

- a. Withhold payment(s) or any part thereof until corrective action is taken.
- b. Terminate the contract, in whole or in part.
- c. Suspend the successful bidder from bidding on and/or participating in any future City contracts for a period of up to three (3) years.
- d. Recover as liquidated damages, one percent of the total dollar amount of the contract for each one percent (or fraction thereof) of the commitment shortfall. (NOTE: The "total dollar amount of the contract" shall include approved change orders, amendments and for requirements contracts shall be based on actual quantities ordered by the City. For Concessions, the "total dollar amount of the contract" shall mean the Concession Fee paid to the City.)

The remedies enumerated above are for the sole benefit of the City and City's failure to enforce any provision or the City's indulgence of any non-compliance with any provision hereunder, shall not operate as a waiver of any of the City's rights in connection with any contract resulting from this Invitation and Bid nor shall it give rise to actions by any third parties including identified M/W/DSBE subcontractors.

| SOLICITATION FOR PARTICIPATION AND COMMITMENT FORM (BID) <i>Minority (MBE), Women (WBE), and Disabled (DSBE) Business Enterprise:</i> | | | | DEPARTMENT OF FINANCE MINORITY BUSINESS ENTERPRISE COUNCIL (MBEC) | | | | | | | | | |
|---|------------|--------------------------|------------|---|-------------|-----------------------------|-----------------------|----------------------------|-----------|--------------------------------|-----------|-------------------------|--|
| BID# AND TITLE - | | | | <i>Name of Bidder</i> | | <i>Bid Submission Date</i> | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| List below ALL MBE/WBE/DSBEs that were solicited regardless of whether a commitment resulted therefrom. - Photocopy this form as necessary. | | | | | | | | | | | | | |
| <input type="checkbox"/> | MBE | <input type="checkbox"/> | WBE | <input type="checkbox"/> | DSBE | Work to be Performed | Date Solicited | Commitment Made | | Give Reason(s) | | | |
| Company Name | | | | | | By Phone | | By Mail | | Yes (If Yes, give date) | NO | If No Commitment | |
| Address | | | | | | | | | | | | | |
| Contact Person | | | | | | Quote Received | | Amount Committed To | | | | | |
| Telephone Number | | | | | | Fax # | | YES | NO | Dollar Amount | | | |
| MBEC CERTIFICATION # | | | | | | | | | | \$ | | | |
| | | | | | | | | | | Percent of Total Bid | | | |
| | | | | | | | | | | % | | | |
| <input type="checkbox"/> | MBE | <input type="checkbox"/> | WBE | <input type="checkbox"/> | DSBE | Work to be Performed | Date Solicited | Commitment Made | | Give Reason(s) | | | |
| Company Name | | | | | | By Phone | | By Mail | | Yes (If Yes, give date) | NO | If No Commitment | |
| Address | | | | | | | | | | | | | |
| Contact Person | | | | | | Quote Received | | Amount Committed To | | | | | |
| Telephone Number | | | | | | Fax # | | YES | NO | Dollar Amount | | | |
| MBEC CERTIFICATION # | | | | | | | | | | \$ | | | |
| | | | | | | | | | | Percent of Total Bid | | | |
| | | | | | | | | | | % | | | |
| <input type="checkbox"/> | MBE | <input type="checkbox"/> | WBE | <input type="checkbox"/> | DSBE | Work to be Performed | Date Solicited | Commitment Made | | Give Reason(s) | | | |
| Company Name | | | | | | By Phone | | By Mail | | Yes (If Yes, give date) | NO | If No Commitment | |
| Address | | | | | | | | | | | | | |
| Contact Person | | | | | | Quote Received | | Amount Committed To | | | | | |
| Telephone Number | | | | | | Fax # | | YES | NO | Dollar Amount | | | |
| MBEC CERTIFICATION # | | | | | | | | | | \$ | | | |
| | | | | | | | | | | Percent of Total Bid | | | |
| | | | | | | | | | | % | | | |
| <input type="checkbox"/> | MBE | <input type="checkbox"/> | WBE | <input type="checkbox"/> | DSBE | Work to be Performed | Date Solicited | Commitment Made | | Give Reason(s) | | | |
| Company Name | | | | | | By Phone | | By Mail | | Yes (If Yes, give date) | NO | If No Commitment | |
| Address | | | | | | | | | | | | | |
| Contact Person | | | | | | Quote Received | | Amount Committed To | | | | | |
| Telephone Number | | | | | | Fax # | | YES | NO | Dollar Amount | | | |
| MBEC CERTIFICATION # | | | | | | | | | | \$ | | | |
| | | | | | | | | | | Percent of Total Bid | | | |
| | | | | | | | | | | % | | | |
| Rev. (12/2005) JAS | | | | | | | | | | | | | |

¹ MBE/WBE/DSBEs listed above must be certified by the MBEC prior to proposal submission date.

² Failure to give reason may result in rejection of your bid. Use additional pages if necessary.

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| INVITATION AND BID Continuation | CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685 | BID NUMBER S8Z5333M | PAGE OF 2 38 |
| | | FIRM NAME (Must be filled in) | |

SECTION 1: GENERAL BID SUBMISSION

1.1 **TITLE: NEIGHBORHOOD TRANSFORMATION INITIATIVE-TREE, TRUNK and STUMP REMOVAL**

1.2 **SCHEDULE NO: 519-01**

1.3 **CONTRACT TERM: 9/1/07 to 8/31/08** (“Initial Term”), with an option to renew for up to **THREE (3)** additional **ONE (1)** year periods, (“the Renewal Term”) exercisable, at the City’s sole discretion, as of the expiration of the Initial Term or then current Renewal term. The City may, at its sole discretion, renew the contract for up to three (3) months at the beginning of each renewal period(s) (the “Additional Performance Period”), if a decision has been made not to renew the contract for an entire year.

1.3.1 The City shall exercise such sole option to renew the Contract Term by issuing a letter (the “Renewal Notice”) notifying the Contractor that the Contract is renewed for the Renewal Term or Additional Performance Period (identified by commencement and termination dates) that is specified in the Renewal Notice. The Contract shall be deemed to be renewed for such Renewal Term or Additional Performance Period, and Contractor shall be obligated to perform all terms and conditions of the Contract throughout such Renewal Term or Additional Performance Period, as of the effective date indicated on the City’s Renewal Notice, whether or not Contractor has agreed, verbally or in writing, to such renewal of the Contract term.

1.3.2 If an individual Performance Bond and/or Payment Bond is required under this Invitation and Bid, such bond(s) shall be and remain in full force and effect throughout the Initial Term, all Renewal Terms, any Additional Performance Period, and the period of any unexpired warranty provided or required under the Contract, without notice of Contract renewal by the City to the surety or the consent of the surety thereto. It is the sole responsibility of the Contractor to ensure that such bond(s) remain in full force and effect as provided in this Section, and failure to do so shall be an event of default pursuant to Section 16, Default, of the attached Terms and Conditions of Bidding And Contract.

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

1.4 **CONTRACT TYPE: MINIMUM GUARANTEE REQUIREMENTS = 1,500 REMOVALS**

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| INVITATION AND BID Continuation | CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685 | BID NUMBER S8Z5333M | PAGE OF 3 38 |
| | | FIRM NAME (Must be filled in) | |

1.4.1 The following items are required by various City agencies involved in and responsible for various streetscape beautification and demolition activity as part of the Mayor' Neighborhood Transformation Initiative. A definitive maximum quantity is neither known nor guaranteed. A minimum annual amount of 1,500 tree, trunk and stump removals in all five (5) Fairmount Park districts is guaranteed. The annual estimated quantity is 1,500 removals. Quantities listed may be increased to meet the requirements of the City during the period of this contract. The 1,500 trees per annum is guaranteed for all five (5) Park districts. Purchase orders issued as a result of this bid will be for services to be delivered in accordance with the schedule defined in 2.3 and as designated by the City. Successful bidders are cautioned not to deliver any services without first receiving a purchase order.

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

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

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

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

1.6 **STATEMENT OF DIRECTION:**

It is the intent of the City of Philadelphia to make an award for **Tree, Trunk and/or Stump Removal** for the various City agencies and departments as specified herein during the contract period.

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| | | FIRM NAME (Must be filled in) | |

1.7 BID SECURITY

1.7.1 For the purposes of this bid only, Paragraph 8 of the Terms and Conditions of Bidding and Contract is deleted. Instead, all bidders must submit with their bid a bid bond executed on the City's forms (Attachment A) in an amount of 10% of the total amount of the bid. A bid which is not accompanied by this required security will be rejected.

1.8 BID INFORMATION:

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

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

1.9 BID SUBMISSION:

1.9.1 Bid information must be submitted to the City of Philadelphia no later than the time and date for the bid opening.

1.9.2 Advertised sealed bids will be received and read publicly at 10:30 AM in Room #170A, 1st Floor, Municipal Services Building, 1401 JFK Boulevard.

1.9.3 Bid should be complete and include ALL information required as described in the various paragraphs of the bid specifications.

1.9.4 All pricing must be completed on the forms provided; be complete; and be in ink or typed.

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

1.9.6 **BID PROCESSING FEE:**

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

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| | | FIRM NAME (Must be filled in) | |

1.9.7 When M-BE, W-BE or DS-BE ranges are required on an Invitation and Bid, bidders are reminded that the submission of a blank “Minority Business Enterprise Council Solicitation and Commitment Form” will be deemed non-responsive and ineligible for an award. Bidders are reminded to read carefully and entirely the “Bidder’s Guidelines relating to Executive Order 02-05”.

OR

If no M-BE, W-BE or DS-BE ranges are established for this Invitation and Bid, bidders are requested to complete the “Voluntary Participation and Commitment Form (Bid)” located after page 1 of the bid.

Completion of this form will not, in any way, impact the City’s determination concerning bidder’s responsiveness to the requirements of the bid and the award process. The information provided in the “Voluntary Participation and Commitment Form (Bid)” will be for the City’s information.

1.9.8 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 with their bid, the Local Business Entity Certification number* as issued by the Procurement.**

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 the 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.

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

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.

1.9.9

BID QUESTIONS OR PROBLEMS

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

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

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1.9.10 **CONTACT PERSON(S):**

PRE-AWARD:

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

Name: _____

Address: _____

City/State/ZC: _____

Telephone No.(____) _____ Ext.: _____

Fax No.(____) _____

E-mail address _____

State Company Web Site Address: _____

POST-AWARD:

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

Name: _____

Address: _____

City/State/ZC: _____

Telephone No.(____) _____ Ext.: _____

Fax No.(____) _____

E-mail address _____

| | | | |
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1.10 BIDDER QUALIFICATION:

1.10.1 **FOR FAIRMOUNT PARK USAGE ONLY:** Bidder(s) shall be required to prove their capability of removing a minimum of five (5) trees per day per Fairmount park district. If the bidder is bidding on two (2) Fairmount Park districts then the bidder is required to demonstrate the ability to remove ten (10) trees per day; for all five (5) districts 25 trees per day.

1.10.1.1. Prior Contract Experience, Per Requirement of 1.10.1.

Period of Contract: _____

Value of Contract: _____

Number of trees pruned in 12 months _____

Description of Work Done: _____

Customer Name: _____

Address: _____

Phone: _____

Attach additional information to bid submittal, as necessary, to document qualifications and past experience with contracts of similar size and scope to this one.

1.10.1.2 Provide a brief description of the work plan and staffing your firm would utilize to guarantee the minimum production requirement of five (5) tree removals per day in each park district in the 2nd and 3rd quarters, per each of the Park district bid. If bidding on two (2) Fairmount park districts then vendor must provide work plan for minimum removal of 10 trees per day, if all five (5) districts then 25 tree removals per day, etc.

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Bidder(s) must also be capable of servicing any other similar City of Philadelphia's agency needs.

1.10.2 Equipment and Crew Requirements for Fairmount Park:

Crew Size Per Park District:

Crew

One (1) Crew Chief
Two (2) Grounds Worker

One (1) Skilled
Arborist/Climber
One (1) Crane Truck
Operator
One (1) Stump Machine

Operator

Equipment (Per Crew)

One (1) Bucket Truck
with 60-70 Foot boom (to
include ladders)
One (1) Chipper
One (1) Crane Truck
One (1) Stump Machine
One (1) Pickup Truck
Two (2) Small Climbing
Saws
Two (2) Medium Saws
One (1) Large Saw
All Safety Equipment
as necessary to include
cones, warning sign, barricades, etc.

Additional Equipment that may be required:

One (1) Saw large enough to remove a maximum 55" diameter tree.

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

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

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1.11 FACILITIES INSPECTION

1.11.1 The City reserves the right to inspect the contractor's facilities to determine its capacity to respond to the specification requirements. A contractor determined not to have the capacity, responsibility or acceptable customer references may be rejected.

1.12 NON-MANDATORY PRE-BID MEETING:

A NON-MANDATORY PRE-BID MEETING for all interested parties will be held on **Tuesday, June 19, 2007 at 12:00 PM (NOON)** at Municipal Service Building – Room 170, 1401 JFK Boulevard, Philadelphia, PA 19102.

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

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

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

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SECTION 1:

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

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

SECTION 2:

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

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

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

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SECTION 2: EQUIPMENT REQUIREMENTS/SPECIFICATIONS

2.1 **25051 007**

TREE, TRUNK AND STUMP REMOVAL: Per Procurement Department Specifications 26-R-4d:07 (**Attachment B**) dated 4/10/07 entitled "Tree, Trunk and Stump Removal" and below listed changes.

Scope of services encompasses removal of 1,500 street trees in fifty (50) weeks and providing all supervision, labor, tools, equipment and services required to perform tree, trunk and stump removal work and debris removal in the City of Philadelphia as specified. In cases of excess rain, snow, or heat, the City will not grant extensions in the performance of this contract.

2.1.1 The successful bidder will be required to remove trees, trunks and stumps within the boundaries of the City of Philadelphia as designated by City personnel. Locations within the City, species and conditions may vary. **Attachment C** provides an initial schedule of trees identified thus far for removal.

2.1.2 **DEFINITIONS**

Trunk – The woody axis of a tree; the main stem including the natural root flare, over 3' in height, with one or less branches attached to it.

Stump – The woody axis of a tree including the natural root flare, 3' in height or less.

Uprooted Stump – The woody axis of a tree including the natural root flare, 3' in height or less, that has been lifted out of the ground due to a storm or other force.

Multi-Stemmed Trees – A growth form characterized by having multiple stems or trunks originating at the base. As suggested by the United States Department of Agriculture: measure the diameter of each trunk. Square that diameter. Add all of the squares together and take the square root of the total. This gives an effective biomass equivalent.

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Diameter – The measurement used to determine the size of the tree or trunk. The measurement is taken at 4.5 feet high with a diameter tape. Diameter is also known as DBH, or diameter at breast height.

2.2 Bidders shall submit pricing in Section 5 for each of the items listed below. Price shall be firm for the Initial Term of the Contract. If subsequent Renewal Terms are exercised by the City, the vendor may increase prices as per paragraph 4.4 “Price Increase”.

2.2.1 **Tree Removal** - to include removal below grade to a depth of twenty-four (24) inches or deeper as necessary for re-planting including the natural foot flare of the tree; per Procurement Department Specification 26-R-4d:07 Paragraph 3.2. Standard measurement shall be at breast height of 4-1/2 feet using a tree diameter tape.

2.2.1.1 1" to 10" diameter

2.2.1.2 11" to 20" diameter

2.2.1.3 21" to 30" diameter

2.2.1.4 31" to 40" diameter

2.2.1.5 41" to 50" diameter

2.2.1.5 Over 50" diameter

2.2.2 **Trunk Removal** – to include removal below grade to a depth of twenty-four inches (24) or deeper as necessary for re-planting including the natural root flare of the tree; per Procurement Department Specification 26-R-4d: 07 Paragraph 3.2. Standard measurement shall be over 3’ in height.

2.2.2.1 1" to 20" diameter

2.2.2.2 21" to 30" diameter

2.2.2.3 31" to 40" diameter

2.2.2.4 41" to 50" diameter

2.2.2.5 Over 50" diameter.

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2.2.3 **Stump removal** - stump removal only; to include removal below grade to a depth of twenty-four (24) inches or deeper as necessary for replanting including the natural root flare of the tree; per Paragraph 3.2 of Procurement Department Spec. 26-R-4d:07 (3 feet or less in height).

2.2.3.1 Includes surface roots up to 10' in width.

2.2.3.2 Includes surface roots from 10' in width and above.

2.2.4 **Uprooted Stump Removal** - stump removal only; to include removal below grade to a depth of twenty-four (24) inches or deeper as necessary for replanting including the natural root flare of the tree and the uprooted portion; per paragraph 3.2 of Procurement Department Spec. 26-R-4d;07 (3 feet or less in height).

Note:

All complete tree and trunk removals should include in the base price, the stump removal to a depth of 24" or deeper to allow for future tree planting. All large exposed surface roots, also need to be removed with a stump router.

2.3 **LOCATION AND REMOVAL SCHEDULE**

The total number of guaranteed trees to be removed will be 1,500 street trees located within the five (5) Fairmount Park districts in the City of Philadelphia. All work must be completed within fifty (50) weeks. The production schedule is predicated on the number of Park Districts awarded to the successful bidders, but the proportionate performance is as defined below:

The minimum productivity is as follows:

| | |
|---|-----|
| 1 st Quarter = September 1 – November 30 = | 10% |
| 2 nd Quarter = December 1 – February 29 = | 40% |
| 3 rd Quarter = March 1 – May 31 = | 40% |
| 4 th Quarter = June 1 – August 31 = | 10% |

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The City reserves the right to modify any address where tree removal is anticipated. The City reserves the right to change, add, or delete areas or quantities of trees to be removed as it deems to be in its best interests and as long as the Daily Productivity requirement is no more than five (5) tree removals per day per park district.

The successful bidder is allowed to remove more than the specified minimum.

Prior to removal by the successful bidder, the City reserves the right to re-inspect the scheduled removal and mark the tree as accepted for removal. The City's re-inspection may include address location, size and species.

2.4 **TERMINATION**

2.4.1 The Procurement department has the right to stop the work of the Contractor and to terminate the contract if it is determined that the Contractor has failed to meet the requirements of the contract, or Contractor is performing in an unsatisfactory manner. The contract may be terminated if productivity goals (listed in Section 1.10.1 and 2.3) are not met and/or the quality of work is such that damage to property is declared to be excessive (also see paragraph 4.2.8). If contract is terminated due to vendor's inability to meet listed requirements, vendor shall be declared in default of the contract and contract default procedures shall be applied.

2.5 **DAMAGES**

If the successful bidder, through the tree removal, trunk removal and/or stump removal process causes any damages to property, said vendor shall have five (5) days within which to repair these damages. Vendor shall be responsible to make repairs as needed to restore any and all property to its original condition. All repairs will be under warranty for a term of one (1) year from the date the damage was repaired.

2.6 **PENALTIES**

2.6.1 **Work Completion:**

The ordering department will assign the work and outline a "Schedule of Completion" indicating the number of days in which the scheduled work shall be completed, **but no less than five (5) trees per day per park district, or 25 trees per day for all five (5) park districts.**

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If the minimum scheduled work requirement as outlined in the “Schedule of Completion” are not met, a penalty (\$400.00 per day - see Paragraph 3.5 of Procurement Department Spec. 26-R-4d:07) shall be incurred per day for every day the “Schedule of Completion” is not met.

Each “Notice to Proceed” from the Park will detail the “Schedule of Completion” and the associated Purchase Order number. No work can be mandated in absence of a properly funded Purchase Order. A bi-weekly productivity report will be prepared and used to assess penalties.

