



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

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

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

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

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

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**SECTION 1: GENERAL BID SUBMISSION**

1.1 **TITLE: AFTERMARKET REPLACEMENT PARTS FOR PASSENGER CARS, MINIVANS, LIGHT, MEDIUM AND HEAVY DUTY TRUCKS**

1.2 **SCHEDULE NO: 31-01**

1.3 **CONTRACT TERM: 7/1/07 to 6/30/08** (“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.

1.4 **CONTRACT TYPE: REQUIREMENTS**

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

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

Commodities 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.

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1.5 **METHODOLOGY OF ACQUISITION: PURCHASE of Aftermarket Automotive Replacement Parts** only.

1.6 **STATEMENT OF DIRECTION:**

It is the intent of the City of Philadelphia to purchase Aftermarket replacement parts for passenger cars, mini vans, light, medium and heavy-duty trucks from a primary and secondary vendor, offering specific pricing changes from the manufacturer's published jobber sheets. List price sheets will only be accepted if there are no jobber sheets available from the manufacture.

In the event that there is no longer a manufacturer's published jobber or list price sheet, than a nationally produced Jobber Price sheet must be used. Bidders are specifically prohibited from creating their own in-house price sheets.

Bidders must be able to prove that their nationally produced price sheets are being utilized to sell customers across the country. This National Jobber Price list must be supplied to independent pricing services centers such as Activant and Nuway.

**The awarded bidder must provide a procedure for the City to validate pricing using this National Jobber Price list through the 3<sup>rd</sup> party (independent) source as part of their award at no cost to the City.**

**Furthermore if the City has a need for a part that the manufacturer does not have a manufacturer's published jobber or list price sheet or a nationally produced Jobber Price sheet the awarded bidder shall supply that part to the City at a mark up to their acquisition cost. The bidder shall provide either the OEM or aftermarket part. The invoice provided to the City shall be supported by a copy of the invoice provided to the bidder at time of purchase. In the pricing, Section 3, bidders shall state their mark up to cost.**

1.7 **BID SECURITY**

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

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

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

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

1.7.3 **Bids Opening July 1, 2006 through June 30, 2008**  
Bidders may qualify for the Master Bid Security Program described above for **Fiscal Year 2007 - 2008 (July 1, 2006 – June 30, 2008)** by submitting a check in the amount of **\$175.00** made payable to the City of Philadelphia. The check must be submitted, under separate cover, to the Bid Unit Supervisor. The check **MUST** be in the form of a Certified, Treasurer's or Cashier's Check, Bank or United States Postal Money Order at least one day prior to the first bid that the bidder wants covered under the program and is *non-refundable*. Or if, and only if, the bidder chooses to submit the check with their bid, the check **MUST** be in the form of a Certified, Treasurer's or Cashier's Check, Bank or United States Postal Money Order.

1.7.4 If the bidder is not enrolled and does not intend to enroll; or if the total value of the bid submitted exceeds \$500,000.00, the Master Bid Security Program is not applicable. Bidders instead **MUST** submit with their bid a refundable Certified, Treasurer's or Cashier's Check, Bank Money Order or United States Postal Money Order in the amount of **\$6,000.00**.

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.

1.8.3 **SCHOOL BOARD:**  
The School Board will not be a part of this contract.

1.8.4 **ESTIMATED EXPENDITURES – 1<sup>ST</sup> ORDER PERIOD.....\$661,680.00**

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.

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- 1.9.2 Advertised sealed bids will be received and read publicly at 10:30 AM in Room #170A, 1<sup>st</sup> Floor, Municipal Services Building, 1401 JFK Boulevard.
- 1.9.3 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.”
- 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.

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1.9.8 **LBE Certification:**

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 submit with their bid, the Local Business Entity Certification number\* as issued by the Procurement Department for the prime contractor or the applicable subcontractor.**

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.

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

**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.**

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1.9.9 **BID QUESTIONS OR PROBLEMS**

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

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

1.9.10 **ALTERNATES SUBMITTED**

For the purposes of this bid only, Paragraph 2 of “Terms and Conditions of Bidding and Contract” is waived. Bidders shall follow the guidelines stated in section 2.3 for any alternate brand they wish to submit. Upon approval by OFM, bidders shall submit with their bid a copy of the letter from OFM accepting the alternate.

Detailed technical information on the alternate should accompany the sample.

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

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1.9.11 Bidders are to submit with the bid representative sections of the price list bidder intends to use for the purposes of this bid. The representative sections must show the jobber or list price of all those items appearing on the bid in the sections upon which bidder places a bid. Whenever both a jobber a list price sheet are available for a given product line, the jobber price sheet must be utilized. These representative sections may be in a hard copy or in electronic form (i.e., CD ROM, disk, etc.). At time of award, vendor must submit the published Jobber or manufacturers list price book hard copy or the manufacturers CD ROM where available to the buyer. The successful bidder must indicate the company name and bid number on the price list. List must be submitted within seven (7) calendar days from the issuance date of the request by the buyer. Failure to submit the list within that time frame will render bidder ineligible for award.

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1.9.12 **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 Bidders must be designated as warehouse distributors or equivalent capable of large volume purchasing of automotive mini van and light, medium and heavy-duty truck parts directly from a number of manufacturers.

1.10.2 Bidders must have an existing inventory of vehicular parts large enough to service the anticipated City requirements as outlined within this bid document. Bidders must also have a past history of volume sales, from stock of automotive and truck parts.

1.10.3 The bidder shall currently have instock a minimum of \$15 million in inventory and a minimum of 150,000 SKU's, all of which are within 25 miles of City Hall.

Bidders must currently have, or be able to contract for, the delivery of parts directly to City repair facilities in accordance with the delivery requirements outline within this bid document.

Bidder shall have a local location (within City limits) to allow for pick up by City personnel.

1.10.4 To demonstrate that they meet the criteria stated in this section, bidders must submit with their bid, an attachment to the pricing sheet that indicates:

1.10.4.1 A listing of the manufacturers whose parts the bidder currently carries.

1.10.4.2 The location, size (sq ft), dollar value of their current inventory and number of SKU's currently in stock for the warehouse locations within the 25 mile limit of City Hall to be utilized to service the City of Philadelphia.

1.10.4.3 The size and scope of the delivery service that the vendor currently has or will have under the contract and an explanation as to how the delivery requirements of the bid will be met..

1.10.5 All bidders must be a bona fide warehouse distributor or equivalent in the

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products specified in Sections A1 and A2 of the bid. To demonstrate this, bidders should submit the following reference information with their bid. References provided should be pertinent to the commodities 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 (Exhibit II and Exhibit III forms must be completed for each item listed in Section A2). Failure to submit this information with the bid will result in the bidder's disqualification.

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**SECTION 1:**

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

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

**SECTION 2:**

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

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

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

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**SECTION 2: SPECIFICATIONS**

2.1 The City’s Office of Fleet Management (OFM) utilizes a very broad spectrum of parts, and requires immediate access to them for out of service vehicles. Due to the just in time delivery requirements of this bid, the Primary and Secondary bidders shall provide delivery only of those brands of Aftermarket Replacement Parts to OFM’s sixteen (16) field locations (garages and central warehouse as specified and listed in this Invitation and Bid.