Any wood or debris left overnight at a Tree, Trunk, or Stump Removal location will result in a fine of \$100.00 per occurrence per day, and is cause for termination of contract. (see Paragraph 3.2 of Procurement Department Spec. 26-R-4d:07)

2.6.2 **Damages**

Vendor(s) not meeting repair requirements for damages as listed in Paragraph 2.5 shall be assessed a penalty of \$100.00 per day for every day until repairs are completed.

2.6.3 Any of the above penalties may be assessed by any City of Philadelphia agency utilizing the contract resulting from this Invitation and Bid.

2.6.4 Bidder(s) must understand and agree that if productivity or repair requirements are not met, and if penalties are assessed, they (penalties) will be deducted from successful bidder’s invoices.

2.7 Reference is made to Fairmount Park throughout this Invitation and Bid and Procurement Department Specification 26-R-4d:07, but if any City of Philadelphia agency utilizes the contract resulting from this Invitation and Bid, all terms and conditions and specifications are applicable.

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SECTION 3: BID EVALUATION AND AWARD

3.1 EVALUATION:

- 3.1.1 Bids will be evaluated by the Procurement Department.
- 3.1.2 Bids will be evaluated for responsiveness to the bid specifications and for responsibility of the bidders.
- 3.1.3 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 The Procurement Commissioner reserves the right to award this bid as a whole or by district to the lowest responsive and responsible bidder. Bidder must bid on all items within a district to be eligible for award for that district.
- 3.2.2 If the 5 % local bid preference is applicable, the total bid price or total section price of the certified Local Business Entity (LBE) will be multiplied by .95 and rounded to the second decimal place. The adjusted bid price of the LBE will then be used in determining the lowest responsive and responsible bidder. If any section of the bid is awarded by line item, the 5% local bid preference will not apply to that section.

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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 district.

3.2.3 PERFORMANCE SECURITY:

For the purposes of this bid, the Master Performance Security does not apply. Upon notification of award, the City will require the successful vendor to provide an individual Performance Bond based upon 100% of the total estimated dollar amount of the award.

3.2.4 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 in the “Description of Operations Sections”.
- Certificate must be signed by an authorized representative of the insurance company/carrier

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

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

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

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

SECTION 4: CONTRACT MANAGEMENT

4.1 **CITY OF PHILADELPHIA RESPONSIBILITY:**

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

Order Against Contracts

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

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4.1.2 Invoices shall be submitted after delivery and acceptance of the service by the City. The City attempts to process invoices in a timely manner. Delays can occur because of incomplete or inaccurate invoicing information. Please make sure that invoices contain the following information to help the City process payments to the Contractor as quickly as possible.

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

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

4.1.4 **ADD-ONS:**

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

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

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

4.2 VENDOR RESPONSIBILITY:

- 4.2.1 Contractor may deliver only services 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 services at the prices quoted in the contract and that are reflected on a purchase order or a change to a purchase order (a change to a purchase order is issued whenever the items, unit price, total amount, or terms and conditions change from the original purchase order).
- 4.2.3 Contractors may deliver services up to the dollar limit of the purchase order and for the period shown on the purchase order. Contractors are requested to carefully monitor obligations against purchase orders and inform the departments of anticipated funding shortfalls.
- 4.2.4 In the event that the contractor receives an order for services 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 perform.
- 4.2.5 Should services 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.
- 4.2.6 For performance of services, contractor shall honor and be paid for orders placed until the close of business of the date of purchase order expiration. Performance of services may occur following purchase order expiration, so long as the order was placed prior to the purchase order expiration date.
- 4.2.7 **Approval of Work:**
All completed work shall be approved by the ordering department prior to approval for payment. Work must be completed in a first-class, professional manner to the absolute satisfaction of the City.

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The cost of any faulty or inadequate services will not be paid for by the department and must be assumed by the Contractor.

4.2.8 Vendor not meeting productivity requirements as listed on the “Schedule of Completion” shall be required to pay the City of Philadelphia \$400.00 per day for every day until the minimum productivity requirements (accumulated) are met. (see paragraph 2.6.1 of the Invitation and Bid and Paragraph 3.5 of attached Procurement Department Specification 26-R-4d:07).

4.2.9 Vendor not meeting repair requirements as listed in Paragraph 2.5 and 2.6.2 shall be required to pay the City of Philadelphia \$100.00 per day for every day until repairs are completed.

4.2.10 **INVOICING/PAYMENT**

4.2.10.1 Contractor should submit a bill to the Fairmount Park Commission (FPC) (or to any using agency) in charge of contracts listed in the notice to proceed. All invoices that are sent to FPC must be billed by Park District and zip code. Invoices must contain the purchase order number, exact street address, and tree serial number. The contractor is required to bill for completed services once a month.

If any invoice is sent and all work billed for is not completed according to contract specifications the bill will be returned. If the work is not completed after the second inspection a fine of fifty dollars will be assessed and the invoice will be returned unpaid with the incomplete work listed. Payments for emergency service may be billed after satisfactory completion on a weekly basis.

4.2.10.2 Payment will be made after the FPC (or using agency) representative has determined that the contractor has conformed to his obligations and has satisfactorily completed the work under this contract.

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4.2.10.3 **Reporting Procedure**

Vendor will submit a daily work report in writing by facsimile to the Fairmount Park Street Tree Management Unit that contains the following:

1. Date
2. Purchase Order Number, Park District, and Zip Code
3. Starting Location(s) for the Day*
4. All Work Completed the Previous Day by Specific Address, Purchase Order Number, Park District, Zip Code and, Serial Number of the tree removal location.
5. Comments regarding damages, homeowner refusal, delays, etc.

* The Fairmount Park Commission Street Tree Management Unit must be notified within one hour of any change in the starting location(s) or movement to a location not originally listed on the daily report.

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

4.3 **Prevailing Wage Provisions.** The contract awarded under these specifications is subject to all provisions of Section 17-107 of the Philadelphia Code entitled Contractors: Labor-Management Relationships.” It is also subject to all regulations and procedures adopted thereunder.

- a. All employees performing work under the contract shall be paid the applicable prevailing wages for the respective occupational classification(s) designated, as set forth in the wage schedule attached; and in addition, be given the applicable current prevailing working conditions during the entire period of work under the contract. Such working conditions are those which are given to employees pursuant to a bona fide collective bargaining agreement for the applicable craft, trade, or industry in the Philadelphia area on the date these specifications are issued.

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- b. City may withhold from any sums due to the contractor under each contract so much as may be necessary to pay the employees the difference between wages required to be paid thereby and the wages actually paid to such employees, and the City may make such payments directly to the appropriate employees.
- c. Each contractor shall require all subcontractors to comply with and be bound by all of the provisions of this section of the contract & Section 17-107 of the Philadelphia Code.
- d. Every contractor and subcontractor shall keep an accurate record showing the name, address, occupational classification, wages and other benefits paid or provided and number of hours worked for each employee assigned to city-work, and such record shall be preserved for two (2) years from the date of payment. The contractor shall make his employment and accounting records available for inspection by authorized representatives of the Labor Standards Unit of the MDO, at all reasonable hours, and shall permit such representatives to interview employees during working hours on the job.
- e. All contractors and subcontractors performing city-work shall automatically file with the Labor Standards Unit of the MDO, a certified statement setting forth the name, address, occupational classification, wages and other benefits paid or provided and number of hours worked with respect to each employee performing city-work. Such statement shall be made weekly for each preceding weekly period. The certification shall affirm that the statement is correct and complete, that the wages set forth therein are not less than those required by the contract for city-work and that the occupational classification set forth for each employee conforms with the work he performed.
- f. Nothing herein shall preclude the payment by the contractor of wages at rates higher than those specified as the prevailing wages in the applicable attached schedule. However, no increases in any contract price shall be allowed or authorized on account of the payment of wages in excess of those so specified or on account of wage increases granted hereafter. No increases above the amounts specified in the applicable attached schedule will be required by any contract during the term thereof except in the case of an error or omission in such schedule.

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Such an error or omission shall be called to the attention of the Labor Standards Unit of the MDO, as promptly as possible; but the remedying thereof by the Department shall not constitute grounds for withdrawal of a bid or cancellation of a contract, nor for an increase in the contract price or other claim or recovery against the City nor a ground for failure or refusal to pay the applicable proper prevailing wage to all employees.

- g. The prevailing wages required hereby shall be paid unconditionally without any subsequent deduction or rebate of any kind except in accordance with prevailing payroll deduction practices. Any assignment of wages by an employee for the direct or indirect benefit of the contractor shall constitute a violation of this section; and any purported release of rights hereunder by an employee shall be void and of no effect.
- h. It is the responsibility of all bidders and contractors to inform themselves of all prevailing working conditions, including, without limitation, proper classifications, length of workday and work week, overtime compensation, and holiday and vacation rights. All questions shall be referred to the Procurement Department 215) 686-4720/21.

SEE ATTACHED APPLICABLE WAGE SCHEDULE

| | | | |
|---------------------------------------|---|-------------------------------|-------------------------|
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CITY OF PHILADELPHIA

Prevailing Wage Rate Schedule

Tree, Trunk & Stump Removal

| <u>Classification</u> | <u>Basic Hourly Rate</u> | <u>Fringe Benefits</u> |
|---|---------------------------------|-------------------------------|
| Groundswoker | \$12.20 | \$4.67 |
| Skilled Arborist/Climber | 15.45 | 4.67 |
| Crane Operator (Heavy equipment) | 23.95 | 4.67 |
| Stump Machine Operator (Light equipment) | 19.02 | 4.67 |

Foreman: Are to receive an additional \$1.00 per hour, in addition to their basic hourly rate.

Notes of Interest:

- (1) ***On all overtime hours, fringe benefits will be paid at the Straight (base) rate only.***
- (2) ***Contractors are advised to contact the Procurement Department with any questions regarding job classifications, prevailing wage rates, fringe benefits, and area working conditions.***

***Procurement Department
Municipal Services Building
1401 J.F.K. Boulevard - 1st Floor
Philadelphia, PA 19102-1670
Telephone Numbers: (215) 686-4720/21
Fax Number: (215) 686-4767***

| | | | |
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4.4 **PRICE ESCALATION**

4.4.1 **PRICE INCREASE**

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

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

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

or

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

For each renewal the price increase and/or decrease shall be based on the Consumer Price Index (CPI) for All Urban Consumers- Philadelphia as published by the US. Department of Labor, Bureau of Labor Statistics. The CPI shall be based upon April of the current year from April of the preceding year.

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

| | | | |
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4.4.2 **Failure to notify the City within the time frame specified will result in a commensurate delay in implementing the price change. Example: If prices may change effective July 1, but the notice of change is not received by Procurement until June 1, then the price increase effective date will be delayed until September 1.**

4.5 **Vendor acceptance - In submitting an executed bid, the bidder agrees to the Contract Management procedures outlined in this section.**

| | | | |
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SECTION 5: PRICING

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

| | | <u>Quantity</u> | <u>Unit of Measure</u> | <u>Unit Price</u> | <u>Total Amount</u> |
|-------|---|-----------------|------------------------|-------------------|---------------------|
| 5.1 | FAIRMOUNT PARK - <u>DISTRICT #1</u> | | | | |
| | <u>TREE REMOVAL</u> , as per paragraph 2.2.1 | | | | |
| 5.1.1 | 25051 007 076 1" to 10" diameter. | 170 | EA | \$_____ | \$_____ |
| 5.1.2 | 25051 007 077 11" to 20" diameter. | 123 | EA | \$_____ | \$_____ |
| 5.1.3 | 25051 007 002 21" to 30" diameter. | 10 | EA | \$_____ | \$_____ |
| 5.1.4 | 25051 007 003 31" to 40" diameter. | 10 | EA | \$_____ | \$_____ |
| 5.1.5 | 25051 007 004 41" to 50" diameter. | 5 | EA | \$_____ | \$_____ |
| 5.1.6 | 25051 007 005 Over 50" diameter | 5 | EA | \$_____ | \$_____ |

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Quantity Unit of Measure Unit Price Total Amount

TRUNK REMOVAL, as per paragraph 2.2.2

| | | | | | |
|--------|--|----|----|---------|---------|
| 5.1.7 | 25051 007 026 1" to 20" diameter. | 15 | EA | \$_____ | \$_____ |
| 5.1.8 | 25051 007 027 21" to 30" diameter. | 8 | EA | \$_____ | \$_____ |
| 5.1.9 | 25051 007 028 31" to 40" diameter. | 5 | EA | \$_____ | \$_____ |
| 5.1.10 | 25051 007 029 41" to 50" diameter. | 3 | EA | \$_____ | \$_____ |
| 5.1.11 | 25051 007 030 Over 50" diameter. | 2 | EA | \$_____ | \$_____ |

STUMP REMOVAL, as per paragraph 2.2.3

| | | | | | |
|--------|--|----|----|---------|---------|
| 5.1.12 | 25051 007 078 Includes surface roots up to 10' in width | 30 | EA | \$_____ | \$_____ |
| 5.1.13 | 25051 007 079 Includes surface roots over 10' in width | 30 | EA | \$_____ | \$_____ |

**TOTAL OF DISTRICT #1
ITEMS 5.1.1 THROUGH 5.1.13 \$_____**

| | | | |
|---------------------------------------|---|-------------------------------|-------------------------|
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5.2 **FAIRMOUNT PARK - DISTRICT #2**

TREE REMOVAL, as per paragraph 2.2.1

| | | <u>Quantity</u> | <u>Unit of Measure</u> | <u>Unit Price</u> | <u>Total Amount</u> |
|-------|--|-----------------|------------------------|-------------------|---------------------|
| 5.2.1 | 25051 007 080 1" to 10" diameter. | 100 | EA | \$_____ | \$_____ |
| 5.2.2 | 25051 007 081 11" to 20" diameter. | 45 | EA | \$_____ | \$_____ |
| 5.2.3 | 25051 007 007 21" to 30" diameter. | 20 | EA | \$_____ | \$_____ |
| 5.2.4 | 25051 007 008 31" to 40" diameter. | 2 | EA | \$_____ | \$_____ |
| 5.2.5 | 25051 007 009 41" to 50" diameter. | 1 | EA | \$_____ | \$_____ |
| 5.2.6 | 25051 007 010 Over 50" diameter | 1 | EA | \$_____ | \$_____ |

TRUNK REMOVAL, as per paragraph 2.2.2

| | | | | | |
|-------|--|---|----|---------|---------|
| 5.2.7 | 25051 007 031 1" to 20" diameter. | 5 | EA | \$_____ | \$_____ |
| 5.2.8 | 25051 007 032 21" to 30" diameter. | 5 | EA | \$_____ | \$_____ |
| 5.2.9 | 25051 007 033 31" to 40" diameter. | 1 | EA | \$_____ | \$_____ |

| | | | |
|---------------------------------------|---|-------------------------------|-------------------------|
| INVITATION AND BID Continuation | CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685 | BID NUMBER S8Z5333M | PAGE OF 32 38 |
| | | FIRM NAME (Must be filled in) | |

| | | <u>Quantity</u> | <u>Unit of Measure</u> | <u>Unit Price</u> | <u>Total Amount</u> |
|--------|--|-----------------|------------------------|-------------------|---------------------|
| 5.2.10 | 25051 007 034 41" to 50" diameter. | 1 | EA | \$_____ | \$_____ |
| 5.2.11 | 25051 007 035 Over 50" diameter. | 1 | EA | \$_____ | \$_____ |

STUMP REMOVAL, as per paragraph 2.2.3

| | | | | | |
|--------|--|----|----|---------|---------|
| 5.2.12 | 25051 007 098 Includes surface roots up to 10' in width | 30 | EA | \$_____ | \$_____ |
| 5.2.13 | 25051 007 099 Includes surface roots over 10' in width | 30 | EA | \$_____ | \$_____ |

**TOTAL OF DISTRICT #2
ITEMS 5.2.1 THROUGH 5.2.13** \$_____

5.3 **FAIRMOUNT PARK - DISTRICT #3**

TREE REMOVAL, as per paragraph 2.2.1

| | | | | | |
|-------|--|-----|----------------|-------------|--------------|
| 5.3.1 | 25051 007 082 1" to 10" diameter. | 280 | EA | \$_____ | \$_____ |
| 5.3.2 | 25051 007 083 11" to 20" diameter. | 378 | EA | \$_____ | \$_____ |
| 5.3.3 | 25051 007 012 21" to 30" diameter. | 109 | EA | \$_____ | \$_____ |
| 5.3.4 | 25051 007 013 31" to 40" diameter. | 15 | EA | \$_____ | \$_____ |
| | | | Unit of | Unit | Total |

| | | | |
|---------------------------------------|---|-------------------------------|-------------------------|
| INVITATION AND BID Continuation | CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685 | BID NUMBER S8Z5333M | PAGE OF 33 38 |
| | | FIRM NAME (Must be filled in) | |

| | | <u>Quantity</u> | <u>Measure</u> | <u>Price</u> | <u>Amount</u> |
|-------|---|-----------------|----------------|--------------|---------------|
| 5.3.5 | 25051 007 014 41" to 50" diameter | 10 | EA | \$_____ | \$_____ |
| 5.3.6 | 25051 007 015 Over 50" diameter | 10 | EA | \$_____ | \$_____ |

TRUNK REMOVAL, as per paragraph 2.2.2

| | | | | | |
|--------|--|----|----|---------|---------|
| 5.3.7 | 25051 007 036 1" to 20" diameter. | 20 | EA | \$_____ | \$_____ |
| 5.3.8 | 25051 007 037 21" to 30" diameter. | 10 | EA | \$_____ | \$_____ |
| 5.3.9 | 25051 007 038 31" to 40" diameter. | 5 | EA | \$_____ | \$_____ |
| 5.3.10 | 25051 007 039 41" to 50" diameter. | 5 | EA | \$_____ | \$_____ |
| 5.3.11 | 25051 007 040 Over 50" diameter. | 5 | EA | \$_____ | \$_____ |

STUMP REMOVAL, as per paragraph 2.2.3

| | | | | | |
|--------|--|----|----|---------|---------|
| 5.3.12 | 25051 007 100 Includes surface roots up to 10' in width | 30 | EA | \$_____ | \$_____ |
| 5.3.13 | 25051 007 101 Includes surface roots over 10' in width | 30 | EA | \$_____ | \$_____ |

**TOTAL OF DISTRICT #3
ITEMS 5.3.1 THROUGH 5.3.13 \$_____**

| | | | |
|---------------------------------------|---|-------------------------------|-------------------------|
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| | | <u>Quantity</u> | <u>Unit of Measure</u> | <u>Unit Price</u> | <u>Total Amount</u> |
|--|--|-----------------|------------------------|-------------------|---------------------|
| 5.4 FAIRMOUNT PARK - DISTRICT #4 | | | | | |
| <u>TREE REMOVAL</u> , as per paragraph 2.2.1 | | | | | |
| 5.4.1 | 25051 007 084 1" to 10" diameter. | 205 | EA | \$_____ | \$_____ |
| 5.4.2 | 25051 007 085 11" to 20" diameter. | 150 | EA | \$_____ | \$_____ |
| 5.4.3 | 25051 007 017 21" to 30" diameter. | 25 | EA | \$_____ | \$_____ |
| 5.4.4 | 25051 007 018 31" to 40" diameter. | 5 | EA | \$_____ | \$_____ |
| 5.4.5 | 25051 007 019 41" to 50" diameter | 5 | EA | \$_____ | \$_____ |
| 5.4.6 | 25051 007 020 Over 50" diameter. | 5 | EA | \$_____ | \$_____ |
| <u>TRUNK REMOVAL</u> , as per paragraph 2.2.2 | | | | | |
| 5.4.7 | 25051 007 041 1" to 20" diameter. | 10 | EA | \$_____ | \$_____ |
| 5.4.8 | 25051 007 042 21" to 30" diameter. | 5 | EA | \$_____ | \$_____ |

| | | | |
|---------------------------------------|---|-------------------------------|-------------------------|
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| | | <u>Quantity</u> | <u>Unit of Measure</u> | <u>Unit Price</u> | <u>Total Amount</u> |
|--------|--|-----------------|------------------------|-------------------|---------------------|
| 5.4.9 | 25051 007 043 31" to 40" diameter. | 5 | EA | \$_____ | \$_____ |
| 5.4.10 | 25051 007 044 41" to 50" diameter. | 2 | EA | \$_____ | \$_____ |
| 5.4.11 | 25051 007 045 Over 50" diameter. | 1 | EA | \$_____ | \$_____ |

STUMP REMOVAL, as per paragraph 2.2.3

| | | | | | |
|--------|--|----|----|---------|---------|
| 5.4.12 | 25051 007 102 Includes surface roots up to 10' in width | 30 | EA | \$_____ | \$_____ |
| 5.4.13 | 25051 007 103 Includes surface roots over 10' in width | 30 | EA | \$_____ | \$_____ |

**TOTAL OF DISTRICT #4
ITEMS 5.4.1 THROUGH 5.4.13 \$_____**

5.5 FAIRMOUNT PARK - DISTRICT #5

TREE REMOVAL, as per paragraph 2.2.1

| | | | | | |
|-------|--|-----|----|---------|---------|
| 5.5.1 | 25051 007 086 1" to 10" diameter. | 200 | EA | \$_____ | \$_____ |
| 5.5.2 | 25051 007 087 11" to 20" diameter. | 172 | EA | \$_____ | \$_____ |

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|---------------------------------------|---|-------------------------------|-------------------------|
| INVITATION AND BID Continuation | CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685 | BID NUMBER S8Z5333M | PAGE OF 36 38 |
| | | FIRM NAME (Must be filled in) | |

| | | <u>Quantity</u> | <u>Unit of Measure</u> | <u>Unit Price</u> | <u>Total Amount</u> |
|--|--|-----------------|------------------------|-------------------|---------------------|
| 5.5.3 | 25051 007 022 21" to 30" diameter. | 35 | EA | \$_____ | \$_____ |
| 5.5.4 | 25051 007 023 31" to 40" diameter. | 5 | EA | \$_____ | \$_____ |
| 5.5.5 | 25051 007 024 41" to 50" diameter. | 3 | EA | \$_____ | \$_____ |
| 5.5.6 | 25051 007 025 Over 50" diameter. | 3 | EA | \$_____ | \$_____ |
| <u>TRUNK REMOVAL</u> , as per Paragraph 2.2.2 | | | | | |
| 5.5.7 | 25051 007 046 1" to 20" diameter. | 10 | EA | \$_____ | \$_____ |
| 5.5.8 | 25051 007 047 21" to 30" diameter. | 10 | EA | \$_____ | \$_____ |
| 5.5.9 | 25051 007 048 31" to 40" diameter. | 3 | EA | \$_____ | \$_____ |
| 5.5.10 | 25051 007 049 41" to 50" diameter. | 2 | EA | \$_____ | \$_____ |
| 5.5.11 | 25051 007 050 Over 50" diameter. | 1 | EA | \$_____ | \$_____ |
| <u>STUMP REMOVAL</u> , as per Paragraph 2.2.3 | | | | | |
| 5.5.12 | 25051 007 104 Includes surface roots up to 10' in width | 30 | EA | \$_____ | \$_____ |

| | | | |
|---------------------------------------|---|--------------------------------|-------------------------|
| INVITATION AND BID Continuation | CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685 | BID NUMBER \$8Z5333M | PAGE OF 37 38 |
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| | | <u>Quantity</u> | <u>Unit of Measure</u> | <u>Unit Price</u> | <u>Total Amount</u> |
|---|---|-----------------|------------------------|-------------------|---------------------|
| 5.5.13 | 25051 007 105 Includes surface roots over 10' in width | 30 | EA | \$_____ | \$_____ |
| TOTAL OF DISTRICT #5 ITEMS 5.5.1 THROUGH 5.5.13 | | | | \$_____ | |
| 5.6 FAIRMOUNT PARK - Emergency Pricing for All Districts | | | | | |
| <u>TREE REMOVAL</u> , as per Paragraph 2.2.1 | | | | | |
| 5.6.1 | 25051 007 088 1" to 20" diameter. | 1 | EA | \$_____ | \$_____ |
| 5.6.2 | 25051 007 089 21" to 30" diameter. | 1 | EA | \$_____ | \$_____ |
| 5.6.3 | 25051 007 090 31" to 40" diameter. | 1 | EA | \$_____ | \$_____ |
| 5.6.4 | 25051 007 091 41" to 50" diameter. | 1 | EA | \$_____ | \$_____ |
| 5.6.5 | 25051 007 092 Over 50" diameter. | 1 | EA | \$_____ | \$_____ |
| <u>TRUNK REMOVAL</u> , as per Paragraph 2.2.2 | | | | | |
| 5.6.6 | 25051 007 093 1" to 20" diameter. | 1 | EA | \$_____ | \$_____ |
| 5.6.7 | 25051 007 094 21" to 30" diameter. | 1 | EA | \$_____ | \$_____ |
| 5.6.8 | 25051 007 095 31" to 40" diameter. | 1 | EA | \$_____ | \$_____ |
| | | | Unit of | Unit | Total |

| | | | |
|---------------------------------------|---|-------------------------------|-------------------------|
| INVITATION AND BID Continuation | CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685 | BID NUMBER S8Z5333M | PAGE OF 38 38 |
| | | FIRM NAME (Must be filled in) | |

| | | <u>Quantity</u> | <u>Measure</u> | <u>Price</u> | <u>Amount</u> |
|---|--|-----------------|----------------|--------------|---------------|
| 5.6.9 | 25051 007 096 41" to 50" diameter. | 1 | EA | \$_____ | \$_____ |
| 5.6.10 | 25051 007 097 Over 50" diameter. | 1 | EA | \$_____ | \$_____ |
| <u>UPROOTED STUMP REMOVAL</u> , as per paragraph 2.2.4 | | | | | |
| 5.6.11 | 25051 007 106 Stump Removal Only | 1 | EA | \$_____ | \$_____ |

**TOTAL OF EMERGENCY PRICING
ITEMS 5.6.1 THROUGH 5.6.11** \$_____

**EXTENDED TOTAL BID AMOUNT
(UNIT PRICE X QUANTITY FOR 5.1 - 5.6)** \$_____

ATTACHMENT A

CITY OF PHILADELPHIA



BID BOND

FOR CITY OF PHILADELPHIA BID NUMBER: _____
(Please Fill In)

KNOW ALL MEN BY THESE PRESENTS, THAT WE _____
_____ as Principal
(hereinafter called the "Principal Obligor"), and

_____ (as Surety) are jointly and severally held and firmly bound unto The City of Philadelphia, in the sum of **TEN PERCENT (10%) OF THE GROSS AMOUNT OF THE BID** lawful money of the United States of America, to be paid to the said City of Philadelphia, its successors and assigns; to which payment, well and truly to be made we do bind ourselves and each of us, our and each of our successors and assigns, jointly and severally, firmly by these presents.

Sealed with our seals and dated the _____ day of _____ two-thousand and seven(2007).

WHEREAS the above bounded Principal Obligor, submitted a bid pursuant to the above-referenced bid number to provide certain goods, services, or equipment to the City of Philadelphia.

NOW THE CONDITION OF THIS OBLIGATION IS SUCH, That if the City of Philadelphia shall accept the bid of the Principal Obligor and the Principal Obligor shall enter into a contract with the City in accordance with the terms of such bid, and furnish such bond or bonds as are specified in the bid documents with good and sufficient surety, for the faithful performance of the contract; or in the event of the failure or refusal of the Principal Obligor to enter into such contract and give such bond or bonds, if the Principal Obligor shall pay to the City the difference between the amount specified in said bid and such larger amount for which the City may legally contract with another party to provide the goods, services, or equipment required by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

And for the doing of these acts this instrument or a copy thereof attested as aforesaid shall be full warrant and authority.

CORPORATE SEAL:

PRINCIPAL OBLIGOR:

President/Vice-President (SEAL)

Secretary/Treasurer (SEAL)

SURETY SEAL:

SURETY:

Attorney-In-Fact (SEAL)

INSTRUCTIONS:

- (1) ALL VENDORS MUST UTILIZE THIS BID BOND FORM WHEN SUBMITTING A BID TO THE CITY.
- (2) IF PRINCIPAL OBLIGOR IS AN INDIVIDUAL OR PARTNERSHIP, BID BOND SHOULD BE SIGNED BY OWNER OR AUTHORIZED GENERAL PARTNER. PLEASE IDENTIFY ON THE BID BOND THE TYPE OF BUSINESS (E.G. INDIVIDUAL PROPRIETORSHIP OR PARTNERSHIP) AND TITLE OF PARTY EXECUTING THE BID BOND.
- (3) BID BOND MUST BE EXECUTED BY A SURETY COMPANY DULY AUTHORIZED AND LICENSED TO ACT AS SURETY BY THE PENNSYLVANIA INSURANCE COMMISSIONER PURSUANT TO THE LAWS OF THE COMMONWEALTH OF PENNSYLVANIA.

ATTACHMENT B



TREE, TRUNK & STUMP REMOVAL

1. SCOPE & CLASSIFICATION

1.1 SCOPE The specification covers the removal and disposal of selected dead, dying, diseased dangerous trees or nuisance trees as marked by the (FPC) Fairmount Park Commission representative.

1.2 CLASSIFICATION:

1.2.1 All types of trees, trunks or stumps within the City of Philadelphia designated by the authorized representative of the Fairmount Park Commission (F.P.C).

1.3 DEFINITIONS:

TRUNK – The woody axis of a tree; the main stem including the natural root flare, over 3’ in height, with one or less branches attached to it.

STUMP – The woody axis of a tree including the natural root flare; 3’ in height or less.

2. APPLICABLE DOCUMENTS

2.1 The following documents of the issue in effect on the date of the Invitation for Bids, to the extent applicable, form a part of this specification:

ANSI-Z133.1 -2000

LAWS AND REGULATIONS

The Contractor shall apply for and obtain and pick up all permits, licenses, certificates, etc., that may be required for execution of project; this to include a Fairmount Park permit. The requirements of paying for permits only is hereby waived. Where materials and/or labor by the City are involved, Contractor shall pay all charges.

It is the intention of this specification to include all labor, material, and equipment necessary to complete it in all its parts, which are called for in the specifications, in accordance with the best arboricultural practices prevailing for the work of the various kinds, or in agreement with similar work in the project. In all cases, the intention and meaning of the specifications as defined above shall be followed and the contractor shall not avail himself of any error or omission therein, should such exist, which may be in conflict therewith.

3. REQUIREMENTS

3.1 LOCATION OF WORK

City of Philadelphia at various sites. Trees are considered street trees, park trees and park boulevard trees, and are considered to be in the public right-of-way. Back yard trees, trees on private property are not included in these specifications.

3.2 CONSTRUCTION METHODS

All trees to be removed shall be selected and indicated by the FPC representative before they are removed. Trees are to be felled and removed in such a manner as to prevent injury to adjacent vegetation and avoid any hazard to traffic. In areas where felling is not feasible without damage to adjacent vegetation or possible traffic hazards, trees shall be removed in sections and lowered safely by ropes to the ground.

All excavated areas shall be back filled with subsoil approved by the FPC representative in charge. Chips remaining from stump cutting operation may be incorporated mechanically tamped and brought to original grade.

All branches, limbs, trunks, roots, brush, chips and other debris resulting from removal operations shall be removed from the site immediately. No debris of any kind may remain at the location overnight. Failure to remove all debris will result in a fine of \$50.00 per occurrence and is cause for termination of contract.

All trees and trunks listed in this contract are to be removed to a depth of Twenty Four (24) inches below present grade, using a stump remover. The complete removal of a tree or trunk shall include the tree stump. All tree trunk and stump removal locations are to be ground to a depth of 24" or deeper as necessary for re-planting.

Top limbs and heavy branches shall be roped and lowered in a manner commensurate with safe practices under hazardous conditions.

No wood or debris shall be left on location overnight. The Contractor will be responsible for the disposal of all debris by arranging for private dumping or disposal sites.

Stumps must be removed within a week following tree or trunk removal. If stumps are left overnight, they must be cut three (3) feet above grade until they are removed, to reduce potential tripping hazards.

Single stumps (only lower 3 feet of tree trunk remaining and tree roots including natural root flare) may be listed for removal separately. Tree stumps will be removed using a stump remover and tree pit restored to original grade. All additional chips generated from this operation will be removed and disposed of by the contractor at the contractor's expense.

3.3 **WOOD DISPOSAL**

Vendors may not dump tree wood, wood chips and tree trunks at any City facility without prior approval from Fairmount Park.

Vendor should assume in bidding that all disposal of tree wood, wood chips and trunks will be the responsibility of the contractor.

3.4 **SITE CONDITIONS**

The attention of all bidders is called to the necessity of acquainting themselves, through personal and careful inspection of the types of tree removal categories such as park boulevard, park trees and/or street trees, as to the present condition and encumbrances, and as to the protection to be afforded to adjoining areas needed to complete contract work.

3.5 **COMMENCEMENT AND COMPLETION OF WORK**

A list of the trees to be removed will be given to the contractor with a notice to proceed document. The Contractor will be required to commence work within five (5) calendar days from date of notice to proceed from the Fairmount Park Commission representative and to complete all work under this contract. The time stated for completion shall include final cleaning of the premises. All work must be completed by the time and date specified in the notice to proceed. Failure to meet deadline on notice to proceed will have a penalty of \$400.00/day fine. After ten (10) days, if work is not complete, contractor will be terminated from contract.

3.6 **CARE AND PROTECTION OF WORK**

The Contractor shall at all times cover and protect the work and materials in or about the project or on the grounds from damage caused by the weather, fires, theft, etc., and shall replace and make good any such damage or loss occurring entirely at his own expense.

The Contractor shall, where appropriate, erect all necessary barriers, lights, protection and warnings, safety signs, cones and flags and shall use flagmen and barricades where necessary to expedite traffic, all road closure requests made to the Traffic Engineering Department shall be made by the Contractor. All tree posting is to be done by the Contractor forty-eight (48) hours in advance.

The Contractor shall restore the area in accordance with the Standard Contract Requirements. During progress of the work, Contractor shall remove and properly dispose of all debris and keep the premises reasonably clean and walkways clear as directed by the F.P.C.

All debris, brush, logs, leaves, etc., are to be completely removed at the end of the work day. No debris will be permitted to remain overnight.

3.7 **CREW CHIEF**

The Contractor shall maintain a competent crew chief on the work at all times. Instructions to the crew chief by the Fairmount Park representative, shall have the same force as if given to then Contractor directly.

3.8 **WORK HOURS**

Work shall be performed only during the Fairmount Park Commission's regular work day unless approval is given by the FPC representative to work at other times. Approval of the FPC representative is also necessary in determining sequence of work.

3.9 **WORK SITE**

Contractor must send a facsimile containing a list of proposed daily work sites to the FPC representative in charge of contract listed in the official notice to proceed. Please refer to section 4.2 – vendor responsibility: (Reporting Procedure) of the Tree, Trunk & Stump Removal Bid Specification. A list of phone numbers, pager numbers, and fax numbers will be provided to the contractor at the beginning of the contract as well as a notification sequence process. Failure to notify department daily shall be cause for termination of contract.

If no call or written notification (FAX) is received, the FPC representative will assume the contractor is not working on the contract. Any work performed by the Contractor that was not previously called in will not be paid for.

3.10 CO-OPERATION WITH PUBLIC UTILITY COMPANIES AND CITY DEPARTMENTS

Notice shall be given by the Contractor to all individuals, companies—and the proper City officials owning or having charge of structures—along any part of the work at least one (1) week in advance and a copy—of such notice shall be filed with the Fairmount Park Commission.

Attachment C

Schedule of Trees

Hard copy is available by calling
Public Information of the
Procurement Department at (215)
686-4720.