2.2 **TELEPHONE ACCESS**

The successful primary and secondary bidders will be required to provide free telephone number for City personnel for Faxing of orders and for telephone inquiry.

**PHONE NUMBER:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

2.3 **BRANDS:**

2.3.1 Only brands from the attached approved brands’ list will be accepted. See Exhibit I. It is the City’s desire to only install the highest quality parts. If a bidder is offering an alternate brand, the brand must be submitted to OFM for approval, ten (10) working days prior to the bid opening date. Brands offered by the bidder must be an “Industry Wide” recognized and accepted replacement brand name. No private label, short-line or “white-box” parts will be accepted. The original manufacturer’s name must appear on the outside packaging of the product. Bidder must carry manufacturer’s full line of all brands offered in this bid.

2.3.2 The bidder must supply a letter from the manufacturer for each brand quoted in Section A2 identifying the bidder as a “Warehouse Distributor” or its equivalent, for the stated brand. See Form Exhibit II.

2.3.3 Manufacturer must certify that all items quoted in Section A2 have been interchanged correctly to their part numbers. Also they must certify that the parts quoted are their highest quality parts, that they meet fleet “severe duty” requirements and are equal to or greater than original equipment manufacturer’s specifications. **The City requires all friction material to be non-asbestos. See Exhibit III.**

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2.3.4 The City has identified certain brands of parts, in Section A2, that it wishes to use exclusively. Only quote the brand listed, no substitutions will be accepted without prior written approval from OFM.

2.3.5 **The City reserves the right to reject or request replacement of one or more brands offered.**

## 2.4 **CURRENT INVENTORY**

2.4.1 Within sixty (60) days of the start of the contract the successful primary bidder shall be responsible for the identification of **all** parts (but taking back only parts with current part numbers); remove and replace with their new brands, all existing non-obsolete inventory at no cost to the City.

2.4.2 For any items where the City is over stocked, the City may, at its option, elect a credit for the item rather than a replacement or disposal of the identified parts. Where a credit is elected by the City, its value shall be computed based on the current cost to the City of the replacement item.

## 2.5 **INVENTORY LEVELS**

2.5.1 The successful primary bidder shall assist the City in setting initial inventory levels.

2.5.2 The successful primary bidder shall conduct monthly inventory checks and replace needed inventory upon approval by Fleet Central Ordering personnel.

2.5.3 The successful primary bidder shall maintain records of brands, part numbers, quantities, and frequencies for items sold to and returned from OFM. The bidder can suggest min/max levels for items they have supplied. See computer report requirements section 2.15.5.

## 2.6 **INVENTORY OBSOLESCENCE**

2.6.1 At least once each year, the successful primary bidder shall review all automotive inventory supplied under the contract and identify obsolete and slow moving parts.

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2.6.2 Bidder shall remove and return any over stock of slow moving parts for current value according to the prevailing price sheet. The bidder shall identify the original invoice to be credited for items to be returned.

2.6.3 The City shall be responsible for disposing of obsolete parts through its salvage and disposal program.

## 2.7 PARTS ORDERING

2.7.1 When a part is required, OFM staff will utilize the successful primary and/or secondary bidders' direct computer link or website to determine the price and availability of part required.

2.7.2 OFM staff will order the part from the successful primary bidder. The successful secondary bidder shall be utilized only if the required part(s) cannot be obtained from the primary bidder on a timely basis.

## 2.8 ORDER TAKING

Both the successful primary and secondary bidders must be able to receive orders by direct computer link, website and FAX twenty-four (4) hours per day, seven (7) days per week. Consultation from an experienced parts professional shall be available from 7:00 A.M. to 10 P.M., Monday through Friday.

## 2.9 ORDER INFORMATION

2.9.1 At a minimum, the successful primary and secondary bidders must be able to provide information regarding ordering questions, parts availability, parts substitution, etc., during the period 7:00 A.M. to 10:00 P.M., Monday through Saturday.

2.9.2 List phone number for normal and special ordering, unlisted items and general assistance.

**PHONE #** \_\_\_\_\_

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## 2.10 DELIVERY REQUIREMENTS

- 2.10.1 The successful primary bidder must deliver a minimum of two (2) times a day, plus emergency deliveries, six (6) days a week, to any of the sixteen (16) OFM locations. Bidder must schedule their deliveries to coincide with the operating hours of each of the facilities.
- 2.10.2 The successful secondary bidder must be capable of delivering a minimum of once per day, plus emergencies, six (6) days a week, to any of the sixteen (16) OFM locations.
- 2.10.3 For the successful primary bidder, all orders placed between 6:00 A.M. and 5:00 P.M. must be delivered the same day. All stock orders placed between 7:00 A.M. and 12:00 P.M. must be delivered the following morning. Stock orders must be delivered on the morning delivery truck only.
- 2.10.4 For the successful secondary bidder, all orders placed between 6:00 A.M. and 5:00 P.M. must be delivered no later than 7:00 P.M. the same day, if not sooner. Any orders placed after 5:00 P.M. which cannot be delivered prior to 7:00 P.M. must be delivered before 11:00 A.M. the next day or be permitted to be picked up by City staff.
- 2.10.5 **Other Delivery Requirements**
- 2.10.5.1 The successful primary bidder must achieve a 90% fill rate on each order request with at least one of every part number ordered being provided on the first pass. All back orders must be filled within 72 hours. If for any reason the successful bidder cannot supply items ordered, the successful bidder is to contact Central Ordering on any stock ordered part and the delivery location for any downed vehicle orders. Notification on all downed vehicle orders must be with in four (4) hours of receiving written or verbal orders.
- 2.10.5.2 Each delivery must be accompanied by a minimum of a two (2) part delivery slip detailing the City Bid number, City Contract Number, City shipping instruction release number, invoice number, Manufacturer's Part Number, Brand Name, Item Description, Quantity, Unit Price, Extension Price, Change, and Total Price.

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The delivery slip must be signed by a City receiver with name and employee payroll number. One (1) copy of the delivery slip is to be left with receiver. The second copy shall be utilized as the original invoice. The second copy shall be attached to original invoice and submitted to OFM Accounts Payable. The delivery slip must be a clear copy with adequate print color and clarity for scanning.

- 2.10.5.3 In addition to the delivery requirements above, if a full sixth (6<sup>th</sup>) or seventh (7<sup>th</sup>) day of operation and delivery becomes necessary during the life of the contract, the successful bidder(s) will be required to comply upon request, with 30 days written notice at no additional cost to the City.

**2.11 PICKUP**

- 2.11.1 **Standard Pickup** – The successful primary and secondary bidders must operate a pickup counter within City limits from 8:00 AM to 5:00 PM, Monday through Friday and 8:00 A.M. to 2:00 P.M. on Saturday for regular pickup of parts by City employees.