FUTURE REMOVAL - DISTRICT 1

| Address | Street | Zip | Park | Coun. | Tree # | Common Name | DBH | Maint | Cond | P/S | List Date | Insp By |
|---------|-------------------|-----|------|-------|--------|--------------------|-----|--------|------|-----|-----------|---------|
| 5130 | AKRON ST | 24 | 1 | | 1 | LONDON PLANE | 17 | REMOVE | P | S | 11/29/06 | JT |
| 5156 | AKRON ST | 24 | 1 | | 1 | LONDON PLANE | 18 | REMOVE | P | S | 11/29/06 | JT |
| 2106 | ANN ST | 34 | 1 | | 1 | CHERRY | 11 | REMOVE | P | S | 10/25/06 | JT |
| 2700a | ANN ST | 34 | 1 | | 1 S | MULBERRY | 8 | REMOVE | P | S | 02/13/07 | JT |
| 2700a | ANN ST | 34 | 1 | | 4 S | NORWAY MAPLE | 12 | REMOVE | P | S | 02/13/07 | JT |
| 717 | BELGRADE | 25 | 1 | | 1 | ZELKOVA | 36 | REMOVE | F | S | 11/07/06 | JT |
| 512a | BELGRADE | 25 | 1 | | 1 O | GINKO | 14 | REMOVE | F | S | 11/07/06 | JT |
| 928 | BRIDGE ST | 24 | 1 | | 1 | LONDON PLANE | 27 | REMOVE | P | S | 03/02/07 | JT |
| 942 | BRIDGE ST | 24 | 1 | | 1 | LONDON PLANE | 29 | REMOVE | P | S | 12/07/06 | JT |
| 4251 | CASTOR AV | 24 | 1 | | 1 | LONDON PLANE | 31 | REMOVE | P | S | 11/09/06 | JT |
| 5116 | CASTOR AV | 24 | 1 | | 1 | LONDON PLANE | 23 | REMOVE | F | S | 11/06/06 | JT |
| 1500a | CAYUGA ST | 24 | 1 | | 2 | RED OAK | 20 | REMOVE | D | S | 12/13/06 | JT |
| 1500a | CAYUGA ST | 24 | 1 | | 3 I | RED OAK | 19 | REMOVE | D | S | 12/13/06 | JT |
| 1500a | CAYUGA ST | 24 | 1 | | 1 I | RED OAK | 24 | REMOVE | P | S | 12/13/06 | JT |
| 2675 | CEDAR AV | 25 | 1 | | 1 | SWEETGUM | 14 | REMOVE | F | S | 12/01/06 | JT |
| 945 | DYRE ST | 24 | 1 | | 1 | LONDON PLANE | 18 | REMOVE | F | S | 11/06/06 | JT |
| 525a | E ALLEGHENY AV | 33 | 1 | 1 | 1 S | KWANZAN CHERRY | 18 | PRUNE | F | S | 06/07/05 | JT |
| 2700a | E BIRCH ST | 34 | 1 | | 1 S | LONDON PLANE | 26 | REMOVE | P | S | 02/13/07 | JT |
| 1313 | E CAREY ST | 24 | 1 | | 1 | LINDEN | 14 | REMOVE | F | S | 11/06/06 | JT |
| 1444 | E CHELTENHAM AV | 24 | 1 | | 1 | RED MAPLE | 20 | REMOVE | P | S | 12/07/06 | JT |
| 2420 | E FIRTH ST | 25 | 1 | | 1 | NORWAY MAPLE | 8 | REMOVE | D | S | 11/07/06 | JT |
| 996 | E GODFREY AV | 24 | 1 | | 1 | LONDON PLANE | 32 | REMOVE | C | S | 11/06/06 | JT |
| 2611 | E HAGERT ST | 25 | 1 | 1 | 1 | NORWAY MAPLE | 15 | REMOVE | D | S | 11/09/06 | JT |
| 2555 | E INDIANA AV | 24 | 1 | | 1 | STUMP | 1 | STUMP | | S | 12/07/06 | JT |
| 2645 | E LEHIGH AV | 25 | 1 | 1 | 1 | SILVER LINDEN | 8 | REMOVE | D | S | 11/09/06 | JT |
| 2613a | E LEHIGH AV | 25 | 1 | 1 | 3 S | LONDON PLANE | 18 | REMOVE | F | S | 11/09/06 | JT |
| 2613a | E LEHIGH AV | 25 | 1 | 1 | 4 S | LONDON PLANE | 18 | REMOVE | F | S | 11/09/06 | JT |
| 2237a | E LETTERLY ST | 25 | 1 | | 1 S | GINKO | 12 | REMOVE | F | S | 10/31/06 | JT |
| 1107 | E MONTGOMERY AV | 25 | 1 | | 1 | CHERRY | 2 | REMOVE | D | S | 10/16/06 | JT |
| 400a | E ONTARIO AV | 40 | 1 | | 1 | LONDON PLANE | 28 | REMOVE | P | S | 04/02/07 | JT |
| 400a | E ONTARIO AV | 40 | 1 | | 10 | LONDON PLANE | 34 | REMOVE | P | S | 04/02/07 | JT |
| 2014 | E PACIFIC ST | 34 | 1 | | 1 | CHERRY | 8 | REMOVE | P | S | 10/17/06 | JT |
| 640 | E WENSLEY ST | 34 | 1 | | 1 | NORWAY MAPLE | 11 | REMOVE | P | S | 04/02/07 | JT |
| 401a | E WESTMORELAND ST | 33 | 1 | | 1 | LONDON PLANE | 38 | REMOVE | P | S | 04/02/07 | JT |
| 607 | E WILLARD ST | 40 | 1 | | 1 | LONDON PLANE | 23 | REMOVE | P | S | 04/02/07 | JT |
| 2505 | EDGEMONT ST | 25 | 1 | | 1 | NORWAY MAPLE | 6 | REMOVE | F | S | 11/20/06 | JT |
| 2813 | EDGEMONT ST | 34 | 1 | | 1 | CALLERY PEAR | 24 | REMOVE | P | S | 02/13/07 | JT |
| 3201a | FOX ST | 29 | 1 | | 2 | LONDON PLANE | 31 | REMOVE | P | S | 04/02/07 | JT |
| 2809 | GAUL ST | 34 | 1 | | 1 | SOPHORA | 15 | REMOVE | F | S | 12/04/06 | JT |
| 4035 | I ST | 24 | 1 | | 1P | NORWAY MAPLE | 19 | REMOVE | P | S | 11/29/06 | JT |
| 3347 | INDIAN QUEEN LA | 29 | 1 | | 1 | NORWAY MAPLE | 23 | REMOVE | P | S | 10/24/06 | JT |
| 3451 | INDIAN QUEEN LA | 29 | 1 | | 1 | AMUR CORK | 11 | REMOVE | F | S | 10/24/06 | JT |
| 5233a | JACKSON ST | 24 | 1 | | 1 S | LONDON PLANE | 27 | REMOVE | C | S | 04/24/07 | JT |
| 5233a | JACKSON ST | 24 | 1 | | 2 S | LONDON PLANE | 34 | REMOVE | C | S | 04/24/07 | JT |
| 808 | LIVINGSTON ST | 25 | 1 | | 1 | CALLERY PEAR | 14 | REMOVE | P | S | 11/07/06 | JT |
| 1001a | LYCOMING AV | 40 | 1 | | 4 | PIN OAK | 24 | REMOVE | P | S | 04/02/07 | JT |
| 1252a | LYCOMING AV | 40 | 1 | | 1 O | PIN OAK | 35 | REMOVE | P | S | 04/02/07 | JT |
| 442j | MALTA ST | 24 | 1 | | 1 | KWANZAN CHERRY | 23 | REMOVE | P | S | 04/02/07 | JT |
| 4547 | N 15TH ST | 40 | 1 | | 1 | LONDON PLANE | 28 | REMOVE | C | S | 04/24/07 | JT |
| 4325 | N 17TH ST | 40 | 1 | | 1 | LONDON PLANE | 28 | REMOVE | F | S | 10/17/06 | JT |
| 3819 | N 19 ST | 40 | 1 | | 1 | SILVER MAPLE | 23 | REMOVE | P | S | 11/09/06 | JT |
| 3843 | N 19 ST | 40 | 1 | | 1 | LONDON PLANE | 22 | REMOVE | D | S | 11/09/06 | JT |
| 3811 | N 19TH ST | 40 | 1 | 8 | 1 | SILVER MAPLE | 18 | REMOVE | D | S | 11/09/06 | JT |
| 2218 | N 20TH ST | 21 | 1 | | 1 | LITTLE LEAF LINDEN | 6 | REMOVE | P | S | 02/21/07 | JT |
| 2919 | N 29TH ST | 32 | 1 | | 1 | LONDON PLANE | 22 | REMOVE | C | S | 04/02/07 | JT |
| 2140 | N 2ND ST | 22 | 1 | | 1 | STUMP | 1 | STUMP | | S | 12/04/06 | JT |
| 2150 | N 2ND ST | 22 | 1 | | 1 | LINDEN | 15 | REMOVE | F | S | 12/04/06 | JT |
| 2164 | N 2ND ST | 22 | 1 | | 1 | MAPLE | 8 | REMOVE | P | S | 12/04/06 | JT |
| 1400a | N 33RD ST | 21 | 1 | | 7 | LONDON PLANE | 24 | REMOVE | C | S | 03/26/07 | JT |
| 1400a | N 33RD ST | 21 | 1 | | 8 | LONDON PLANE | 21 | REMOVE | C | S | 03/26/07 | JT |
| 1400a | N 33RD ST | 21 | 1 | | 3 I | LONDON PLANE | 36 | REMOVE | P | S | 03/26/07 | JT |
| 1400a | N 33RD ST | 21 | 1 | | 5 | STUMP | 1 | STUMP | | S | 03/26/07 | JT |
| 1401a | N 33RD ST | 21 | 1 | | 13 | LONDON PLANE | 30 | REMOVE | C | S | 03/26/07 | JT |
| 1401a | N 33RD ST | 21 | 1 | | 16 | LONDON PLANE | 17 | REMOVE | D | S | 03/26/07 | JT |
| 1737a | N 33RD ST | 21 | 1 | | 1 O | MAPLE | 11 | REMOVE | P | S | 03/26/07 | JT |

FUTURE REMOVAL - DISTRICT 1

| Address | Street | Zip | Park Coun. | Tree # | Common Name | DBH | Maint | Cond | P/S | List Date | Insp By |
|---------|----------------|-----|------------|--------|--------------------|-----|--------|------|-----|-----------|---------|
| 1821a | N 33RD ST | 21 | 1 | 1 O | MAPLE | 17 | REMOVE | P | S | 03/26/07 | JT |
| 1835a | N 33RD ST | 21 | 1 | 1 O | ASH | 22 | REMOVE | P | S | 03/26/07 | JT |
| 2229a | N 33RD ST | 21 | 1 | 1 O | TRUNK | 30 | TRUNK | D | S | 03/26/07 | JT |
| 2231a | N 33RD ST | 21 | 1 | 1 O | LONDON PLANE | 36 | REMOVE | P | S | 03/26/07 | JT |
| 2245a | N 33RD ST | 21 | 1 | 1 O | LONDON PLANE | 27 | REMOVE | P | S | 03/26/07 | JT |
| 2251a | N 33RD ST | 21 | 1 | 1 O | LONDON PLANE | 26 | REMOVE | P | S | 03/26/07 | JT |
| 2300a | N 33RD ST | 21 | 1 | 2 | SOPHORA | 11 | REMOVE | P | S | 03/26/07 | JT |
| 3212a | N 5TH ST | 40 | 1 | 1 O | STUMP | 1 | STUMP | S | | 04/02/07 | JT |
| 3116 | N 6TH ST | 40 | 1 | 1 | LONDON PLANE | 32 | REMOVE | P | S | 05/02/07 | JT |
| 3158 | N 6TH ST | 40 | 1 | 1 | LOCUST | 8 | REMOVE | D | S | 05/04/07 | JT |
| 4139 | N 7TH ST | 40 | 1 | 1 | LONDON PLANE | 24 | REMOVE | P | S | 11/09/06 | JT |
| 4160 | N 7TH ST | 40 | 1 | 1 | LONDON PLANE | 18 | REMOVE | P | S | 11/09/06 | JT |
| 4418 | N 7TH ST | 40 | 1 | 1 | LONDON PLANE | 21 | REMOVE | P | S | 11/09/06 | JT |
| 4214 | N 8TH ST | 40 | 1 | 1 | LONDON PLANE | 32 | REMOVE | F | S | 11/09/06 | JT |
| 4240 | N 8TH ST | 40 | 1 | 1 | LONDON PLANE | 22 | REMOVE | P | S | 11/09/06 | JT |
| 4245 | N 8TH ST | 40 | 1 | 1 | NORWAY MAPLE | 14 | REMOVE | P | S | 11/09/06 | JT |
| 4425 | N 8TH ST | 40 | 1 | 1 | LONDON PLANE | 25 | REMOVE | P | S | 10/31/06 | JT |
| 2646 | N 9TH ST | 33 | 1 | 1 | STUMP | 1 | STUMP | S | | 01/24/07 | JT |
| 4225 | N 9TH ST | 24 | 1 | 1 | LONDON PLANE | 19 | REMOVE | P | S | 04/02/07 | JT |
| 4227 | N 9TH ST | 24 | 1 | 1 | LONDON PLANE | 24 | REMOVE | P | S | 04/02/07 | JT |
| 4259 | N 9TH ST | 24 | 1 | 1 | LONDON PLANE | 18 | REMOVE | P | S | 04/02/07 | JT |
| 2004 | N BROAD ST | 22 | 1 | 1 | LONDON PLANE | 18 | REMOVE | C | S | 04/03/07 | JT |
| 2022 | N BROAD ST | 22 | 1 | 1 | LONDON PLANE | 26 | REMOVE | P | S | 04/03/07 | JT |
| 3124 | N BROAD ST | 40 | 1 | 1 | RED OAK | 20 | REMOVE | P | S | 04/03/07 | JT |
| 3705 | N BROAD ST | 40 | 1 | 1 | RED OAK | 22 | REMOVE | C | S | 04/03/07 | JT |
| 1300a | N BROAD ST | 21 | 1 | 2 | TRUNK | 26 | TRUNK | D | S | 04/03/07 | JT |
| 1601a | N BROAD ST | 22 | 1 | 7 | RED OAK | 7 | REMOVE | P | S | 04/03/07 | JT |
| 2100a | N BROAD ST | 22 | 1 | 7 | LONDON PLANE | 21 | REMOVE | P | S | 04/03/07 | JT |
| 2101a | N BROAD ST | 22 | 1 | 5 | SOPHORA | 9 | REMOVE | D | S | 04/03/07 | JT |
| 3629a | N BROAD ST | 40 | 1 | 1 | GINKO | 8 | REMOVE | P | S | 04/03/07 | JT |
| 4112a | N BROAD ST | 40 | 1 | 10 | RED OAK | 10 | REMOVE | D | S | 04/03/07 | JT |
| 2856 | N FRANKLIN ST | 33 | 1 | 1 | KWANZAN CHERRY | 5 | REMOVE | D | S | 04/10/07 | JT |
| 4424 | N FRONT ST | 40 | 1 | 4 | RED OAK | 22 | REMOVE | D | S | 11/09/06 | JT |
| 4424 | N FRONT ST | 40 | 1 | 1 | RED OAK | 9 | REMOVE | P | S | 11/09/06 | JT |
| 4424 | N FRONT ST | 40 | 1 | 3 | RED OAK | 24 | REMOVE | P | S | 11/09/06 | JT |
| 2119 | N LAMBERT ST | 21 | 1 | 1 | TRUNK | 7 | TRUNK | D | S | 02/21/07 | JT |
| 2250 | N LAMBERT ST | 21 | 1 | 1 | KWANZAN CHERRY | 12 | REMOVE | D | S | 02/20/07 | JT |
| 2255 | N LAMBERT ST | 21 | 1 | 1 | LITTLE LEAF LINDEN | 16 | REMOVE | C | S | 02/20/07 | JT |
| 2114 | N MARVINE ST | 22 | 1 | 1 | RED MAPLE | 3 | REMOVE | P | S | 01/11/07 | JT |
| 2116 | N MARVINE ST | 22 | 1 | 1 | STUMP | 1 | STUMP | S | | 01/11/07 | JT |
| 2121 | N MARVINE ST | 22 | 1 | 1 | RED MAPLE | 3 | REMOVE | D | S | 01/11/07 | JT |
| 2122 | N MARVINE ST | 22 | 1 | 1 | RED MAPLE | 3 | REMOVE | D | S | 01/11/07 | JT |
| 2126 | N MARVINE ST | 22 | 1 | 1 | RED MAPLE | 3 | REMOVE | P | S | 01/11/07 | JT |
| 2129 | N MARVINE ST | 22 | 1 | 1 | RED MAPLE | 5 | REMOVE | P | S | 01/11/07 | JT |
| 2131 | N MARVINE ST | 22 | 1 | 1 | RED MAPLE | 3 | REMOVE | D | S | 01/11/07 | JT |
| 2136 | N MARVINE ST | 22 | 1 | 1 | RED MAPLE | 4 | REMOVE | P | S | 01/11/07 | JT |
| 2140 | N MARVINE ST | 22 | 1 | 1 | RED MAPLE | 4 | REMOVE | P | S | 01/11/07 | JT |
| 2145 | N MARVINE ST | 22 | 1 | 1 | RED MAPLE | 4 | REMOVE | D | S | 01/11/07 | JT |
| 2519 | N WATER ST | 25 | 1 | 1 | GINKO | 21 | REMOVE | F | S | 12/12/06 | JT |
| 3428 | ORMES ST | 34 | 1 | 1 | CALLERY PEAR | 14 | REMOVE | P | S | 03/14/07 | JT |
| 4299a | PARK AV | 40 | 1 | 3 | LONDON PLANE | 22 | REMOVE | C | S | 04/02/07 | JT |
| 4001a | PARKSIDE AV | 31 | 1 | 1 A | ELM | 21 | REMOVE | C | S | 04/02/07 | JT |
| 5201a | PARKSIDE AV | 31 | 1 | 2 | LONDON PLANE | 14 | REMOVE | P | S | 04/02/07 | JT |
| 3944 | PULASKI AV | 40 | 1 | 1 | NORWAY MAPLE | 16 | REMOVE | P | S | 10/16/06 | JT |
| 3956a | PULASKI AV | 40 | 1 | 1 O | NORWAY MAPLE | 26 | REMOVE | P | S | 10/16/06 | JT |
| 3964a | PULASKI AV | 40 | 1 | 4 S | SILVER MAPLE | 32 | REMOVE | C | S | 10/16/06 | JT |
| 2019 | RIDGE AV | 32 | 1 | 1 | LONDON PLANE | 22 | REMOVE | P | S | 03/26/07 | JT |
| 4256 | RIDGE AV | 29 | 1 | 1 | KWANZAN CHERRY | 11 | REMOVE | D | S | 04/03/07 | JT |
| 3429a | RIDGE AV | 32 | 1 | 1 O | SOPHORA | 11 | REMOVE | D | S | 03/26/07 | JT |
| 4026 | ROOSEVELT BLVD | 24 | 1 | 1 | RED OAK | 23 | REMOVE | P | S | 04/02/07 | JT |
| 4060 | ROOSEVELT BLVD | 24 | 1 | 1 | RED OAK | 33 | REMOVE | P | S | 04/02/07 | JT |
| 4084 | ROOSEVELT BLVD | 24 | 1 | 1 | RED OAK | 32 | REMOVE | P | S | 04/02/07 | JT |
| 4200 | ROOSEVELT BLVD | 24 | 1 | 1 | RED OAK | 15 | REMOVE | P | S | 04/02/07 | JT |
| 4827 | ROOSEVELT BLVD | 24 | 1 | 1 | STUMP | 1 | STUMP | S | | 12/01/06 | JT |
| 1300a | ROOSEVELT BLVD | 40 | 1 | 3 | LONDON PLANE | 23 | REMOVE | P | S | 04/02/07 | JT |

FUTURE REMOVAL - DISTRICT 1

| Address | Street | Zip | Park | Coun | Tree # | Common Name | DBH | Maint | Cond | P/S | List Date | Insp By |
|---------|----------------|-----|------|------|--------|----------------|-----|--------|------|-----|-----------|---------|
| 1301a | ROOSEVELT BLVD | 40 | 1 | | 1 | LONDON PLANE | 22 | REMOVE | P | S | 04/02/07 | JT |
| 1961 | ROWAN ST | 40 | 1 | | 1 | NORWAY MAPLE | 15 | REMOVE | P | S | 05/04/07 | JT |
| 2843 | SALMON ST | 34 | 1 | | 1 | KWANZAN CHERRY | 22 | REMOVE | P | S | 02/13/07 | JT |
| 1657 | STAUB ST | 40 | 1 | | 1 | LINDEN | 17 | REMOVE | P | S | 04/02/07 | JT |
| 1600a | STAUB ST | 40 | 1 | | 2 | KWANZAN CHERRY | 15 | REMOVE | P | S | 04/02/07 | JT |
| 1600a | STAUB ST | 40 | 1 | | 9 | LINDEN | 18 | REMOVE | P | S | 04/02/07 | JT |
| 1720 | W BRISTOL ST | 40 | 1 | | 1 | LONDON PLANE | 16 | REMOVE | F | S | 10/17/06 | JT |
| 2210 | W ESTAUGH ST | 40 | 1 | | 1 | CALLERY PEAR | 15 | REMOVE | P | S | 12/16/06 | JT |
| 2213 | W ESTAUGH ST | 40 | 1 | | 1 | CALLERY PEAR | 11 | REMOVE | P | S | 10/24/06 | JT |
| 1801 | W GIRARD AV | 21 | 1 | | 1 | RED OAK | 18 | REMOVE | P | S | 03/26/07 | JT |
| 1101a | W GIRARD AV | 22 | 1 | | 2 | TRUNK | 18 | TRUNK | D | S | 04/03/07 | JT |
| 1101a | W GIRARD AV | 22 | 1 | | 7 | TRUNK | 16 | TRUNK | D | S | 04/03/07 | JT |
| 1901a | W GIRARD AV | 21 | 1 | | 3 | KWANZAN CHERRY | 13 | REMOVE | D | S | 03/26/07 | JT |
| 3801a | W GIRARD AV | 31 | 1 | | 1 | LONDON PLANE | 22 | REMOVE | P | S | 04/02/07 | JT |
| 3801a | W GIRARD AV | 31 | 1 | | 6 N | LONDON PLANE | 32 | REMOVE | P | S | 04/02/07 | JT |
| 3801a | W GIRARD AV | 31 | 1 | | 9 N | LONDON PLANE | 16 | REMOVE | P | S | 04/02/07 | JT |
| 3801a | W GIRARD AV | 31 | 1 | | 12 N | LONDON PLANE | 18 | REMOVE | P | S | 04/02/07 | JT |
| 3854a | W GIRARD AV | 31 | 1 | | 1 O | STUMP | 1 | STUMP | | S | 04/02/07 | JT |
| 3901a | W GIRARD AV | 31 | 1 | | 1 N | LONDON PLANE | 34 | REMOVE | P | S | 04/02/07 | JT |
| 3901a | W GIRARD AV | 31 | 1 | | 4 N | LONDON PLANE | 37 | REMOVE | P | S | 04/02/07 | JT |
| 3916a | W GIRARD AV | 31 | 1 | | 1 O | LONDON PLANE | 18 | REMOVE | P | S | 04/02/07 | JT |
| 1225 | ALLENGROVE ST | 24 | 1 | | 1 | LONDON PLANE | 24 | REMOVE | D | S | 05/08/07 | JT |
| 931a | ADAMS | 24 | 1 | | 2 R | CALLERY PEAR | 9 | REMOVE | D | S | 05/08/07 | JT |
| 5233a | JACKSON ST | 24 | 1 | | 2 S | LONDON PLANE | 34 | REMOVE | C | S | 04/24/07 | JT |
| 2815a | N HANCOCK ST | 33 | 1 | | 1 O | NORWAY MAPLE | 10 | REMOVE | C | S | 05/09/07 | JT |
| 2809a | N HANCOCK ST | 33 | 1 | | 1 O | NORWAY MAPLE | 15 | REMOVE | C | S | 05/09/07 | JT |
| 1830 | N 2ND ST | 21 | 1 | | 1 | NORWAY MAPLE | 15 | REMOVE | F | S | 05/09/07 | JT |
| 2705 | E MONMOUTH | 34 | 1 | | 1 | CRABAPPLE | 6 | REMOVE | P | S | 05/09/07 | JT |
| 4720 | RAMONA AV | 24 | 1 | | 1 | NORWAY MAPLE | 22 | REMOVE | D | S | 05/09/07 | JT |

FUTURE REMOVAL - DISTRICT 2

| Address | Street | Zip | Park | Coun | Tree # | Common Name | DBH | Maint | Cond | P/S | List Date |
|---------|----------------|-----|------|------|--------|-------------------|-----|--------|------|-----|-----------|
| 512 | CROSS ST | 47 | 2 | 1 | 1 | GINGKO | 10 | REMOVE | P | S | 03/27/06 |
| 607 | FITZWATER ST | 47 | 2 | 1 | 1 | STUMP | 1 | STUMP | | S | 03/27/06 |
| 209 | S 20TH ST | 3 | 2 | 5 | 1 | ZELKOVA | 8 | REMOVE | D | S | 08/23/06 |
| 221 | S 20TH ST | 3 | 2 | 5 | 1 | ZELKOVA | 8 | REMOVE | D | S | 08/23/06 |
| 1200a | LOCUST ST | 7 | 2 | 1 | 1 S | STUMP | 1 | STUMP | | S | 08/24/06 |
| 1200 | OREGON AV | 48 | 2 | 2 | 1 | GINGKO | 14 | REMOVE | P | S | 10/06/06 |
| 1517 | S 26TH ST | 46 | 2 | 2 | 1 | RED OAK | 21 | REMOVE | P | S | 10/06/06 |
| 606 | S DELHI ST | 47 | 2 | 1 | 1 | CALLERY PEAR | 20 | REMOVE | P | S | 10/12/06 |
| 1638 | JACKSON ST | 45 | 2 | 2 | 1 | CHERRY | 6 | REMOVE | D | S | 10/17/06 |
| 1503 | LOMBARD ST | 46 | 2 | 2 | 1 | MAPLE | 6 | REMOVE | D | S | 10/17/06 |
| 2314 | LOMBARD ST | 46 | 2 | 2 | 1 | MAPLE | 6 | REMOVE | D | S | 10/17/06 |
| 2635 | S 7TH ST | 48 | 2 | 1 | 1 | JAPANESE PAGODA | 22 | REMOVE | OG | S | 10/17/06 |
| 2634 | S COLORADO ST | 45 | 2 | 2 | 1 | CHERRY | 3 | REMOVE | D | S | 10/17/06 |
| 238 | FAIRMOUNT AV | 23 | 2 | 1 | 1 | LITTLELEAF LINDEN | 11 | REMOVE | D | S | 10/18/06 |
| 614a | FEDERAL ST | 47 | 2 | 1 | 2 S | STUMP | 1 | STUMP | | S | 10/18/06 |
| 2309 | NAUDAIN ST | 46 | 2 | 2 | 1 | KWANZAN CHERRY | 15 | REMOVE | P | S | 10/18/06 |
| 609 | S 15TH ST | 46 | 2 | 2 | 1 | MAPLE | 5 | REMOVE | D | S | 10/20/06 |
| 757 | S 16TH ST | 46 | 2 | 2 | 1 | GINGKO | 18 | REMOVE | P | S | 10/20/06 |
| 805 | S 16TH ST | 46 | 2 | 2 | 1 | HORNBEAM | 2 | REMOVE | D | S | 10/20/06 |
| 800B | S 16TH ST | 46 | 2 | 2 | 1 | HORNBEAM | 4 | REMOVE | D | S | 10/20/06 |
| 527a | PARRISH ST | 23 | 2 | 1 | 1 P | LITTLELEAF LINDEN | 19 | REMOVE | P | S | 10/24/06 |
| 2755 | S 17TH ST | 45 | 2 | 2 | 1 | STUMP | 1 | STUMP | | S | 10/31/06 |
| 137 | MIFFLIN ST | 48 | 2 | 1 | 1 | STUMP | 1 | STUMP | | S | 11/01/06 |
| 825 | N 29TH ST | 30 | 2 | 5 | 1 | MAPLE | 8 | REMOVE | D | S | 11/01/06 |
| 844 | N 29TH ST | 30 | 2 | 5 | 4 | STUMP | 1 | STUMP | | S | 11/01/06 |
| 844 | N 29TH ST | 30 | 2 | 5 | 8 | LONDON PLANE | 19 | REMOVE | P | S | 11/01/06 |
| 844 | N 29TH ST | 30 | 2 | 5 | 10 | LONDON PLANE | 21 | REMOVE | P | S | 11/01/06 |
| 855 | N 29TH ST | 30 | 2 | 5 | 1 | MAPLE | 5 | REMOVE | P | S | 11/01/06 |
| 1826a | S 3RD ST | 48 | 2 | 1 | 1 | STUMP | 1 | STUMP | | S | 11/01/06 |
| 2406 | SPRUCE ST | 3 | 2 | 5 | 1 | GINGKO | 5 | REMOVE | D | S | 11/01/06 |
| 2210 | ST JAMES ST | 3 | 2 | 5 | 1 | GINGKO | 11 | REMOVE | P | S | 11/01/06 |
| 2300 | WALNUT ST | 3 | 2 | 5 | 1 | ILANTHUS | 18 | REMOVE | P | S | 11/01/06 |
| 600 | W GIRARD AV | 23 | 2 | 1 | 1 | MAPLE | 6 | REMOVE | P | S | 11/02/06 |
| 726 | JOHNSTON ST | 48 | 2 | 1 | 1 | STUMP | 1 | STUMP | | S | 11/03/06 |
| 732 | JOHNSTON ST | 48 | 2 | 1 | 1 | MAPLE | 7 | REMOVE | D | S | 11/03/06 |
| 742 | JOHNSTON ST | 48 | 2 | 1 | 1 | PLUM | 2 | REMOVE | D | S | 11/03/06 |
| 902a | JOHNSTON ST | 48 | 2 | 1 | 1 O | MAPLE | 10 | REMOVE | P | S | 11/03/06 |
| 2719 | S 9TH ST | 48 | 2 | 1 | 1 | STUMP | 1 | STUMP | | S | 11/03/06 |
| 2731 | S BEULAH ST | 48 | 2 | 1 | 1 | STUMP | 1 | STUMP | | S | 11/03/06 |
| 1928 | KATER ST | 46 | 2 | 2 | 1 | GINGKO | 15 | REMOVE | P | S | 11/15/06 |
| 1930 | KATER ST | 46 | 2 | 2 | 1 | GINGKO | 15 | REMOVE | P | S | 11/15/06 |
| 1215 | LOMBARD ST | 47 | 2 | 1 | 1 | CALLERY PEAR | 8 | REMOVE | P | S | 11/15/06 |
| 1008 | S 11TH ST | 47 | 2 | 1 | 1 | CALLERY PEAR | 1 | REMOVE | P | S | 11/15/06 |
| 770 | N 26TH ST | 30 | 2 | 5 | 1 | LITTLELEAF LINDEN | 11 | REMOVE | P | S | 11/29/06 |
| 836 | N WOODSTOCK ST | 30 | 2 | 5 | 1 | STUMP | 1 | STUMP | | S | 11/29/06 |
| 2533 | S CHADWICK ST | 45 | 2 | 2 | 1 | CALLERY PEAR | 17 | REMOVE | P | S | 11/29/06 |
| 141 | GERRITT ST | 47 | 2 | 1 | 1 | MAPLE | 7 | REMOVE | D | S | 01/16/07 |
| 1165 | GERRITT ST | 47 | 2 | 1 | 1 | MAPLE | 13 | REMOVE | P | S | 01/16/07 |
| 1709a | HARTNAFT ST | 45 | 2 | 2 | 1 P | LITTLELEAF LINDEN | 22 | REMOVE | F | S | 01/16/07 |
| 130 | KENILWORTH ST | 47 | 2 | 1 | 1 | LITTLELEAF LINDEN | 11 | REMOVE | P | S | 01/16/07 |
| 2411 | MADISON SQUARE | 46 | 2 | 2 | 1 | GINGKO | 9 | REMOVE | P | S | 01/16/07 |
| 2436 | MADISON SQUARE | 46 | 2 | 2 | 1 | GINGKO | 13 | REMOVE | P | S | 01/16/07 |
| 415 | MANTON ST | 47 | 2 | 1 | 1 | GINGKO | 18 | REMOVE | P | S | 01/16/07 |
| 416 | MANTON ST | 47 | 2 | 1 | 1 | GINGKO | 17 | REMOVE | P | S | 01/16/07 |
| 419 | MANTON ST | 47 | 2 | 1 | 1 | GINGKO | 22 | REMOVE | P | S | 01/16/07 |
| 410a | MANTON ST | 47 | 2 | 1 | 1 O | MAPLE | 13 | REMOVE | D | S | 01/16/07 |
| 1541 | PORTER ST | 45 | 2 | 2 | 1 | STUMP | 1 | STUMP | | S | 01/24/07 |
| 1541a | PORTER ST | 45 | 2 | 2 | 1 S | CHERRY | 6 | REMOVE | D | S | 01/24/07 |
| 1607 | RITNER ST | 45 | 2 | 2 | 1 | CALLERY PEAR | 13 | REMOVE | P | S | 01/24/07 |
| 2103 | S 12TH ST | 48 | 2 | 1 | 1 | SILVER MAPLE | 15 | REMOVE | F | S | 01/24/07 |
| 2544 | S 17TH ST | 45 | 2 | 2 | 1 | LONDON PLANE | 26 | REMOVE | P | S | 01/24/07 |
| 1844 | S 24TH ST | 45 | 2 | 2 | 1 | LITTLELEAF LINDEN | 13 | REMOVE | P | S | 01/25/07 |
| 2720 | S 16TH ST | 45 | 2 | 2 | 1 | LONDON PLANE | 22 | REMOVE | F | S | 02/27/07 |
| 520 | CROSS ST | 47 | 2 | 1 | 1 | GINGKO | 13 | REMOVE | F | S | 03/12/07 |
| 1327 | MOORE ST | 48 | 2 | 1 | 1 | PLUM | 21 | REMOVE | P | S | 03/13/07 |

FUTURE REMOVAL - DISTRICT 2

| Address | Street | Zip | Park | Coun | Tree # | Common Name | DBH | Maint | Cond | P/S | List Date |
|---------|----------------|-----|------|------|--------|-------------------|-----|--------|------|-----|-----------|
| 2741 | S SMEDLEY ST | 45 | 2 | 2 | 1 | LONDON PLANE | 26 | REMOVE | P | S | 03/13/07 |
| 2651a | S 15TH ST | 45 | 2 | 2 | 1 S | TRUNK | 22 | TRUNK | D | S | 03/20/07 |
| 2635 | S 18TH ST | 45 | 2 | 2 | 1 | LONDON PLANE | 27 | REMOVE | OG | S | 03/21/07 |
| 631 | DUDLEY ST | 48 | 2 | 1 | 1 | LITTLELEAF LINDEN | 17 | REMOVE | P | S | 03/26/07 |
| 537a | DUDLEY ST | 48 | 2 | 1 | 1 O | CALLERY PEAR | 21 | REMOVE | P | S | 03/26/07 |
| 723a | S 11TH ST | 47 | 2 | 1 | 1 P | RED MAPLE | 12 | REMOVE | D | S | 03/27/07 |
| 1315 | CHRISTIAN ST | 47 | 2 | 1 | 1 | STUMP | 1 | STUMP | | S | 03/28/07 |
| 1349 | CHRISTIAN ST | 47 | 2 | 1 | 1 | LONDON PLANE | 25 | REMOVE | P | S | 03/28/07 |
| 706 | EARP ST | 47 | 2 | 1 | 1 | GINGKO | 12 | REMOVE | P | S | 04/02/07 |
| 710 | EARP ST | 47 | 2 | 1 | 1 | GINGKO | 15 | REMOVE | P | S | 04/02/07 |
| 727 | EARP ST | 47 | 2 | 1 | 1 | GINGKO | 12 | REMOVE | P | S | 04/02/07 |
| 823 | N FRANKLIN ST | 23 | 2 | 5 | 1 | MAPLE | 12 | REMOVE | D | S | 04/03/07 |
| 2437 | S WOODSTOCK ST | 45 | 2 | 2 | 1 | STUMP | 1 | STUMP | | S | 04/03/07 |
| 2100 | DICKINSON ST | 46 | 2 | 2 | 1 | LITTLELEAF LINDEN | 11 | REMOVE | D | S | 04/10/07 |
| 2231 | DICKINSON ST | 46 | 2 | 2 | 1 | LITTLELEAF LINDEN | 11 | REMOVE | D | S | 04/10/07 |
| 2234 | DICKINSON ST | 46 | 2 | 2 | 1 | STUMP | 1 | STUMP | | S | 04/10/07 |
| 2245 | DICKINSON ST | 46 | 2 | 2 | 1 | STUMP | 1 | STUMP | | S | 04/10/07 |
| 2749 | WHARTON ST | 46 | 2 | 2 | 1 | LITTLELEAF LINDEN | 11 | REMOVE | D | S | 04/10/07 |
| 813 | MILDRED ST | 47 | 2 | 1 | 1 | LITTLELEAF LINDEN | 15 | REMOVE | P | S | 04/23/07 |
| 609 | MOUNTAIN ST | 48 | 2 | 1 | 1 | MAPLE | 13 | REMOVE | P | S | 04/23/07 |
| 726 | S 10TH ST | 47 | 2 | 1 | 1 | STUMP | 1 | STUMP | | S | 04/23/07 |
| 2017 | KATER ST | 46 | 2 | 2 | 1 | STUMP | 1 | STUMP | | S | 04/24/07 |
| 849a | N NEWKIRK ST | 30 | 2 | 5 | 2 S | CRABAPPLE | 8 | REMOVE | D | S | 04/24/07 |
| 2404 | S WOODSTOCK ST | 45 | 2 | 2 | 1 | CHERRY | 14 | REMOVE | P | S | 05/08/07 |
| 1514 | S JUNIPER ST | 47 | 2 | 1 | 1 | MAPLE | 11 | REMOVE | D | S | 05/08/07 |
| 1229 | JACKSON ST | 45 | 2 | 1 | 1 | MAPLE | 19 | REMOVE | P | S | 05/08/07 |
| 1121 | TITAN ST | 47 | 2 | 1 | 1 | CALLERY PEAR | 20 | REMOVE | P | S | 08/25/06 |
| 936 | N 5TH ST | 23 | 2 | 1 | 1 | LITTLELEAF LINDEN | 12 | REMOVE | P | S | 05/08/07 |
| 718 | N 23RD ST | 30 | 2 | 5 | 1 | ELM | 13 | REMOVE | P | S | 05/08/07 |
| 2344 | S WOODSTOCK ST | 45 | 2 | 2 | 1 | LONDON PLANE | 14 | REMOVE | P | S | 05/08/07 |
| 2049 | CHERRY ST | 3 | 2 | 5 | 1 | MAPLE | 10 | REMOVE | D | S | 04/24/07 |