Bidder to state the location of the over-the-counter Parts Facility:

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2.11.2 **Emergency Pickup**

- 2.11.2.1 The successful primary bidder must operate an emergency pickup service during other than a standard operating hours to permit City employees to pickup automotive and truck parts when critically required. This may be accomplished by having a designated individual on call who has the authority and knowledge, when required, to open the warehouse, and locate and issue parts.

- 2.11.2.2 Indicate the phone number for emergency pickup ordering.

**PHONE #** \_\_\_\_\_

**2.12 NEW STOCK ITEMS**

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Special order items shall be shipped Next Day Air FOB destination with no additional shipping cost to the City. If, because of size or weight, Next Day Air is not available, shipment shall be by fastest way possible for each order. If faster means are available than common carrier, they shall be utilized.

**2.13 WARRANTIES**

- 2.13.1 All parts provided shall be warranted for the manufacturer’s warranty period.
- 2.13.2 Defective or failed parts shall be replaced within the manufacturer’s warranty period at no cost to City, for failed items.
- 2.13.3 If a specific part from a specific manufacturer is subject to chronic failure, the City reserves the right to have the successful primary bidder substitute a different manufacturer for that particular product.
- 2.13.4 The City shall be reimbursed by the bidder from whom the installed failing parts were purchased for all labor costs incurred by the City in replacing all items as a result of a defective unit which failed during warranty period. The manufacturer’s standard rate per hour shall be used as a minimum to compute these costs.

**For Warranty Repairs:**

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

**Contact Phone Number:** \_\_\_\_\_

- 2.13.4.1 OFM agrees that the manufacturer should and will be allowed to examine vehicles with reported failed major units prior to removal and warranty claim. This will require coordination with OFM’s Facility Maintenance Supervisor as the manufacturer’s representative(s) will not be permitted to make any repairs or modifications to the equipment on or in City facilities.

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## 2.14 RETURNS

- 2.14.1 The returns policy shall apply to both primary and secondary bidders.
- 2.14.2 For items to be returned, City staff shall inform the bidder of part number, part name, brand, quantity, type of return and location of the items. The return order shall be picked up within one day of the City's notice. At the time of pickup, bidders' driver shall supply a return receipt showing part number, part name, brand, quantity, and location, signed by both a city employee (with name and employee payroll number) and bidder employee. The credit invoice shall be issued within 72 hours. The credit invoice shall identify the invoice number and the date on which the returned parts were originally purchased.

## 2.15 COMPUTER SYSTEM

- 2.15.1 Within thirty days of the start of the contract period, the successful primary bidder shall furnish, install, and maintain all necessary software and hardware needed for OFM to communicate with the bidder's computerized inventory system.
- 2.15.2 This system shall be an "ACTIVANT System", or its equivalent, with the capability of inquiry into bidder's inventory, look up capability for parts by application, pricing, and city account status and be accessible via the Internet.
- 2.15.3 The system shall provide full look-up reference of all part numbers for all vehicle replacement parts. It shall be capable of supplying complete cross reference of all automotive part numbers of bidder supplied items with all other major brands in the market.
- 2.15.4 Each vehicle in the City's fleet has a unique vehicle ID number. The system shall reproduce the vehicle parts information sheets (see section 3.3) on the computer screen for quick look up and ordering of parts. These vehicle information sheets must be accessible by each OFM location via the Internet or direct computer connection. The look up must be provided for all parts listed in the Automotive Parts Vehicle Information Sheet and the Heavy Duty Parts Vehicles Information sheet included in Exhibit IV. The City must be able to access these sheets by only entering the unique vehicle ID numbers.

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These parts should be categorized for easy look up and customizable at the City's discretion. City personnel should be able to select the part needed from the sheet, be able to see the suppliers available on hand quantity, the City's net price, and automatically add the part to an order. When the part arrives at the City facility, the City unique vehicle ID number must be visible on the vendor delivered packing slip in order to easily identify the parts order for each vehicle.

2.15.5 Reports – The system shall, at a minimum, be capable of producing the following reports either for one location or all OFM locations combined. It is the City's desire to be able to run these reports and have them print at OFM headquarters. All reports must run on the City's fiscal year – July 1<sup>st</sup> through June 30<sup>th</sup>.

- Report on usage of an individual item.
- Report that lists all part numbers purchased in descending usage order with price and extension.
- Report that lists parts in descending usage order by brand with 70 percent cut off for each brand.
- Report that shows dollar value of purchases for each brand including returns, Y-T-D, M-T-D, and comparison to last year.
- Report that prints a suggested minimum and maximum stock level for all part numbers based on the last two years purchase history.
- Report by brand that compares this year's purchases to last year's purchases in descending unit volume including part number, quantity purchased, selling price and extension.
- Report of all items returned for warranty including running totals.
- Report that shows all outstanding cores. It must include number of cores still eligible for return, value of core, invoice numbers of open core returns and totals in units and dollars.

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- Report that shows all open purchase orders by part number.
- Report that shows open purchase orders by descending date.
- Report that lists all open accounts payable.
- Capability to re-print old invoices.
- Report to show the demand by part number each of the sixteen (16) shops or for all shops.
- A report that will show all OEM parts that could have been purchase through the aftermarket and show potential savings.
- A report that shows all OEM parts that were purchased through the aftermarket and the amount saved through such purchase.
- Program to list all shops that use a particular part so inventory can be moved to where it is needed.
- Quarterly report showing dollar amount of credits including cores for each location.
- Batch invoice report that prints all current invoices that need to be submitted for payment.
- Report to print all invoices not paid in 90 day.
- Report by location that shows a summary of open Accounts Receivable amount.

Please attach as part of your bid, a sample of each of the above reports for an existing Fleet customer that you currently service.

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## 2.15.6 I/O DEVICES

2.15.6.1 The successful primary bidder shall install nineteen (19) PC's at sixteen (16) OFM locations. See Exhibit V. The three (3) PC's at OFM Headquarters shall be connected by dedicated data lien to the primary bidder's computer system. The sixteen (16) PC's at the remote locations shall provide access through the Internet.

2.15.6.2 The PC's to be supplied must meet the following specification:

Pentium 4 or above  
Ability to Run Microsoft Vista  
Minimum of eighty (80) GIG hard drive  
Minimum one (1) GIG memory  
NIC Card-Network Card-RJ45  
Minimum two (2) USB ports  
All Defaults for PC's such as CD, Floppy  
Installed-Windows XP or above plus license  
Installed Microsoft Word, Excel  
Display Adapters no less 128MG-1026.by 768 and above

## 2.15.7 DATA LINES

The successful primary bidder shall be responsible for installation, maintenance, and costs of all dedicated data lines between the installed terminals, printer and the bidder's location (See Exhibit V).

## 2.15.8 MAINTENANCE

2.15.8.1 The successful primary bidder shall be responsible for maintenance of the hardware, software and data lines and all their related components.

2.15.8.2 Other than normal wear and tear, the successful primary bidder shall not be responsible for damage to the equipment caused by City personnel.

2.15.9 The successful secondary vendor shall be responsible for the installation and maintenance of a dial-up terminal at OFM Headquarters.

## 2.16 TRAINING

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- 2.16.1 The successful primary bidder shall, in coordination with the major manufacturers, make training available to designated City staff to include:
- holding technical update and information clinics
  - locating, setting up, holding, supplying, advising and registering City employees for any training offered by manufacturers.
  - complete and continuous training for all city designated OFM employees on the operation and use of the computer system supplied to the City.
  - provision of manufacturer's 1-800 technical information phone numbers.
- 2.16.2 Except for travel expenses outside the area, which is to be paid for directly by the City, all such training and information requirements shall be provided at no additional charge to the City.
- 2.16.3 The successful primary and secondary bidders shall provide continuous training to any OFM employee or City employee on the use of their computerized systems whether they are connected direct, through the Internet or for price verification with the 3<sup>rd</sup> party verification program.

### **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.

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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 Invitation and Bid to the lowest responsive and responsible bidder(s) as a whole or in part, whichever he/she deems to be in the best interest of the City

3.2.2 Award shall be made to a primary and secondary bidder submitting the lowest responsive bid to the City utilizing the percentage cost or discount to the City for calculation.

3.2.3 LBE Calculation:

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 section.

3.2.4 Upon notification of award, the successful primary bidder and secondary bidders will submit two additional complete copies of the price list(s) that bidders have/has quoted upon, and which will be used for the purpose of acquiring all items under the contract. The additional price lists will be forwarded to:

***Office of the Director of Finance***

Bureau of Accounts  
Municipal Services Building, 13<sup>th</sup> floor  
Phila., PA 19102  
Attn: Manager, Financial Verification & Accounting Section

***City Controller***

Municipal Services Building, 13<sup>th</sup> floor  
Phila., PA 19102  
Attn: Examination Supervisor

3.2.4.1 Upon request of the buyer, the apparent low bidder must submit the published Jobber of manufacturers list price book hard copy or the manufacturers CD ROM where available to the buyer. Vendor must indicate the company name and bid number on the price list. List must be submitted within seven (7) calendar days from the issuance date of the request by the buyer. Failure to submit the list within that time frame will render bidder ineligible for award.

For all invoices submitted, vendor must agree that pricing can be verified in the price list(s) submitted after award. If, during the term of the contract, a using agency orders an item(s) that cannot be found on the manufacturer's price list, vendor must, at the time of the order placement:

- notify the Office of Fleet Manangement (OFM)that the item cannot be found on the price list; and

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- provide to the OFM and the Procurement Department written proof from the manufacturer of the list price of the item(s).

Vendor must submit copies of all amendments, updates, etc. to the submitted price list(s) to the following:

- If sending amendment, updates, etc in Adobe Acrobat PDF file, email to: [PRICEDSK@PHILA.GOV](mailto:PRICEDSK@PHILA.GOV)
- If sending a CD ROM, mail to: Procurement Department, Price Desk, Room 150 Municipal Services Building, 1401 J.F.Kennedy Blvd., Philadelphia, PA 19102, ATTN: Price Desk Clerk

All amendments, updates, etc. must reference the appropriate bid number and contract number.

### 3.3 **ELECTRONIC VEHICLE PARTS INFORMATION**

3.3.1 Within thirty days (30) of the start of the contract period, the successful primary bidder shall have available complete vehicle parts information and vehicle data sheets for the City's fleet. The information must include the bidder's manufacturer replacement part numbers and part description for all parts normally used for each of the City's vehicles.

3.3.2 The vehicle parts information shall be completed in accordance with the City's specifications. This data must be available electronically via direct computer connection and Internet at each of the City's locations so that City personnel can look up parts by the vehicle unique ID numbers. The user must be able to access this information through the order entry interface and allow them to select the appropriate part from the database and automatically add it to the current order.

See sample information required in Exhibit IV. As part of this bid, please submit your sample reference sheets for a 2003 Ford Crown Victoria with police package and a 2001 Freightliner FL80.

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**3.4 PERFORMANCE SECURITY:**

Bidder's attention is directed to paragraph 9 of "Terms and Conditions of Bidding and Contract," for the required Performance Security.

**3.5 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 section".
- Certificate must be signed by an authorized representative of the insurance company/carrier

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

**SECTION 4: CONTRACT MANAGEMENT**

**4.1 CITY OF PHILADELPHIA RESPONSIBILITY:**

4.1.1 The Office of Fleet Management will be notified by Procurement of award(s) and will be provided with vendor(s), vendor contact(s) and applicable pricing.

**4.1.2 Order Against Contracts**

The Office of Fleet Management shall order the parts it requires under a Direct Purchase Authorization, or if any one part is in excess of \$7,500.00, it will submit an electronic requisition, through ADPICS, to the Procurement Department.

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

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4.1.4 Invoices submitted shall be processed for payment by the OFM no less than weekly and submitted to Finance for payment.

4.1.5 **ADD-ONS:**

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

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

4.1.6 The City reserves the right, beginning six (6) months after the award of this contract, to renegotiate directly with manufacturers or their representatives for a better pricing structure which would result in lower pricing. The awarded vendor would then be offered the option to negotiated with the manufacturer for this pricing on City sales and incorporate it into this contract or have that product(s) removed from their award.

4.2 **VENDOR RESPONSIBILITY:**

4.2.1 The successful primary and secondary bidders may provide parts only after receipt of award notification or other authorizing document from the Procurement Department. All orders must be in writing. The successful primary and secondary bidders shall not accept verbal delivery requests until after receipt of award notification or other authorizing document from Procurement.

4.2.2 The successful primary and secondary bidders may provide only parts that have been incorporated into the contract at the percentages quoted.

4.2.3 In the event that the successful primary or secondary bidder receives an order for parts not specifically priced and incorporated into the contract, they must:

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

4.2.4 Should parts be delivered that are not specifically incorporated and priced into the contract, and/or be delivered without award notification, the City shall have no obligation for payment.

4.2.5 For delivery of parts, the successful bidders shall honor and be paid for orders placed until the close of business of the date of Direct Purchase Authorization (DPA) expiration. Delivery of parts may occur following DPA expiration, so long as the order was placed prior to the expiration date.

4.2.5.1 Due to the critical nature of the service provided by OFM and the importance of timely deliveries of parts to enable the service to be performed, a secondary vendor will be contracted in the event that the delivery requirements, as detailed in para. 2.10 through 2.10.5.1 cannot be met on any occasion. The primary vendor will be contracted by OFM by phone or fax in the event that the secondary vendor must be utilized.

4.2.6 **PRICE CHANGES**

4.2.6.1 The successful primary and secondary bidders shall hold their initial prices stable for the first period of the contract or twelve months which ever is longer.

Prices for the period shall be determined by applying the fixed percentage change for each product line to the jobber or list price sheets submitted with the bid.

4.2.6.2 Upon receipt of a notice of contract renewal, but no later than 90 days prior to the next renewal period, the successful primary and secondary bidders shall submit to the City the latest manufacturers published jobber or list price sheets, for the manufacturers brand offered under the bid. For the renewal period, the City shall apply the fixed percentage change for each product line to the revised jobber or list nationally produced Jobber price sheets.

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(See section 1.6) These prices shall hold stable for the renewal period of the contract or twelve months which ever is longer.