FUTURE REMOVAL - DISTRICT 3

| Address | Street | Zip | Park Council | Tree # | Common Name | DBH | Maint | Cond | P/S | List Date | |
|---------|-------------------|-----|--------------|--------|--------------------|-------|--------|-------|-----|-----------|----------|
| 7416a | BOYER ST | 19 | 3 | 1P | SUGAR MAPLE | 28 | REMOVE | D | S | 10/24/06 | |
| 1142a | E HAINES ST | 38 | 3 | 1 S | NORWAY MAPLE | 24 | REMOVE | D | S | 10/18/06 | |
| 617 | E MT AIRY AV | 19 | 3 | 1 | SUGAR MAPLE | 39 | REMOVE | P | S | 10/18/06 | |
| 1139 | E PRICE ST | 38 | 3 | 1 | STUMP | 1 | STUMP | | S | 10/20/06 | |
| 1140 | E PRICE ST | 38 | 3 | 1 | NORWAY MAPLE | 16 | REMOVE | P | S | 10/20/06 | |
| 1121 | E RITTENHOUSE ST | 38 | 3 | 1 | LONDON PLANE | 26 | REMOVE | P | S | 10/24/06 | |
| 7329 | E WALNUT LN | 38 | 3 | 1 | CALLERY PEAR | 13 | REMOVE | P | S | 10/17/06 | |
| 6900a | N BROAD ST | 26 | 3 | 1 S | STUMP | 1 | STUMP | | S | 10/20/06 | |
| 5501a | N MARSHALL ST | 20 | 3 | 4 S | LONDON PLANE | 29 | REMOVE | D | S | 10/24/06 | |
| 7605 | OGONTZ AV | 50 | 3 | 9 | 1 | STUMP | 1 | STUMP | | S | 10/20/06 |
| 673 | RECTOR ST | 28 | 3 | 1 | SUGAR MAPLE | 28 | REMOVE | D | S | 10/17/06 | |
| 310a | ROUMFORT RD | 18 | 3 | 2 S | LONDON PLANE | 33 | REMOVE | D | S | 10/20/06 | |
| 1443 | W 69TH AV | 26 | 3 | 1 | STUMP | 25 | STUMP | P | S | 10/20/06 | |
| 122a | W GODFREY AV | 20 | 3 | 1P | LONDON PLANE | 22 | REMOVE | D | S | 10/17/06 | |
| 17 | W HIGHLAND AV | 18 | 3 | 2 | STUMP | 1 | STUMP | | S | 10/17/06 | |
| 31 | W HORTTER ST | 19 | 3 | 1 | ELM | 43 | REMOVE | D | S | 10/16/06 | |
| 540 | W MERMAID LN | 18 | 3 | 1 | WHITE OAK | 32 | REMOVE | D | S | 10/20/06 | |
| 109 | W MT AIRY AV | 19 | 3 | 1 | CALLERY PEAR | 18 | REMOVE | P | S | 10/17/06 | |
| 56 | W WILLOW GROVE AV | 18 | 3 | 1 | PIN OAK | 37 | REMOVE | D | S | 10/16/06 | |
| 7329 | WALNUT LN | 38 | 3 | 1 | CALLERY PEAR | 13 | REMOVE | P | S | 10/17/06 | |
| 6244 | WISSAHICKON AV | 44 | 3 | 1 | SUGAR MAPLE | 24 | REMOVE | D | S | 10/11/06 | |
| 240 | ROUMFORT RD | 18 | 3 | 1 | LONDON PLANE | 33 | REMOVE | D | S | 10/20/06 | |
| 1607 | E JOHNSON ST | 38 | 3 | 1 | LONDON PLANE | 21 | REMOVE | C | S | 10/24/06 | |
| 501a | E MT AIRY AV | 19 | 3 | 1 S | LONDON PLANE | 26 | REMOVE | P | S | 10/27/06 | |
| 501a | E MT AIRY AV | 19 | 3 | 4 S | STUMP | 1 | STUMP | | S | 10/27/06 | |
| 6925 | SHERMAN ST | 19 | 3 | 1 | NORWAY MAPLE | 23 | REMOVE | P | S | 10/27/06 | |
| 422 | W UPSAL ST | 19 | 3 | 1 | NORWAY MAPLE | 25 | REMOVE | P | S | 10/27/06 | |
| 324 | E GORGAS LN | 19 | 3 | 1 | LONDON PLANE | 24 | REMOVE | D | S | 10/27/06 | |
| 370 | E GORGAS LN | 19 | 3 | 1 | LONDON PLANE | 41 | REMOVE | P | S | 10/27/06 | |
| 1128 | BARRINGER ST | 19 | 3 | 1 | NORWAY MAPLE | 27 | REMOVE | P | S | 10/27/06 | |
| 17 | E MEEHAN | 19 | 3 | 5 | STUMP | 1 | STUMP | | S | 10/30/06 | |
| 5520 | WAYNE AV | 44 | 3 | 1 | NORWAY MAPLE | 26 | REMOVE | D | S | 10/30/06 | |
| 7931a | WILLIAMS AV | 50 | 3 | 1P | NORWAY MAPLE | 26 | REMOVE | P | S | 10/30/06 | |
| 8413a | PROVIDENT RD | 50 | 3 | 1P | NORWAY MAPLE | 27 | REMOVE | D | S | 10/31/06 | |
| 230 | WINONA ST | 44 | 3 | 1 | SUGAR MAPLE | 22 | REMOVE | D | S | 06/06/06 | |
| 237 | WINONA ST | 44 | 3 | 1 | SUGAR MAPLE | 26 | REMOVE | P | S | 06/06/06 | |
| 5932a | CRYSTAL ST | 20 | 3 | 1P | NORWAY MAPLE | 21 | REMOVE | D | S | 05/16/05 | |
| 7240 | DEVON ST | 19 | 3 | 1 | RED MAPLE | 5 | REMOVE | D | S | 11/01/06 | |
| 6329 | N 6TH ST | 26 | 3 | 1 | SUGAR MAPLE | 28 | REMOVE | D | S | 11/01/06 | |
| 622 | W MT AIRY AV | 19 | 3 | 2 | RED OAK | 34 | REMOVE | D | S | 11/02/06 | |
| 7201a | GREENE ST | 19 | 3 | 1 S | RED OAK | 24 | REMOVE | D | S | 11/02/06 | |
| 8016a | HOLLIS ST | 50 | 3 | 1P | NORWAY MAPLE | 30 | REMOVE | P | S | 11/02/06 | |
| 8020a | HOLLIS ST | 50 | 3 | 2 S | NORWAY MAPLE | 24 | REMOVE | D | S | 11/02/06 | |
| 8020a | HOLLIS ST | 50 | 3 | 3 S | NORWAY MAPLE | 23 | REMOVE | P | S | 11/02/06 | |
| 6433 | N PARK AV | 26 | 3 | 1 | NORWAY MAPLE | 21 | REMOVE | P | S | 11/01/05 | |
| 5924 | N CAMAC ST | 41 | 3 | 1 | NORWAY MAPLE | 23 | REMOVE | P | S | 09/19/07 | |
| 8220 | CEDARBROOK AV | 50 | 3 | 1 | STUMP | 1 | STUMP | | S | 10/24/06 | |
| 4836 | GERMANTOWN AV | 44 | 3 | 1 | STUMP | 1 | STUMP | | S | 11/09/06 | |
| 1910 | PLYMOUTH ST | 38 | 3 | 1 | NORWAY MAPLE | 23 | REMOVE | P | S | 11/09/06 | |
| 6214 | BELFIELD AV | 44 | 3 | 1 | SOPHORA | 22 | REMOVE | F | S | 11/09/06 | |
| 257 | HAINES ST | 44 | 3 | 2 | LITTLE LEAF LINDEN | 24 | REMOVE | D | S | 11/09/06 | |
| 5100a | N BROAD ST | 41 | 3 | 5 S | LONDON PLANE | 38 | REMOVE | D | S | 11/14/06 | |
| 8348 | LYNNEWOOD ST | 50 | 3 | 1 | STUMP | 1 | STUMP | | S | 11/06/06 | |
| 9427 | MEADOWBROOK AV | 18 | 3 | 2 | SUGAR MAPLE | 43 | REMOVE | P | S | 11/06/06 | |
| 9412 | MEADOWBROOK AV | 18 | 3 | 1 | SUGAR MAPLE | 32 | REMOVE | D | S | 11/06/06 | |
| 9412 | MEADOWBROOK AV | 18 | 3 | 2 | SUGAR MAPLE | 39 | REMOVE | D | S | 11/06/06 | |
| 9412 | MEADOWBROOK AV | 18 | 3 | 3 | SUGAR MAPLE | 35 | REMOVE | D | S | 11/06/06 | |
| 7925 | LINCOLN DR | 18 | 3 | 1 | STUMP | 1 | STUMP | | S | 11/06/06 | |
| 7925 | LINCOLN DR | 18 | 3 | 2 | SILVER MAPLE | 39 | REMOVE | D | S | 11/06/06 | |
| 5700 | ARDLEIGH ST | 38 | 3 | 1 | NORWAY MAPLE | 8 | REMOVE | D | S | 11/27/06 | |
| 740 | WESTVIEW ST | 19 | 3 | 1 | PIN OAK | 22 | REMOVE | D | S | 11/27/06 | |
| 736 | WESTVIEW ST | 19 | 3 | 1 | PIN OAK | 20 | REMOVE | P | S | 11/27/06 | |
| 707 | WESTVIEW ST | 19 | 3 | 4 | RED OAK | 22 | REMOVE | D | S | 11/27/06 | |
| 707 | WESTVIEW ST | 19 | 3 | 9 | RED OAK | 36 | REMOVE | D | S | 11/27/06 | |
| 639 | E CHURCH LN | 44 | 3 | 1 | LITTLE LEAF LINDEN | 25 | REMOVE | P | S | 11/27/06 | |

FUTURE REMOVAL - DISTRICT 3

| Address | Street | Zip | Park | Council | Tree # | Common Name | DBH | Maint | Cond | P/S | List Date |
|---------|------------------|-----|------|---------|--------|--------------------|-----|--------|------|-----|-----------|
| 200 | W TULPEHOCKEN ST | 44 | 3 | | 2 | STUMP | 1 | STUMP | | S | 11/27/06 |
| 950a | SLOCUM ST | 50 | 3 | | 1P | NORWAY MAPLE | 28 | REMOVE | P | S | 11/27/06 |
| 947a | SLOCUM ST | 50 | 3 | | 1P | NORWAY MAPLE | 26 | REMOVE | P | S | 11/27/06 |
| 919a | SLOCUM ST | 50 | 3 | | 1P | NORWAY MAPLE | 24 | REMOVE | P | S | 11/27/06 |
| 113 | E CLIVEDEN ST | 19 | 3 | | 1 | SUGAR MAPLE | 26 | REMOVE | D | S | 10/30/06 |
| 1913 | CONLYN ST | 41 | 3 | | 1 | NORWAY MAPLE | 22 | REMOVE | D | S | 11/29/06 |
| 1877a | CONLYN ST | 41 | 3 | | 1 O | WHITE ASH | 35 | REMOVE | P | S | 11/29/06 |
| 1726a | CONLYN ST | 41 | 3 | | 1 O | WHITE ASH | 22 | REMOVE | D | S | 11/29/06 |
| 1522 | BARRINGER ST | 50 | 3 | | 1 | STUMP | 1 | STUMP | | S | 11/27/06 |
| 1501 | BARRINGER ST | 50 | 3 | | 1 | LONDON PLANE | 25 | REMOVE | D | S | 11/27/06 |
| 7361a | RUGBY ST | 38 | 3 | | 1P | LONDON PLANE | 26 | REMOVE | P | S | 11/28/06 |
| 7400a | RUGBY ST | 38 | 3 | | 1 S | NORWAY MAPLE | 24 | REMOVE | P | S | 11/28/06 |
| 516 | E MT AIRY AV | 19 | 3 | | 1 | LITTLE LEAF LINDEN | 22 | REMOVE | P | S | 12/06/06 |
| 8017 | WINSTON RD | 18 | 3 | | 1 | RED OAK | 34 | REMOVE | P | S | 12/06/06 |
| 8002 | ANDERSON ST | 18 | 3 | | 1 | NORWAY MAPLE | 18 | REMOVE | D | S | 12/06/06 |
| 8006 | ANDERSON ST | 18 | 3 | | 1 | NORWAY MAPLE | 20 | REMOVE | D | S | 12/06/06 |
| 407 | GRANGE ST | 20 | 3 | | 1 | NORWAY MAPLE | 23 | REMOVE | D | S | 12/06/06 |
| 409 | GRANGE ST | 20 | 3 | | 1 | NORWAY MAPLE | 27 | REMOVE | D | S | 12/06/06 |
| 1153 | E PHIL ELLENA ST | 50 | 3 | | 1 | RED OAK | 27 | REMOVE | D | S | 12/06/06 |
| 2000a | LAVEER ST | 38 | 3 | | 1 S | NORWAY MAPLE | 19 | REMOVE | D | S | 12/06/06 |
| 1827 | CHAMPLOST AV | 41 | 3 | | 1 | STUMP | 1 | STUMP | | S | 12/07/06 |
| 1730 | E TULPEHOCKEN ST | 38 | 3 | | 1 | STUMP | 1 | STUMP | | S | 12/07/06 |
| 6825 | N 17TH ST | 26 | 3 | | 1 | LITTLE LEAF LINDEN | 13 | REMOVE | P | S | 12/14/06 |
| 6405 | N 6TH ST | 26 | 3 | | 1 | GINKGO | 29 | REMOVE | D | S | 12/14/06 |
| 6228 | GERMANTOWN AV | 44 | 3 | | 1 | CALLERY PEAR | 14 | REMOVE | D | S | 12/15/06 |
| 15a | PELHAM RD | 19 | 3 | | 1 S | LITTLE LEAF LINDEN | 18 | REMOVE | P | S | 12/15/06 |
| 8313a | FORREST AV | 50 | 3 | | 1P | NORWAY MAPLE | 22 | REMOVE | D | S | 12/15/06 |
| 8311a | FORREST AV | 50 | 3 | | 1P | NORWAY MAPLE | 25 | REMOVE | P | S | 12/15/06 |
| 8415 | PROVIDENT RD | 50 | 3 | | 1 | NORWAY MAPLE | 26 | REMOVE | D | S | 12/15/06 |
| 8439 | PROVIDENT RD | 50 | 3 | | 1 | NORWAY MAPLE | 23 | REMOVE | D | S | 12/15/06 |
| 8447 | PROVIDENT RD | 50 | 3 | | 1 | SYCOMORE MAPLE | 16 | REMOVE | D | S | 12/15/06 |
| 243 | WINONA ST | 44 | 3 | | 1 | SUGAR MAPLE | 30 | REMOVE | D | S | 12/18/06 |
| 4933 | MORRIS ST | 44 | 3 | | 1 | LONDON PLANE | 21 | REMOVE | P | S | 12/18/06 |
| 196a | E EVERGREEN AV | 28 | 3 | | 1 P | WHITE OAK | 22 | REMOVE | D | S | 12/18/06 |
| 600 | E GORGAS LN | 19 | 3 | | 1 | SUGAR MAPLE | 23 | REMOVE | D | S | 01/05/07 |
| 606 | E GORGAS LN | 19 | 3 | | 1 | NORWAY MAPLE | 28 | REMOVE | D | S | 01/05/07 |
| 7429 | DEVON ST | 19 | 3 | | 2 | SOPHORA | 19 | REMOVE | P | S | 12/18/06 |
| 7462 | DEVON ST | 19 | 3 | | 1 | SYCAMORE MAPLE | 12 | REMOVE | D | S | 12/18/06 |
| 7446 | DEVON ST | 19 | 3 | | 1 | TRUNK | 18 | TRUNK | | S | 12/18/06 |
| 7040 | LIMEKILN PK | 38 | 3 | | 1 | NORWAY MAPLE | 22 | REMOVE | P | S | 01/04/07 |
| 8219 | PROVIDENT RD | 50 | 3 | | 1 | SUGAR MAPLE | 19 | REMOVE | D | S | 01/07/06 |
| 500a | E GORGAS LN | 19 | 3 | | 1 S | NORWAY MAPLE | 22 | REMOVE | P | S | 01/07/06 |
| 51 | E WOODALE AV | 18 | 3 | | 1 | LONDON PLANE | 24 | REMOVE | D | S | 01/07/06 |
| 1102a | E DURHAM ST | 50 | 3 | | 1 P | NORWAY MAPLE | 12 | REMOVE | D | S | 01/11/07 |
| 1126a | E DURHAM ST | 50 | 3 | | 1 P | STUMP | 1 | STUMP | | S | 01/11/07 |
| 1137a | E DURHAM ST | 50 | 3 | | 1 P | NORWAY MAPLE | 26 | REMOVE | P | S | 01/11/07 |
| 1175a | E PHIL ELLENA ST | 50 | 3 | | 1 P | RED OAK | 25 | REMOVE | D | S | 01/11/07 |
| 531 | MARWOOD RD | 20 | 3 | | 1 | STUMP | 1 | STUMP | | S | 01/11/07 |
| 1937 | W CHEW AV | 41 | 3 | | 1 | LONDON PLANE | 25 | REMOVE | P | S | 01/12/07 |
| 148a | HANSBERRY ST | 44 | 3 | | 1 S | NORWAY MAPLE | 21 | REMOVE | P | S | 01/12/07 |
| 219 | W COULTER ST | 44 | 3 | | 2 | LONDON PLANE | 25 | REMOVE | P | S | 01/17/07 |
| 221a | W COULTER ST | 44 | 3 | | 2 S | NORWAY MAPLE | 26 | REMOVE | P | S | 01/17/07 |
| 1107 | E RITTENHOUSE ST | 38 | 3 | | 1 | LONDON PLANE | 24 | REMOVE | D | S | 01/23/07 |
| 1115 | E RITTENHOUSE ST | 38 | 3 | | 1 | LONDON PLANE | 26 | REMOVE | P | S | 01/23/07 |
| 1112 | E RITTENHOUSE ST | 38 | 3 | | 1 | LONDON PLANE | 23 | REMOVE | D | S | 01/23/07 |
| 1116 | E RITTENHOUSE ST | 38 | 3 | | 1 | LONDON PLANE | 18 | REMOVE | P | S | 01/23/07 |
| 1151 | E RITTENHOUSE ST | 38 | 3 | | 1 | LONDON PLANE | 31 | REMOVE | P | S | 01/23/07 |
| 1151a | E RITTENHOUSE ST | 38 | 3 | | 2 S | LONDON PLANE | 24 | REMOVE | P | S | 01/23/07 |
| 1141 | E RITTENHOUSE ST | 38 | 3 | | 1 | LONDON PLANE | 23 | REMOVE | D | S | 01/23/07 |
| 1133 | E RITTENHOUSE ST | 38 | 3 | | 1 | LONDON PLANE | 28 | REMOVE | D | S | 01/23/07 |
| 1101a | E RITTENHOUSE ST | 38 | 3 | | 1 S | LONDON PLANE | 30 | REMOVE | P | S | 01/23/07 |
| 1018 | E RITTENHOUSE ST | 38 | 3 | | 1 | SUGAR MAPLE | 25 | REMOVE | P | S | 01/23/07 |
| 1023 | E RITTENHOUSE ST | 38 | 3 | | 1 | SUGAR MAPLE | 20 | REMOVE | P | S | 01/23/07 |
| 4314 | TERRACE ST | 28 | 3 | | 1 | STUMP | 1 | STUMP | | S | 01/10/07 |
| 7235 | OGONTZ AV | 38 | 3 | | 1 | LONDON PLANE | 31 | REMOVE | D | S | 01/23/07 |