4.2.6.3 The successful bidders must submit a copy of the revised jobber or list price sheets to OFM, Finance, and City Controller at the addresses shown in this bid.

4.2.6.4 This price change mechanism shall be utilized for each renewal period under the contract.

4.2.7 Any and all price reductions that the bidder does renegotiate as a result of this contract will be passed on to the City.

#### 4.3 INVOICING

4.3.1 For all invoices submitted, each successful bidder(s) agree that all pricing can be verified in the price lists submitted and on file in OFM, Finance, and the Controller's Office. If the prices are not contained in those price lists, the successful bidders agree to submit a portion of the price list on which the pricing appears with the invoice. The successful bidders also agree that the packing slips and invoices shall contain a bar code that is a representation of the invoice number listed on the invoice. This bar code shall increase OFM's ability to scan and reduce payment time to OFM vendors.

4.3.2 If no price list or portion thereof is available (i.e., it is not a published list). The successful bidder(s) must furnish a letter from the manufacturer certifying same. For mark up to acquisition cost, **PARTS SHALL BE REIMBURSED BY THE CITY AT VENDOR'S ACTUAL ACQUISITION COST FROM THEIR SUPPLIER (as shown on supplier's invoice) +MARK-UP (TO BE SUPPORTED BY SUPPLIER'S INVOICES). Vendor must submit supplier's original invoice with their invoice to the City. In no case shall parts cost exceed the actual cost from the supplier + Mark-up. No overhead, expenses, etc. shall apply to these parts costs.**

4.3.3 Separate invoices for each delivery in the form prescribed by the City (see Paragraph 2.9.4) shall be sent weekly to the Office of Fleet Management. Invoices shall be mailed to:

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**Office of Fleet Management**

100 South Broad Street, 3rd Floor

Philadelphia, Pa 19102

Attn: Tameka Hodge, Parts Payment Supervisor

**4.4 REPORTS**

**4.4.1 RECYCLED USAGE REPORTS**

If the successful bidder is supplying products in this contract that have recycled content, indicate which item(s) contain this content in Section 5: Pricing, (under the applicable item) and the percentage of recovered material and post consumer material as it applies.

The successful bidder will be required, on a quarterly basis, to furnish a usage report of the recycled products purchased by City Departments. Two reports will be required:

a. **Departmental Report**

A report by purchase order, current and cumulative, showing item(s) delivered, description, date, quantity, price, extended amount and to the extent possible, the percent of recovered material in delivered items.

b. **Item Report**

A report, current and cumulative, by item, showing description, date, quantity, price, extended amount, and to the extent possible, the percent of recovered material and percent of Post-Consumer material in delivered items.

All reports are to be submitted to the Recycling Office, Room 780, Municipal Services Building, Philadelphia, PA 19102, Attn: Recycled Content Administrator.

In support of the City of Philadelphia's Recycling Program, bidders are encouraged to supply with their bid, any information available regarding recycled material content in the products bid.

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The City is particularly interested in the type of recycled material used (such as paper, plastic, glass, metal, etc.); the percentage of recycled material contained in the product and the cost and product performance impact of increasing the percentage of recycled content.

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

Product bid contains recycled content? YES  NO

Is your product packaged and/or shipped in material containing recycled content? YES  NO

Is your product recyclable after it has reached its intended end use? YES  NO

Is your product shipped in returnable Containers? YES  NO

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

**SECTION 5: PRICING**

5.1 **PRICING:**

5.1.1 Indicate the brands offered. In Section A1, bidder shall, for each type component, indicate the:

5.1.1.1 Brands being offered; for each brand offered indicate if the percentage change being offered is a percentage increase or decrease to the manufacturers published jobber, list or Nationally produced Jobber price sheet; for each brand offered. **BIDDER MUST ENTER A PLUS (+) OR MINUS (-) SIGN BEFORE EACH PERCENTAGE OFFERED.**

5.1.1.2 Bidder must also write out whether they are offering **Jobber, or List prices**. Letter designations are not acceptable. Any quotation submitted with only letter designation will be disqualified.

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- 5.1.1.3 If additional pages are needed in order to accommodate additional brands, bidders may make extra copies.
- 5.1.2 Indicate the exact part and price being offered. In Section A2, indicate the brand and part being offered that meets or exceeds the part number cited in the pricing table.
- 5.1.2.1 For each part show the brand being offered; show the part number being offered that meets or exceeds the specifications of the city part number; show the original jobber price for the part.
- 5.1.2.2 Show the percent change from jobber price. This must agree with the percentage change for the part and brand indicated in Section A1.
- 5.1.2.3 Show the net cost to the City after the change is made to the jobber price for the part; extend the price by multiplying by the estimated usage; subtotal for each page and total for all pages.
- 5.1.2.4 If a bidder is offering more than one brand in a section, they may do so. Bidder must however, indicate the complete required information for each brand. The lowest price brand meeting all the City referenced part specification and vehicle applications should be listed first.
- 5.1.3 In addition to entering the above information on the paper copy of the bid, bidders are also requested to submit this information on a computer disk in Excel format.
- 5.1.4 Bidder shall submit copies of manufacturers published Jobber, List, or Nationally published Jobber price sheets for each brand being offered to the City at the time of bid submission as per paragraph 1.9.12.





















































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**SECTION A2, PRICING BY OFM #**

**ORIGINAL EQUIPMENT PART NUMBERS USED WHERE POSSIBLE**

<u>Descr.</u>	<u>Manufacturer</u>	<u>OFM #</u>	<u>Brand</u>	<u>Part No.</u>	<u>Price</u>	<u>Jobber +/- %</u>	<u>Change</u>	<u>Cost</u>	<u>Net</u>
Mirror	Velvac	714579	_____	_____	_____	_____	_____	x8=_____	
Mirror	Ford	F8AZ17682AA	_____	_____	_____	_____	_____	x5=_____	
Mirror	Ford	F8AZ17683AA	_____	_____	_____	_____	_____	x5=_____	
Backing Plate Assembly	Euclid	E9422	_____	_____	_____	_____	_____	x6=_____	
Bearing set	GM	14066918	_____	_____	_____	_____	_____	x10=_____	
Filter element	Bendix	107794X	_____	_____	_____	_____	_____	x25=_____	
Brake Booster	A-1	54-71061	_____	_____	_____	_____	_____	x4=_____	
Brake Booster	A-1	54-74400	_____	_____	_____	_____	_____	x4=_____	
Brake Caliper	A-1	18-4606	_____	_____	_____	_____	_____	x7=_____	
Brake Caliper	A-1	18-4637	_____	_____	_____	_____	_____	x8=_____	
Brake Caliper	A-1	18-8007	_____	_____	_____	_____	_____	x7=_____	
Brake Chamber	Euclid	EBC3636C	_____	_____	_____	_____	_____	x12=_____	

**SUBTOTAL \$ \_\_\_\_\_**

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**SECTION A2, PRICING BY OFM #**

**ORIGINAL EQUIPMENT PART NUMBERS USED WHERE POSSIBLE**

<u>Descr.</u>	<u>Manufacturer</u>	<u>OFM #</u>	<u>Brand</u>	<u>Part No.</u>	<u>Price</u>	<u>Jobber +/- %</u>	<u>Change</u>	<u>Cost</u>	<u>Net</u>
Brake Chamber Anchor Lock		LC3030						x10=	
Brake Pad GM		88967229						x28=	
Brake Pad Ford		F5TZ2001A						x25=	
Brake Rotor Ford		3W1Z1125AA						x40=	
Brake Shoe Ford		F2DZ2200AA						x8=	
Brake Shoe Ford		YW7Z2N712AA						x6=	
Air Compressor Cummins		3558051						x4=	
Diaphragms Euclid		E8894						x50=	
Disc Brake Kit Meritor		KIT15016						x8=	
<b>SUBTOTAL</b>									<b>\$_____</b>

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S8Z53440</b>	PAGE OF <b>62 88</b>
		FIRM NAME (Must be filled in)	

**SECTION A2, PRICING BY OFM #**

**ORIGINAL EQUIPMENT PART NUMBERS USED WHERE POSSIBLE**

<u>Descr.</u>	<u>Manufacturer</u>	<u>OFM #</u>	<u>Brand</u>	<u>Part No.</u>	<u>Price</u>	<u>Jobber +/- % Change</u>	<u>Net Cost</u>
Drain Valve	International	1685389C1	_____	_____	_____	_____	_____x25=_____
Drain Valve	Midland	KN22150	_____	_____	_____	_____	_____x15=_____
Drum	Webb	68733F	_____	_____	_____	_____	_____x12=_____
Drum	Webb	68981B	_____	_____	_____	_____	_____x12=_____
Expander	Euclid	E5413	_____	_____	_____	_____	_____x10=_____
Expander	Euclid	E5414	_____	_____	_____	_____	_____x10=_____
Hub	Webb	1521F-NT	_____	_____	_____	_____	_____x6=_____
Hub	Webb	35607-HT	_____	_____	_____	_____	_____x8=_____
Hub Bearing	Ford	F8AZ1104A	_____	_____	_____	_____	_____x8=_____
Hub Cap	Stemco	340-4249	_____	_____	_____	_____	_____x19=_____
<b>SUBTOTAL</b>							<b>\$_____</b>

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S8Z53440</b>	PAGE OF <b>63 88</b>
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**SECTION A2, PRICING BY OFM #**

**ORIGINAL EQUIPMENT PART NUMBERS USED WHERE POSSIBLE**

<u>Descr.</u>	<u>Manufacturer</u>	<u>OFM #</u>	<u>Brand</u>	<u>Part No.</u>	<u>Price</u>	<u>Jobber +/- % Change</u>	<u>Net Cost</u>
Hub Cap	Stemco	342-4009	_____	_____	_____	_____	_____x20=_____
Hub Cap	Stemco	343-4249	_____	_____	_____	_____	_____x20=_____
Master Cylinder	Raybestos	MC390370	_____	_____	_____	_____	_____x12=_____
Master Cylinder	Raybestos	MC390398	_____	_____	_____	_____	_____x8=_____
Nut	Freightliner	TDA/R005991	_____	_____	_____	_____	_____x27=_____
Pawl	Meritor	R801700	_____	_____	_____	_____	_____x12=_____
Seal	Triseal	70799	_____	_____	_____	_____	_____x15=_____
Shoe Kit	FMSI	1412D	_____	_____	_____	_____	_____x20=_____
<b>SUBTOTAL</b>							<b>\$_____</b>

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S8Z53440</b>	PAGE OF <b>64 88</b>
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**SECTION A2, PRICING BY OFM #**

**ORIGINAL EQUIPMENT PART NUMBERS USED WHERE POSSIBLE**

<u>Descr.</u>	<u>Manufacturer</u>	<u>OFM #</u>	<u>Brand</u>	<u>Part No.</u>	<u>Jobber Price</u>	<u>+/- %</u>	<u>Net Cost</u>
Shoe Kit	Meritor	XK2121307T	_____	_____	_____	_____	x6= _____
Shoe Kit	Meritor	XK3011308E	_____	_____	_____	_____	x30= _____
Shoe Kit	Meritor	XK3014515Q	_____	_____	_____	_____	x26= _____
Shoe Kit	Meritor	XK4034707QPM	_____	_____	_____	_____	x4= _____
Slack Adjuster	Meritor	R802446	_____	_____	_____	_____	x16= _____
Slack Adjuster	Meritor	R806024	_____	_____	_____	_____	x4= _____
Brake Switch, breakaway	Raybestos	761-2010	_____	_____	_____	_____	x8= _____
Wheel Cylinder	Jeep	5252617	_____	_____	_____	_____	x12= _____
Belt	Ford	1C2Z8620PA	_____	_____	_____	_____	x15= _____

**SUBTOTAL \$ \_\_\_\_\_**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S8Z53440</b>	PAGE OF <b>65 88</b>
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**SECTION A2, PRICING BY OFM #**

**ORIGINAL EQUIPMENT PART NUMBERS USED WHERE POSSIBLE**

<u>Descr.</u>	<u>Manufacturer</u>	<u>OFM #</u>	<u>Brand</u>	<u>Part No.</u>	<u>Price</u>	<u>Jobber +/- %</u>	<u>Change</u>	<u>Cost</u>	<u>Net</u>
Belt	Ford	4L2Z8620EA	_____	_____	_____	_____	_____	_____	x16=_____
Radiator	Jeep	52006341	_____	_____	_____	_____	_____	_____	x4=_____
Radiator	Ford	F8VZ8005BA	_____	_____	_____	_____	_____	_____	x6=_____
Radiator Hose	Jeep	52006301	_____	_____	_____	_____	_____	_____	x12=_____
Water Pump	Detroit Diesel	23506602	_____	_____	_____	_____	_____	_____	x8=_____
Water Pump	Detroit Diesel	23506723	_____	_____	_____	_____	_____	_____	x9=_____
Water Pump	GM	252-595	_____	_____	_____	_____	_____	_____	x7=_____
Water Pump	Ford	YC2Z8501BA	_____	_____	_____	_____	_____	_____	x12=_____
Hanger Bearing	International	283069C93	_____	_____	_____	_____	_____	_____	x4=_____

**SUBTOTAL \$\_\_\_\_\_**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S8Z53440</b>	PAGE OF <b>66 88</b>
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**SECTION A2, PRICING BY OFM #**

**ORIGINAL EQUIPMENT PART NUMBERS USED WHERE POSSIBLE**

<b>Descr.</b>				<b>Jobber +/- %</b>	<b>Net</b>
<b>Manufacturer</b>	<b>OFM #</b>	<b>Brand</b>	<b>Part No.</b>	<b>Price</b>	<b>Change Cost</b>
Hanger Bearing					
Ford	E4TZ4800AA	_____	_____	_____	_____x8=_____
Transmission					
Jasper	569850	_____	_____	_____	_____x2=_____
Transmission rebuild kit					
VTP Trans Parts DK7600H		_____	_____	_____	_____x24=_____
U-Joint					
Ford	F2HZ3815A	_____	_____	_____	_____x14=_____
U-Joint Connector					
Spicer	6.5-70-18X	_____	_____	_____	_____x15=_____
Alternator					
Delco	10459336	_____	_____	_____	_____x19=_____
Alternator					
Delco	10461055	_____	_____	_____	_____x12=_____
Battery					
DEKA	565MF	DEKA*	_____	_____	_____x200=_____
Battery					
DEKA	908DMF	DEKA*	_____	_____	_____x200_____
Battery					
DEKA	1131XMF	DEKA*	_____	_____	_____x200_____
Trailer connector					
BWD	TC102	_____	_____	_____	_____x23=_____