FUTURE REMOVAL - DISTRICT 3

| Address | Street | Zip | Park | Council | Tree # | Common Name | DBH | Maint | Cond | P/S | List Date |
|---------|------------------|-----|------|---------|--------|--------------------|-----|--------|------|-----|-----------|
| 7150 | N 19TH ST | 26 | 3 | | 1 | LONDON PLANE | 25 | REMOVE | P | S | 01/24/07 |
| 6536a | OGONTZ AV | 41 | 3 | | 1 O | NORWAY MAPLE | 23 | REMOVE | P | S | 01/25/07 |
| 5834 | N 4TH ST | 20 | 3 | | 1 | NORWAY MAPLE | 23 | REMOVE | D | S | 01/25/07 |
| 1944 | W 74TH AV | 38 | 3 | | 1 | LONDON PLANE | 32 | REMOVE | D | S | 01/29/07 |
| 400 | W TABOR RD | 20 | 3 | | 1 | NORWAY MAPLE | 20 | REMOVE | P | S | 01/25/07 |
| 410 | W TABOR RD | 20 | 3 | | 1 | LITTLE LEAF LINDEN | 25 | REMOVE | P | S | 01/25/07 |
| 400a | W TABOR RD | 20 | 3 | | 2 S | NORWAY MAPLE | 20 | REMOVE | P | S | 01/25/07 |
| 901a | E UPSAL ST | 50 | 3 | | 1 S | NORWAY MAPLE | 21 | REMOVE | D | S | 01/29/07 |
| 901 | E UPSAL ST | 50 | 3 | | 1 | NORWAY MAPLE | 18 | REMOVE | D | S | 01/29/07 |
| 421a | E GOWEN AV | 19 | 3 | | 2 S | NORWAY MAPLE | 22 | REMOVE | D | S | 01/29/07 |
| 421a | E GOWEN AV | 19 | 3 | | 4 S | NORWAY MAPLE | 18 | REMOVE | D | S | 01/29/07 |
| 5614 | N 4TH ST | 20 | 3 | | 1 | LONDON PLANE | 22 | REMOVE | D | S | 01/29/07 |
| 917 | E DURHAM ST | 50 | 3 | | 1 | STUMP | 2 | STUMP | | S | 02/08/07 |
| 237a | E BRINGHURST ST | 44 | 3 | 8 | 1 O | JAPANESE PAGODA | 20 | REMOVE | F | S | 02/08/07 |
| 243a | E BRINGHURST ST | 44 | 3 | 8 | 1 O | JAPANESE PAGODA | 18 | REMOVE | F | S | 02/08/07 |
| 147 | WIDENER ST | 20 | 3 | | 1 | NORWAY MAPLE | 18 | REMOVE | F | S | 02/20/07 |
| 135 | WIDENER ST | 20 | 3 | | 1 | NORWAY MAPLE | 19 | REMOVE | F | S | 02/20/07 |
| 133 | WIDENER ST | 20 | 3 | | 1 | NORWAY MAPLE | 15 | REMOVE | F | S | 02/20/07 |
| 900a | E STAFFORD ST | 38 | 3 | | 2 S | LONDON PLANE | 26 | REMOVE | F | S | 02/28/07 |
| 26a | MAPLEWOOD MALL | 44 | 3 | | 1 I | LITTLE LEAF LINDEN | 24 | REMOVE | D | S | 03/01/07 |
| 56a | MAPLEWOOD MALL | 44 | 3 | | 1 I | LITTLE LEAF LINDEN | 22 | REMOVE | D | S | 03/01/07 |
| 628a | GORGAS LN | 28 | 3 | | 1 O | STUMP | 1 | STUMP | | S | 03/01/07 |
| 609 | E SANGER ST | 20 | 3 | | 1 | LONDON PLANE | 31 | REMOVE | P | S | 03/21/07 |
| 4610 | ELLA ST | 20 | 3 | | 1 | LONDON PLANE | 25 | REMOVE | P | S | 03/21/07 |
| 100a | W TABOR RD | 20 | 3 | | 1 S | NORWAY MAPLE | 22 | REMOVE | D | S | 03/21/07 |
| 172a | W WALNUT PK DR | 20 | 3 | | 1 S | NORWAY MAPLE | 12 | REMOVE | D | S | 03/22/07 |
| 6424 | N FAIRHILL ST | 26 | 3 | | 1 | NORWAY MAPLE | 23 | REMOVE | D | S | 03/22/07 |
| 5123 | NEWHALL ST | 44 | 3 | | 1 | LONDON PLANE | 36 | REMOVE | P | S | 03/28/07 |
| 6333 | OGONTZ AV | 41 | 3 | | 1 | LONDON PLANE | 34 | REMOVE | P | S | 03/28/07 |
| 432a | W MT AIRY AV | 19 | 3 | | 1 O | OAK | 25 | REMOVE | D | S | 03/29/07 |
| 428 | GLEN ECHO RD | 19 | 3 | | 1 | LONDON PLANE | 27 | REMOVE | P | S | 03/29/07 |
| 515 | GLEN ECHO RD | 19 | 3 | | 1 | NORWAY MAPLE | 18 | REMOVE | D | S | 03/29/07 |
| 7110 | CRESHEIM RD | 19 | 3 | | 1 | PIN OAK | 27 | REMOVE | D | S | 03/29/07 |
| 432a | W MT AIRY AV | 19 | 3 | | 1 O | OAK | 25 | REMOVE | D | S | 03/29/07 |
| 450a | W MT AIRY AV | 19 | 3 | | 1 O | OAK | 25 | REMOVE | D | S | 03/29/07 |
| 7743 | FAYETTE ST | 50 | 3 | | 1 | LONDON PLANE | 25 | REMOVE | F | S | 04/02/07 |
| 214 | W ASHDALE ST | 20 | 3 | | 1 | NORWAY MAPLE | 19 | REMOVE | D | S | 06/16/06 |
| 1606 | E ROUMFORT RD | 50 | 3 | | 1 | NORWAY MAPLE | 23 | REMOVE | D | S | 04/09/07 |
| 701 | W SEDGWICK ST | 19 | 3 | | 7 | RED OAK | 24 | REMOVE | P | S | 04/18/07 |
| 5201 | UMBRIA ST | 28 | 3 | | 1 | ELM | 24 | REMOVE | D | S | 04/12/07 |
| 820 | DORSET ST | 19 | 3 | | 1 | RED OAK | 32 | REMOVE | D | S | 04/03/07 |
| 307 | W SPENCER ST | 20 | 3 | | 1 | LONDON PLANE | 25 | REMOVE | P | S | 04/03/07 |
| 620 | E SEDGWICK ST | 19 | 3 | | 3 | NORWAY MAPLE | 26 | REMOVE | P | S | 04/03/07 |
| 6014 | N CAMAC ST | 41 | 3 | | 1 | RED MAPLE | 11 | REMOVE | D | S | 09/19/07 |
| 8227 | MICHENER AV | 50 | 3 | | 1 | RED OAK | 35 | REMOVE | P | S | 04/02/07 |
| 6905 | WAYNE AV | 19 | 3 | | 1 | LONDON PLANE | 21 | REMOVE | D | S | 04/19/07 |
| 6905 | WAYNE AV | 19 | 3 | | 2 | LONDON PLANE | 26 | REMOVE | D | S | 04/19/07 |
| 331 | E GOWEN AV | 19 | 3 | | 2 | SUGAR MAPLE | 27 | REMOVE | D | S | 04/19/07 |
| 345 | E GOWEN AV | 19 | 3 | | 1 | SUGAR MAPLE | 24 | REMOVE | P | S | 04/19/07 |
| 5608a | HENRY AV | 28 | 3 | | 1 O | WHITE ASH | 36 | REMOVE | D | S | 04/19/07 |
| 7548 | MAYLAND ST | 38 | 3 | | 1 | STUMP | 1 | STUMP | | S | 04/23/07 |
| 7704a | PICKERING ST | 50 | 3 | | 1 P | NORWAY MAPLE | 23 | REMOVE | P | S | 04/23/07 |
| 314a | E HORTTER ST | 19 | 3 | | 1 I | RED OAK | 33 | REMOVE | D | S | 04/24/07 |
| 5333 | CARLISLE ST | 41 | 3 | | 1 | LONDON PLANE | 23 | REMOVE | P | S | 04/24/07 |
| 5334 | CARLISLE ST | 41 | 3 | | 1 | LONDON PLANE | 25 | REMOVE | P | S | 04/24/07 |
| 401a | ALCOTT ST | 20 | 3 | | 1 S | NORWAY MAPLE | 21 | REMOVE | D | S | 05/18/05 |
| 533 | W OLNEY AV | 20 | 3 | | 1 | NORWAY MAPLE | 27 | REMOVE | D | S | 06/18/05 |
| 823 | E DORSET ST | 19 | 3 | | 1 | OAK | 32 | REMOVE | D | S | 06/09/05 |
| 100a | PELHAM RD | 19 | 3 | | 1 S | PIN OAK | 33 | REMOVE | D | S | 5/7/2007 |
| 922 | W LONDON ST | 20 | 3 | | 1 | LONDON PLANE | 32 | REMOVE | D | S | 05/07/07 |
| 305 | E ROOSEVELT BLVD | 20 | 3 | | 1 | LONDON PLANE | 30 | REMOVE | L | S | 06/21/06 |
| 5116 | GREENE ST | 44 | 3 | | 1 | NORWAY MAPLE | 18 | REMOVE | D | S | 05/08/07 |
| 1201a | WAGNER AV | 41 | 3 | | 3 S | LONDON PLANE | 19 | REMOVE | D | S | 05/09/07 |
| 1211a | W FISHER AV | 41 | 3 | | 1 S | LONDON PLANE | 29 | REMOVE | D | S | 05/09/07 |
| 634 | W CLIVEDEN ST | 19 | 3 | | 1 | SUGAR MAPLE | 23 | REMOVE | D | S | 05/09/07 |

FUTURE REMOVAL - DISTRICT 3

| Address | Street | Zip | Park Council | Tree # | Common Name | DBH | Maint | Cond | P/S | List Date |
|---------|----------------|-----|--------------|--------|--------------|-----|--------|------|-----|-----------|
| 6258 | GARDENIA ST | 44 | 3 | 1 | TRUNK | 21 | TRUNK | | S | 05/18/06 |
| 1118 | SYDNEY ST | 50 | 3 | 1 | NORWAY MAPLE | 17 | REMOVE | P | S | 05/10/07 |
| 6733a | CRITTENDEN ST | 19 | 3 | 2 S | RED OAK | 26 | REMOVE | P | S | 05/10/07 |
| 1136 | E SHARPNACK ST | 50 | 3 | 1 | PIN OAK | 33 | REMOVE | C | S | 05/11/07 |
| 1601 | E CLIVEDEN ST | 50 | 3 | 1 | NORWAY MAPLE | 20 | REMOVE | D | S | 05/11/07 |

FUTURE REMOVAL - DISTRICT 4

| Address | Street | Zip | Park | Coun | Tree # | Common Name | DBH | Maint | Cond | P/S | Insp.Date |
|---------|---------------|-----|------|------|--------|-----------------|-----|--------|------|-----|-----------|
| 3400a | W GIRARD AVE | 4 | 4 | 3 | 22 S | LONDON PLANE | 28 | REMOVE | P | | 10/13/06 |
| 3400a | W GIRARD AVE | 4 | 4 | 3 | 24 S | LONDON PLANE | 27 | REMOVE | P | | 10/13/06 |
| 3400a | W GIRARD AVE | 4 | 4 | 3 | 32 S | LONDON PLANE | 22 | REMOVE | D | | 02/22/07 |
| 3400a | W GIRARD AVE | 4 | 4 | 3 | 39 S | LONDON PLANE | 24 | REMOVE | P | | 10/13/06 |
| 3400a | W GIRARD AVE | 4 | 4 | 3 | 41 S | LONDON PLANE | 18 | REMOVE | P | | 10/13/06 |
| 4039a | CHESTNUT ST | 4 | 4 | 3 | 4 S | RED OAK | 7 | REMOVE | D | | 10/13/06 |
| 41 | N 50TH ST | 39 | 4 | 3 | 1 | STUMP | 1 | STUMP | | | 10/16/06 |
| 6415a | LEBANON AVE | 51 | 4 | 4 | 1 I | SERVICEBERRY | 6 | REMOVE | D | | 10/16/06 |
| 6415a | LEBANON AVE | 51 | 4 | 4 | 2 I | SERVICEBERRY | 4 | REMOVE | P | | 10/16/06 |
| 5329 | DIAMOND ST | 31 | 4 | 4 | 1 | NORWAY MAPLE | 30 | REMOVE | P | | 10/16/06 |
| 7223a | SHEARWATER PL | 53 | 4 | 2 | 1 R | NORWAY MAPLE | 20 | REMOVE | P | | 10/17/06 |
| 5328 | W OXFORD ST | 31 | 4 | 4 | 1 | CALLERY PEAR | 16 | REMOVE | P | | 10/18/06 |
| 2506 | S DEWEY ST | 42 | 4 | 2 | 1 | LINDEN | 20 | REMOVE | F | | 10/27/06 |
| 349 | N HORTON ST | 39 | 4 | 3 | 1 | NORWAY MAPLE | 26 | REMOVE | P | | 10/30/06 |
| 1346 | S PAXON ST | 43 | 4 | 3 | 1 | GINKGO | 11 | REMOVE | F | | 10/30/06 |
| 1909 | N 63RD ST | 51 | 4 | 4 | 1 | STUMP | 1 | STUMP | | | 10/19/06 |
| 314 | N 39TH ST | 4 | 4 | 3 | 1 | STUMP | 1 | STUMP | | | 10/20/06 |
| 5019 | OSAGE AVE | 43 | 4 | 3 | 1 | STUMP | 1 | STUMP | | | 10/26/06 |
| 4004 | CHESTNUT ST | 4 | 4 | 3 | 1 | RED MAPLE | 4 | REMOVE | D | | 10/26/06 |
| 1804 | FARINGTON RD | 51 | 4 | 4 | 1 | NORWAY MAPLE | 21 | REMOVE | P | | 10/30/06 |
| 4806 | PARRISH ST | 31 | 4 | 4 | 1 | STUMP | 1 | STUMP | | | 10/31/06 |
| 4827 | PARRISH ST | 31 | 4 | 4 | 1 | NORWAY MAPLE | 11 | REMOVE | D | | 10/31/06 |
| 5331 | OSAGE AVE | 43 | 4 | 4 | 1 | STUMP | 1 | STUMP | | | 11/01/06 |
| 8414 | MADISON PL | 53 | 4 | 2 | 1 | RED MAPLE | 12 | REMOVE | D | | 11/03/06 |
| 309a | S 48TH ST | 43 | 4 | 3 | 1 S | CORK TREE | 10 | REMOVE | D | | 11/06/06 |
| 3433 | LANCASTER AVE | 4 | 4 | 3 | 1 | STUMP | 1 | STUMP | | | 11/06/06 |
| 242 | S 47TH ST | 39 | 4 | 3 | 6 | NORWAY MAPLE | 4 | REMOVE | D | | 11/08/06 |
| 923 | N 42ND ST | 4 | 4 | 3 | 1 | NORWAY MAPLE | 5 | REMOVE | D | | 11/09/06 |
| 5714 | CHERRY ST | 39 | 4 | 3 | 1 | NORWAY MAPLE | 11 | REMOVE | D | | 11/09/06 |
| 3400a | MARKET ST | 4 | 4 | 3 | 1 S | GINKGO | 6 | REMOVE | D | | 11/09/06 |
| 3400a | MARKET ST | 4 | 4 | 3 | 2 S | GINKGO | 6 | REMOVE | D | | 11/09/06 |
| 7617 | BRENTWOOD RD | 51 | 4 | 4 | 1 | SUGAR MAPLE | 15 | REMOVE | P | | 11/10/06 |
| 431a | S 48TH ST | 43 | 4 | 3 | 1 S | STUMP | 1 | STUMP | | | 11/14/06 |
| 5334 | CATHARINE ST | 43 | 4 | 3 | 1 | NORWAY MAPLE | 25 | REMOVE | P | | 11/27/06 |
| 300a | N 39TH ST | 4 | 4 | 3 | 3 S | CALLERY PEAR | 19 | REMOVE | P | | 11/29/06 |
| 128 | N RUBY ST | 39 | 4 | 3 | 1 | NORWAY MAPLE | 12 | REMOVE | P | | 12/01/06 |
| 134 | N RUBY ST | 39 | 4 | 3 | 1 | GINKGO | 10 | REMOVE | D | | 12/01/06 |
| 6900 | GREENHILL RD | 51 | 4 | 4 | 1 | STUMP | 1 | STUMP | | | 12/04/06 |
| 1400 | N 66TH ST | 51 | 4 | 4 | 4 | RED OAK | 36 | REMOVE | P | | 01/03/07 |
| 440 | S 43RD ST | 43 | 4 | 3 | 1 | SUGAR MAPLE | 13 | REMOVE | P | | 01/08/07 |
| 674 | N 36TH ST | 4 | 4 | 3 | 1 | RED MAPLE | 18 | REMOVE | P | | 01/10/07 |
| 662 | N 36TH ST | 4 | 4 | 3 | 1 | RED MAPLE | 18 | REMOVE | P | | 01/10/07 |
| 3613 | MELON ST | 4 | 4 | 3 | 1 | RED MAPLE | 18 | REMOVE | P | | 01/10/07 |
| 3128a | HAVERFORD AVE | 4 | 4 | 3 | 1 S | NORWAY MAPLE | 10 | REMOVE | D | | 01/11/07 |
| 5925 | PINE ST | 43 | 4 | 3 | 1 | LONDON PLANE | 22 | REMOVE | P | | 01/12/07 |
| 534 | N 35TH ST | 4 | 4 | 3 | 1 | STUMP | 1 | STUMP | | | 01/11/07 |
| 5229a | W BERKS ST | 31 | 4 | 4 | 1P | PIN OAK | 29 | REMOVE | D | | 02/21/07 |
| 5638 | GAINOR RD | 31 | 4 | 4 | 1 | RED OAK | 14 | REMOVE | D | | 02/21/07 |
| 1226 | N 57TH ST | 31 | 4 | 4 | 1 | STUMP | 1 | STUMP | | | 01/30/07 |
| 4938 | LOCUST ST | 39 | 4 | 3 | 1 | NORWAY MAPLE | 10 | REMOVE | P | | 02/09/07 |
| 16 | S FARRAGUT ST | 39 | 4 | 3 | 1 | LONDON PLANE | 25 | REMOVE | P | | 02/09/07 |
| 6235 | DELANCEY ST | 43 | 4 | 3 | 1 | LINDEN | 28 | REMOVE | F | | 02/09/07 |
| 330 | SLOAN ST | 4 | 4 | 3 | 1 | LINDEN | 10 | REMOVE | D | | 02/23/07 |
| 7225a | MALLARD PL | 53 | 4 | 2 | 1 I | RED MAPLE | 11 | REMOVE | D | | 02/24/07 |
| 7224a | SHEARWATER PL | 53 | 4 | 2 | 1P | NORWAY MAPLE | 11 | REMOVE | D | | 02/24/07 |
| 6125 | NASSAU RD | 51 | 4 | 4 | 1 | RED OAK | 17 | REMOVE | D | | 02/24/07 |
| 6131 | NASSAU RD | 51 | 4 | 4 | 1 | RED MAPLE | 19 | REMOVE | P | | 02/28/07 |
| 7841 | MERCURY PL | 53 | 4 | 2 | 1 | JAPANESE PAGODA | 13 | REMOVE | P | | 02/28/07 |
| 7710a | ORPHEUS PL | 53 | 4 | 2 | 2 S | ASH | 13 | REMOVE | D | | 02/28/07 |
| 1029a | N 67TH ST | 51 | 4 | 4 | 1P | LONDON PLANE | 36 | REMOVE | P | | 03/09/07 |
| 7305a | BRENTWOOD RD | 51 | 4 | 4 | 1P | NORWAY MAPLE | 19 | REMOVE | P | | 03/05/07 |
| 7322a | BRENTWOOD RD | 51 | 4 | 4 | 1P | NORWAY MAPLE | 20 | REMOVE | P | | 03/05/07 |
| 210 | N HOBART ST | 39 | 4 | 3 | 1 | HONEY LOCUST | 14 | REMOVE | F | | 03/22/07 |
| 5448 | EUCLID ST | 31 | 4 | 4 | 1 | NORWAY MAPLE | 7 | REMOVE | D | | 03/22/07 |
| 108 | S 62ND ST | 39 | 4 | 3 | 1 | NORWAY MAPLE | 12 | REMOVE | D | | 03/29/07 |