**\* No Brand Substitution Accepted**

**SUBTOTAL \$ \_\_\_\_\_**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S8Z53440</b>	PAGE OF <b>67 88</b>
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**SECTION A2, PRICING BY OFM #**

**ORIGINAL EQUIPMENT PART NUMBERS USED WHERE POSSIBLE**

<b>Descr.</b>				<b>Jobber +/- %</b>	<b>Net</b>
<b><u>Manufacturer</u></b>	<b><u>OFM #</u></b>	<b><u>Brand</u></b>	<b><u>Part No.</u></b>	<b><u>Price</u></b>	<b><u>Change Cost</u></b>
Glass Media Battery					
Optima	D34/78-950	_____	_____	_____	_____x10=_____
Solenoid					
Prestolite	SAS4208	_____	_____	_____	_____x 8=_____
Starter					
Lester	3204	_____	_____	_____	_____x17=_____
Starter					
Delco	1990420	_____	_____	_____	_____x16=_____
Starter					
Ford	F81Z10346CA	_____	_____	_____	_____x16=_____
Starter					
MotorCraft	SA817	_____	_____	_____	_____x16=_____
Electric Tap					
Wilmar	W502	_____	_____	_____	_____x16=_____
Emission Gas					
Air Gas	E05N179BTA1B35	_____	_____	_____	_____x14=_____
Vacuum Pump					
GM	7847031	_____	_____	_____	_____x12=_____
Vacuum Pump					
Ford	F4TZ2A451A	_____	_____	_____	_____x 8=_____
Vacuum Pump					
Ford	F6TZ2A451AA	_____	_____	_____	_____x20=_____
<b>SUBTOTAL</b>					<b>\$_____</b>

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S8Z53440</b>	PAGE OF <b>68 88</b>
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**SECTION A2, PRICING BY OFM #**

**ORIGINAL EQUIPMENT PART NUMBERS USED WHERE POSSIBLE**

<u>Descr.</u>	<u>Manufacturer</u>	<u>OFM #</u>	<u>Brand</u>	<u>Part No.</u>	<u>Price</u>	<u>Jobber +/- %</u>	<u>Net</u>
						<u>Change</u>	<u>Cost</u>
Air Filter	Ford	E5TZ9601B	_____	_____	_____	_____	x24=_____
Cable	Ford	E7UZ9A758E	_____	_____	_____	_____	x10=_____
Cooler Gasket	Cummins	3918174	_____	_____	_____	_____	x10=_____
Engine	Jasper	197620	_____	_____	_____	_____	x 2=_____
Engine Distributor	GM	1103839	_____	_____	_____	_____	x 8=_____
Engine Distributor	GM	4723066	_____	_____	_____	_____	x 9=_____
Flex Plate	GM	10128414	_____	_____	_____	_____	x25=_____
Flex Plate	GM	14077157	_____	_____	_____	_____	x18=_____
Fuel Filter	Ford	E99Z9B072A	_____	_____	_____	_____	x100=_____
Manifold Set	Ford	F3DZ9433A	_____	_____	_____	_____	x6=_____
Oil Spill	Safeware	40032	_____	_____	_____	_____	x25=_____

**SUBTOTAL** \$ \_\_\_\_\_

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S8Z53440</b>	PAGE OF <b>69 88</b>
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**SECTION A2, PRICING BY OFM #**

**ORIGINAL EQUIPMENT PART NUMBERS USED WHERE POSSIBLE**

<u>Descr.</u>	<u>Manufacturer</u>	<u>OFM #</u>	<u>Brand</u>	<u>Part No.</u>	<u>Price</u>	<u>Jobber +/- %</u>	<u>Net</u>
						<u>Change</u>	<u>Cost</u>
Oil Cap	International	336079R91	_____	_____	_____	_____	x12=_____
Oil Cooler	Ford	F8AZ6A715AA	_____	_____	_____	_____	x12=_____
Oil Filter	Ford	D8NN6714GA	_____	_____	_____	_____	x108=_____
Oil Filter	AC	PF25	_____	_____	_____	_____	x108=_____
Rerefined oil, Quarts *	America's	Choice	AC15W40	_____	_____	_____	x144=_____
Thermostat Gasket	Cummins	208128	_____	_____	_____	_____	X18=_____
Turbo Gasket	Detroit Diesel	8929285	_____	_____	_____	_____	x18=_____
Turbo Gasket	Detroit Diesel	8929529	_____	_____	_____	_____	x24=_____
Clamp	Walker	33286	_____	_____	_____	_____	x31=_____
Clamp	Walker	35337	_____	_____	_____	_____	x27=_____
<b>SUBTOTAL</b>							<b>\$_____</b>

**\* Must be re-refined oil to meet City's Spec.**

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**SECTION A2, PRICING BY OFM #**

**ORIGINAL EQUIPMENT PART NUMBERS USED WHERE POSSIBLE**

<u>Descr.</u>	<u>OFM #</u>	<u>Brand</u>	<u>Part No.</u>	<u>Price</u>	<u>Change</u>	<u>Jobber +/- %</u>	<u>Net Cost</u>
Clamp Walker	35414	_____	_____	_____	_____	_____	x26=_____
Clamp Walker	35760	_____	_____	_____	_____	_____	x25=_____
Clamp International	434252R91	_____	_____	_____	_____	_____	x12=_____
Convertor Eastern	30315	_____	_____	_____	_____	_____	x14=_____
Convertor Eastern	30316	_____	_____	_____	_____	_____	x18=_____
Convertor Walker	50410	_____	_____	_____	_____	_____	x14=_____
Convertor Walker	50425	_____	_____	_____	_____	_____	x10=_____
Muffler Walker	22000	_____	_____	_____	_____	_____	x14=_____
Carburetor United	7-7806	_____	_____	_____	_____	_____	x6=_____
Fuel Cap Robert Shaw	RG819	_____	_____	_____	_____	_____	x12=_____
Fuel Pump International	1824415C92	_____	_____	_____	_____	_____	x4=_____
<b>SUBTOTAL</b>							<b>\$_____</b>