FUTURE REMOVAL - DISTRICT 4

| Address | Street | Zip | Park | Coun | Tree # | Common Name | DBH | Maint | Cond | P/S | Insp Date |
|---------|----------------|-----|------|------|--------|----------------|-----|--------|------|-----|-----------|
| 8055 | MARS PL | 53 | 4 | 2 | 1 | CALLERY PEAR | 18 | REMOVE | P | | 04/02/07 |
| 5310 | WALNUT ST | 39 | 4 | 3 | 1 | LONDON PLANE | 27 | REMOVE | P | | 04/02/07 |
| 5412 | HVERFORD AVE | 31 | 4 | 4 | 1 | STUMP | 1 | STUMP | | | 04/03/07 |
| 6161 | W COLUMBIA AVE | 51 | 4 | 4 | 1 | STUMP | 1 | STUMP | | | 04/04/07 |
| 1719 | N 52ND ST | 31 | 4 | 4 | 1 | LONDON PLANE | 31 | REMOVE | P | | 04/09/07 |
| 4626 | OSAGE AVE | 43 | 4 | 3 | 1 | STUMP | 1 | STUMP | | | 05/07/07 |
| 5254a | LEBANON AVE | 31 | 4 | 4 | 1 S | STUMP | 1 | STUMP | | | 04/16/07 |
| 5548 | CHESTNUT ST | 39 | 4 | 3 | 1 | STUMP | 1 | STUMP | | | 04/16/07 |
| 2058 | S 59TH ST | 43 | 4 | 3 | 1 | KWANZAN CHERRY | 22 | REMOVE | P | | 04/18/07 |
| 4935 | LARCHWOOD AVE | 43 | 4 | 3 | 1 | STUMP | 1 | STUMP | | | 04/18/07 |
| 135 | S 53RD ST | 39 | 4 | 3 | 1 | GINKGO | 18 | REMOVE | P | | 04/19/07 |
| 5000a | WALNUT ST | 39 | 4 | 3 | 1 S | STUMP | 1 | STUMP | | | 04/24/07 |
| 5000a | WALNUT ST | 39 | 4 | 3 | 2 S | STUMP | 1 | STUMP | | | 04/24/07 |
| 5855 | WASHINGTON AVE | 43 | 4 | 3 | 1 | NORWAY MAPLE | 10 | REMOVE | D | | 04/25/07 |
| 5860a | WASHINGTON AVE | 43 | 4 | 3 | 1 S | LONDON PLANE | 25 | REMOVE | P | | 04/25/07 |
| 6042 | WASHINGTON AVE | 43 | 4 | 3 | 1 | LINDEN | 17 | REMOVE | C | | 04/25/07 |
| 5810 | SANSOM ST | 39 | 4 | 3 | 1 | LINDEN | 17 | REMOVE | P | | 05/01/07 |
| 5326 | OGDEN ST | 39 | 4 | 3 | 1 | NORWAY MAPLE | 12 | REMOVE | C | | 05/04/07 |
| 2549 | S 61ST ST | 42 | 4 | 2 | 1 | LONDON PLANE | 26 | REMOVE | C | | 05/04/07 |
| 8436a | ENTERPRISE AVE | 53 | 4 | 2 | 1 S | LINDEN | 23 | REMOVE | P | | 05/02/07 |
| 2640a | PARMA RD | 31 | 4 | 4 | 1P | NORWAY MAPLE | 26 | REMOVE | P | | 05/08/07 |
| 6717a | LINDBERGH BLVD | 42 | 4 | 2 | 1P | LINDEN | 24 | REMOVE | F | | 05/08/07 |

FUTURE REMOVAL - DISTRICT 5

| Address | Street | Zip | Park | Tree # | Common Name | DBH | Maint | Cond | P/S | List Date |
|---------|----------------|-----|------|--------|--------------|-----|--------|------|-----|-----------|
| 9351 | HOFF ST | 15 | 5 | 1 | SUGAR MAPLE | 16 | REMOVE | P | S | 10/16/06 |
| 2206a | BOWLER ST | 15 | 5 | 1P | SWEETGUM | 19 | REMOVE | F | S | 10/16/06 |
| 2129 | OAKMONT ST | 52 | 5 | 1 | SILVER MAPLE | 22 | REMOVE | P | S | 10/16/06 |
| 1207 | WELLINGTON ST | 11 | 5 | 1 | RED MAPLE | 32 | REMOVE | P | S | 10/16/06 |
| 8643a | MIDLAND AV | 36 | 5 | 1S | SUGAR MAPLE | 18 | REMOVE | P | S | 10/16/06 |
| 13046 | KELVIN ST | 16 | 5 | | SWEETGUM | 18 | REMOVE | F | S | 10/16/06 |
| 12626 | RAMER RD | 54 | 5 | 1 | NORWAY MAPLE | 18 | REMOVE | P | S | 10/18/06 |
| 3706a | BELLAIRE ST | 54 | 5 | 1P | STUMP | 1 | STUMP | | S | 10/18/06 |
| 7834 | BROUS AVE | 52 | 5 | 1 | MAPLE | 6 | REMOVE | D | S | 10/24/06 |
| 4301a | DEERPATH LN | 54 | 5 | 1S | LINDEN | 23 | REMOVE | F | S | 10/24/06 |
| 109 | BETH RD | 15 | 5 | 1 | RED MAPLE | 17 | REMOVE | F | S | 10/25/06 |
| 253 | LOCKART PL | 16 | 5 | 1 | STUMP | 1 | STUMP | | S | 10/25/06 |
| 1849a | GLENDALE AVE | 11 | 5 | 2S | OAK | 17 | REMOVE | P | S | 10/30/06 |
| 1854 | GLENDALE AVE | 11 | 5 | 1 | OAK | 31 | REMOVE | P | S | 10/30/06 |
| 11619 | BARLOWE ST | 16 | 5 | 1 | NORWAY MAPLE | 20 | REMOVE | P | S | 10/30/06 |
| 829 | EDISON AVE | 16 | 5 | 1 | SUGAR MAPLE | 14 | REMOVE | D | S | 10/31/06 |
| 4118 | HIGBEE ST | 35 | 5 | 1 | STUMP | 1 | STUMP | | S | 10/31/06 |
| 9001 | ROOSEVELT BLVD | 52 | 5 | 3 | LINDEN | 19 | REMOVE | P | S | 11/03/06 |
| 9001 | ROOSEVELT BLVD | 52 | 5 | 4 | LINDEN | 20 | REMOVE | P | S | 11/03/06 |
| 9001 | ROOSEVELT BLVD | 52 | 5 | 6 | LINDEN | 20 | REMOVE | P | S | 11/03/06 |
| 1635 | BENNER ST | 49 | 5 | 1 | RED MAPLE | 21 | REMOVE | P | S | 11/06/06 |
| 1410 | NAPFLE AVE | 11 | 5 | 1 | STUMP | 1 | STUMP | | S | 11/06/06 |
| 848 | PRINCETON AVE | 11 | 5 | 1 | STUMP | 1 | STUMP | | S | 11/08/06 |
| 1959 | KING AUTHUR RD | 16 | 5 | 2 | RED MAPLE | 10 | REMOVE | P | S | 11/13/06 |
| 3225 | STANWOOD ST | 36 | 5 | 1 | LONDON PLANE | 24 | REMOVE | P | S | 11/13/06 |
| 4435 | PENNYPACK ST | 36 | 5 | 1 | STUMP | 1 | STUMP | | S | 11/14/06 |
| 12220 | RAMBLER RD | 54 | 5 | 1 | LONDON PLANE | 26 | REMOVE | P | S | 11/14/06 |
| 4223 | LANSING ST | 36 | 5 | 1 | NORWAY MAPLE | 23 | REMOVE | P | S | 11/22/06 |
| 7803 | LORETTO AVE | 11 | 5 | 1 | ZELKOVA | 19 | REMOVE | P | S | 11/22/06 |
| 1865 | KENTWOOD RD | 16 | 5 | 1 | OAK | 18 | REMOVE | P | S | 11/25/06 |
| 9898 | WISTERIA ST | 15 | 5 | 1 | STUMP | 1 | STUMP | | S | 11/25/06 |
| 9898a | WISTERIA ST | 15 | 5 | 1S | NORWAY MAPLE | 13 | REMOVE | P | S | 11/25/06 |
| 7215 | FRANKFORD AVE | 35 | 5 | 1 | NORWAY MAPLE | 10 | REMOVE | P | S | 12/07/06 |
| 480 | DEPUE PL | 16 | 5 | 1 | SWEETGUM | 22 | REMOVE | F | S | 12/08/06 |
| 1564 | DEVEREAUX AVE | 49 | 5 | 1 | OAK | 30 | REMOVE | P | S | 12/13/06 |
| 1800a | COTTMAN AVE | 11 | 5 | 1S | ASH | 17 | REMOVE | P | S | 12/18/06 |
| 1800a | COTTMAN AVE | 11 | 5 | 2S | ASH | 17 | REMOVE | P | S | 12/18/06 |
| 1800 | COTTMAN AVE | 11 | 5 | 1 | ASH | 22 | REMOVE | P | S | 12/18/06 |
| 1800 | COTTMAN AVE | 11 | 5 | 2 | ASH | 16 | REMOVE | P | S | 12/18/06 |
| 1600a | AFTON ST | 11 | 5 | 1S | RED MAPLE | 26 | REMOVE | P | S | 01/05/07 |
| 7308 | LORETTO AVE | 11 | 5 | 1 | STUMP | 1 | STUMP | | S | 01/05/07 |
| 7531 | WHITAKER AVE | 11 | 5 | 1 | LONDON PLANE | 20 | REMOVE | P | S | 01/08/07 |
| 6138 | MULBERRY ST | 35 | 5 | 1 | OAK | 25 | REMOVE | D | S | 01/08/07 |
| 6750 | KINDRED ST | 49 | 5 | 1 | MAPLE | 10 | REMOVE | D | S | 01/09/07 |
| 11826 | BASILE RD | 54 | 5 | 1 | RED MAPLE | 15 | REMOVE | P | S | 01/29/07 |
| 457a | PINEWOOD RD | 16 | 5 | 1S | NORWAY MAPLE | 14 | REMOVE | P | S | 01/29/07 |
| 4117 | HELLERMAN ST | 35 | 5 | 1 | LONDON PLANE | 23 | REMOVE | C | S | 02/15/07 |
| 7800 | ROOSEVELT BLVD | 52 | 5 | 1 | STUMP | 1 | STUMP | | S | 03/24/07 |
| 2115 | MAGEE AVE | 49 | 5 | 1 | NORWAY MAPLE | 16 | REMOVE | P | S | 03/24/07 |
| 8701 | HOLME DR | 36 | 5 | 1 | RED MAPLE | 19 | REMOVE | D | S | 03/24/07 |
| 11902 | BORLOW ST | 16 | 5 | 1 | RED MAPLE | 21 | REMOVE | P | S | 03/27/07 |
| 1015 | SANIBEL ST | 16 | 5 | 1 | ELM | 40 | REMOVE | F | S | 03/08/07 |
| 3829 | KIRKWOOD RD | 14 | 5 | 1 | RED MAPLE | 23 | REMOVE | F | S | 03/12/07 |
| 3828 | KIRKWOOD RD | 14 | 5 | 1 | NORWAY MAPLE | 27 | REMOVE | P | S | 03/12/07 |
| 3010 | DISSTON ST | 49 | 5 | 1P | SUGAR MAPLE | 28 | REMOVE | P | S | 03/12/07 |
| 2869 | TREMONT ST | 36 | 5 | 1 | RED MAPLE | 26 | REMOVE | C | S | 03/14/07 |
| 7823 | LISTER ST | 52 | 5 | 1 | NORWAY MAPLE | 19 | REMOVE | P | S | 03/14/07 |
| 3125a | PRINCETON AVE | 49 | 5 | 1P | LONDON PLANE | 24 | REMOVE | F | S | 03/14/07 |
| 3129a | PRINCETON AVE | 49 | 5 | 1P | LONDON PLANE | 24 | REMOVE | F | S | 03/14/07 |
| 7340 | RISING SUN AVE | 11 | 5 | 1 | LONDON PLANE | 33 | REMOVE | P | S | 03/14/07 |
| 7340 | RISING SUN AVE | 11 | 5 | 2 | SILVER MAPLE | 29 | REMOVE | C | S | 03/14/07 |
| 11021 | RENNARD ST | 16 | 5 | 1 | NORWAY MAPLE | 18 | REMOVE | F | S | 03/15/07 |
| 1400 | ALDINE ST | 11 | 5 | 1 | LINDEN | 10 | REMOVE | D | S | 03/21/07 |
| 1010 | SOUTHAMPTON RD | 16 | 5 | 1 | RED MAPLE | 28 | REMOVE | F | S | 03/28/07 |
| 1564 | DEVEREAUX AVE | 49 | 5 | 1 | OAK | 30 | REMOVE | P | S | 03/28/07 |

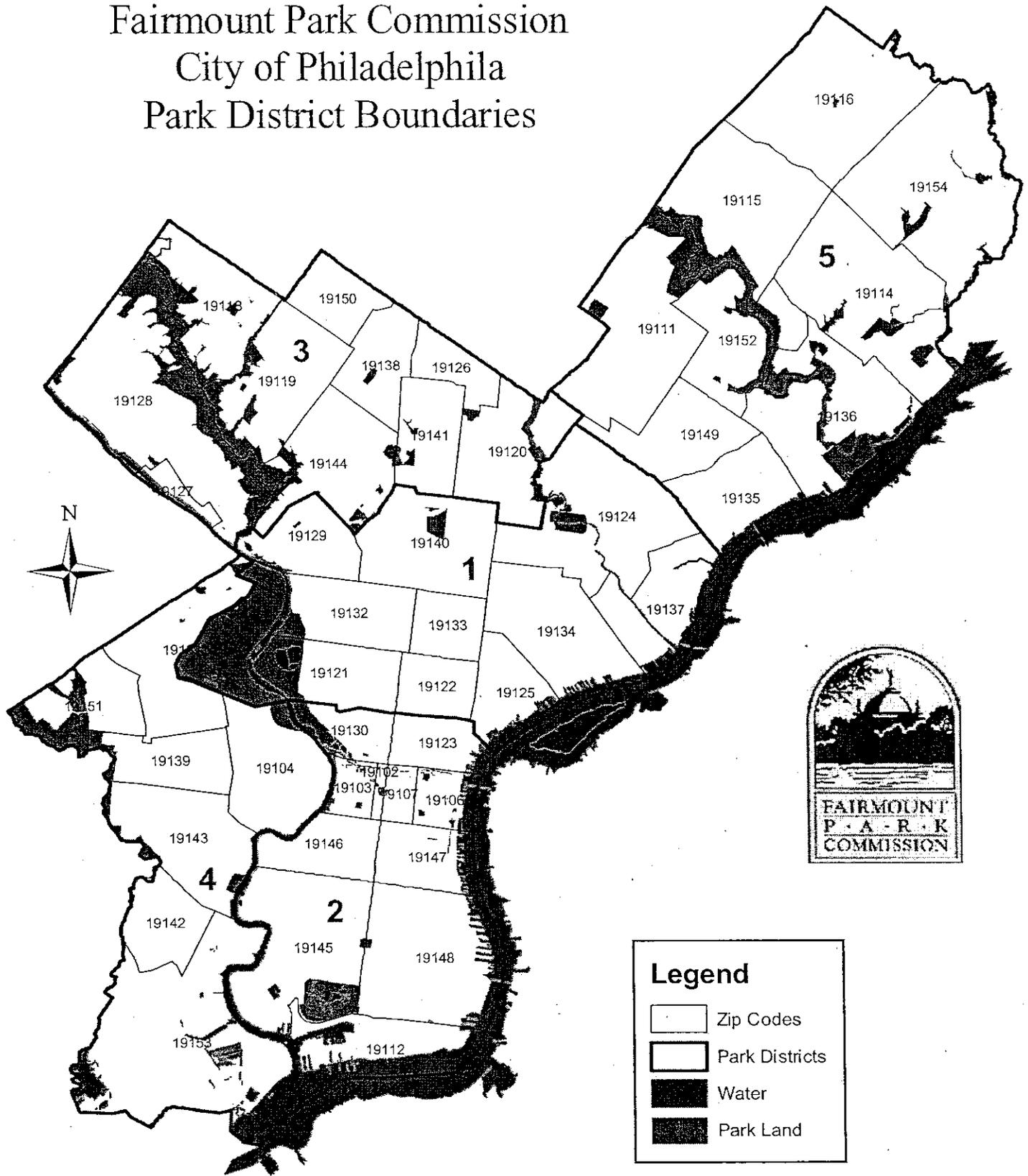
FUTURE REMOVAL - DISTRICT 5

| Address | Street | Zip | Park | Tree # | Common Name | DBH | Maint | Cond | P/S | List Date |
|---------|----------------|-----|------|--------|--------------|-----|--------|------|-----|-----------|
| 7523 | ALMA ST | 11 | 5 | 1 | GUM | 17 | REMOVE | C | S | 03/28/07 |
| 7803 | LORETTO AVE | 11 | 5 | 1 | STUMP | 1 | STUMP | | S | 03/28/07 |
| 7245 | OXFORD AVE | 11 | 5 | 1 | RED MAPLE | 24 | REMOVE | C | S | 04/02/07 |
| 7255 | OXFORD AVE | 11 | 5 | 1 | STUMP | 1 | STUMP | | S | 04/02/07 |
| 7255 | OXFORD AVE | 11 | 5 | 2 | STUMP | 1 | STUMP | | S | 04/02/07 |
| 735 | GLENVIEW ST | 11 | 5 | 1 | STUMP | 1 | STUMP | | S | 04/03/07 |
| 7340 | RISING SUN AVE | 11 | 5 | 1 | STUMP | 1 | STUMP | | S | 04/03/07 |
| 763a | HELLERMAN ST | 11 | 5 | 2S | STUMP | 1 | STUMP | | S | 04/03/07 |
| 7930 | LEONARD ST | 52 | 5 | 1 | RED MAPLE | 18 | REMOVE | F | S | 04/10/07 |
| 8332a | WALKER ST | 36 | 5 | 11 | CHERRY | 20 | REMOVE | P | S | 04/10/07 |
| 8332a | WALKER ST | 36 | 5 | 21 | ASH | 25 | REMOVE | P | S | 04/10/07 |
| 396 | WOODHAVEN RD | 16 | 5 | 1 | NORWAY MAPLE | 15 | REMOVE | F | S | 04/10/07 |
| 3165 | STANWOOD ST | 36 | 5 | 1 | RED MAPLE | 28 | REMOVE | F | S | 04/10/07 |
| 2021 | BERGEN ST | 52 | 5 | 1 | STUMP | 1 | STUMP | | S | 04/12/07 |
| 8025 | ROWLAND AVE | 36 | 5 | 1 | SILVER MAPLE | 17 | REMOVE | C | S | 04/12/07 |
| 3222 | LESTER RD | 54 | 5 | 1 | GUM | 23 | REMOVE | P | S | 04/13/07 |
| 8606 | ALICA ST | 15 | 5 | 1 | RED MAPLE | 26 | REMOVE | C | S | 04/20/07 |
| 8210a | FRONTENAC ST | 52 | 5 | 1S | STUMP | 1 | STUMP | | S | 04/20/07 |
| 718 | RHAWN ST | 11 | 5 | 1 | NORWAY MAPLE | 10 | REMOVE | D | S | 04/20/07 |
| 7015 | ERDRICK ST | 35 | 5 | 1 | LINDEN | 15 | REMOVE | C | S | 04/21/07 |
| 7731 | ROCKWELL AVE | 11 | 5 | 1 | NORWAY MAPLE | 19 | REMOVE | C | S | 04/23/07 |
| 8300 | ROOSEVELT BLVD | 52 | 5 | 2 | STUMP | 1 | STUMP | | S | 04/23/07 |
| 2026 | SOLLY AVE | 11 | 5 | 1 | STUMP | 1 | STUMP | | S | 04/23/07 |
| 2904 | LARDNER ST | 49 | 5 | 1 | NORWAY MAPLE | 29 | REMOVE | P | S | 04/23/07 |
| 3616 | GLENN ST | 14 | 5 | 1 | NORWAY MAPLE | 15 | REMOVE | C | S | 04/30/07 |
| 9259a | OUTLOOK AVE | 14 | 5 | 1R | ELM | 18 | REMOVE | C | | 04/30/07 |
| 9259 | OUTLOOK AVE | 14 | 5 | 2R | ELM | 38 | REMOVE | C | | 04/30/07 |
| 1319 | LONGSHORE AVE | 11 | 5 | 1 | LONDON PLANE | 24 | REMOVE | P | S | 05/14/07 |
| 3124 | FAIRFIELD ST | 36 | 5 | 1 | NORWAY MAPLE | 20 | REMOVE | P | S | 05/14/07 |

Attachment D

Fairmount Park Districts

Fairmount Park Commission City of Philadelphia Park District Boundaries



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.

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 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 215-686-4756.

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 ½ ” x 12 ½ ” 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
Philadelphia, PA 19102

DO NOT SEND CASH



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, 2007 – 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, 2007 to June 30, 2008**, complete the enclosed application and return it with a check for **\$120.00**. 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**" **2007 – 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 \$120.00 for 7/1/07 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 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, 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