**SECTION A2, PRICING BY OFM #**

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**ORIGINAL EQUIPMENT PART NUMBERS USED WHERE POSSIBLE**

<b>Descr.</b>			<b>Jobber +/- %</b>	<b>Net</b>
<b><u>Manufacturer</u></b>	<b><u>OFM #</u></b>	<b><u>Brand</u></b>	<b><u>Part No.</u></b>	<b><u>Price Change</u></b>
				<b><u>Cost</u></b>
Hanger Fuel Pump				
AC	25093924	_____	_____	_____x8=_____
Injector				
Ford	F87Z9F593DA	_____	_____	_____x12=_____
Screen				
GM	25055455	_____	_____	_____x6=_____
Valve				
Ford	F67Z9F715BA	_____	_____	_____x6=_____
Air Conditioning Compressor				
Four Seasons	58150	_____	_____	_____x10=_____
Air Conditioning Compressor				
Red Dot	75R8662	_____	_____	_____x2=_____
Dash Louver				
Freightliner	A22-40223-000	_____	_____	_____x14=_____
Heater Core				
Alliance	ABPN83315060	_____	_____	_____x6=_____
Heater Core				
Ford	E9AZ18476A	_____	_____	_____x4=_____
Knob, Heat / AC				
Freightliner	22-44270-001	_____	_____	_____x17_____
Hydraulic Cover (price per foot)				
Parker	PSB22	_____	_____	_____x100=_____

**SUBTOTAL**                    \$\_\_\_\_\_

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**SECTION A2, PRICING BY OFM #  
ORIGINAL EQUIPMENT PART NUMBERS USED WHERE POSSIBLE**

<u>Descr.</u>	<u>Manufacturer</u>	<u>OFM #</u>	<u>Brand</u>	<u>Part No.</u>	<u>Price</u>	<u>Jobber +/- %</u>	<u>Net</u>
						<u>Change</u>	<u>Cost</u>
Hydraulic Fitting	Aeroquip	FJ91226060S	_____	_____	_____	_____	x10=_____
Hydraulic Hose (price per foot)	Aeroquip	FC30008	_____	_____	_____	_____	x100=_____
Hydraulic Hose (price per foot)	Aeroquip	FC30012	_____	_____	_____	_____	x40_____
Mass Air Flow Sensor	GM	25180303	_____	_____	_____	_____	x14=_____
Mass Air Flow Sensor	Ford	F67F12B579EA	_____	_____	_____	_____	x23=_____
Air Charge Sensor	Ford	F5AZ12A648A	_____	_____	_____	_____	x5=_____
Oxygen Sensor	Ford	F6CZ9G444BA	_____	_____	_____	_____	x14=_____
Spark Plug	Champion	404	_____	_____	_____	_____	x400=_____
Spark Plug	Champion	7940	_____	_____	_____	_____	x100=_____
Transmitter	International	1825899C92	_____	_____	_____	_____	x10=_____
Wire Set, Secondary Ignition	Ford	F6PZ12259A	_____	_____	_____	_____	x15=_____

**SUBTOTAL \$\_\_\_\_\_**

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**SECTION A2, PRICING BY OFM #**

**ORIGINAL EQUIPMENT PART NUMBERS USED WHERE POSSIBLE**

<b>Descr.</b>					<b>Jobber +/- %</b>	<b>Net</b>
<b>Manufacturer</b>	<b>OFM #</b>	<b>Brand</b>	<b>Part No.</b>	<b>Price</b>	<b>Change</b>	<b>Cost</b>
Wire Set						
Mopar	SPW07059A	_____	_____	_____	_____	x18=_____
Fire Extinguisher						
Kiddie	440162	_____	_____	_____	_____	x48=_____
Bulb						
GE	4416	_____	_____	_____	_____	x6=_____
Bulb						
Kwick Raze	KRM89073	_____	_____	_____	_____	x18=_____
Controller						
Federal Signal	SMC5	_____	_____	_____	_____	x10=_____
Bulb						
Federal Signal	Z8573007A	_____	_____	_____	_____	x25=_____
Lens						
Public Safety	S50407M	_____	_____	_____	_____	x15=_____
Light Assembly						
Public Safety	85BZRH	_____	_____	_____	_____	x10=_____
Bulb						
Public Safety	T03715	_____	_____	_____	_____	x12=_____
Reflector						
Grote	40052	_____	_____	_____	_____	x10=_____
Spot Lamp						
Unity	325GM	_____	_____	_____	_____	x10=_____
<b>SUBTOTAL</b>						<b>\$_____</b>

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**SECTION A2, PRICING BY OFM #**

**ORIGINAL EQUIPMENT PART NUMBERS USED WHERE POSSIBLE**

<u>Descr.</u>	<u>OFM #</u>	<u>Brand</u>	<u>Part No.</u>	<u>Price</u>	<u>Jobber +/- % Change</u>	<u>Net Cost</u>
Spot Lamp Unity	325P	_____	_____	_____	_____	_____x10=_____
Flasher Trucklite	552	_____	_____	_____	_____	_____x20=_____
Bulb Trucklite	8850	_____	_____	_____	_____	_____x20=_____
Bulb Trucklite	60-27123	_____	_____	_____	_____	_____x21=_____
Bulb Trucklite	60-50121	_____	_____	_____	_____	_____x18=_____
HD Flasher Velvac	91215	_____	_____	_____	_____	_____x25=_____
Warning Light ECCO	6750A	_____	_____	_____	_____	_____x10=_____
Warning Alarm ECCO	SA950	_____	_____	_____	_____	_____x25=_____
Bulb Weldon	9018003400	_____	_____	_____	_____	_____x41=_____
Mud Flap Dayco	20024	_____	_____	_____	_____	_____x20=_____

**SUBTOTAL \$ \_\_\_\_\_**

**SECTION A2, PRICING BY OFM #**

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**ORIGINAL EQUIPMENT PART NUMBERS USED WHERE POSSIBLE**

<u>Descr.</u>	<u>Manufacturer</u>	<u>OFM #</u>	<u>Brand</u>	<u>Part No.</u>	<u>Jobber +/- %</u>	<u>Price</u>	<u>Change</u>	<u>Net Cost</u>
Mud Flap	Dayco	20030	_____	_____	_____	_____	_____	x50=_____
Mud Flap	Dayco	20036	_____	_____	_____	_____	_____	x40=_____
Power Steering Box	International	3558087C91	_____	_____	_____	_____	_____	x1=_____
Power Steering Hose	GM	26064185	_____	_____	_____	_____	_____	x10=_____
Power Steering Hose	Ford	F8AZ3A719AB	_____	_____	_____	_____	_____	x10=_____
Power Steering Pump	Motorcraft	STG35RM	_____	_____	_____	_____	_____	x10=_____
Shock	Euclid	85006	_____	_____	_____	_____	_____	x10=_____
Tie Rod End	Moog	ES423L	_____	_____	_____	_____	_____	x10=_____
Tie Rod End	Moog	ES431L	_____	_____	_____	_____	_____	x10=_____
Air Bag	Goodyear	1R12303	_____	_____	_____	_____	_____	x8=_____
Ball Joint	Ford	F7AZ3049AA	_____	_____	_____	_____	_____	x15=_____

**SUBTOTAL \$ \_\_\_\_\_**

**SECTION A2, PRICING BY OFM #**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S8Z53440</b>	PAGE OF <b>76 88</b>
		FIRM NAME (Must be filled in)	

**ORIGINAL EQUIPMENT PART NUMBERS USED WHERE POSSIBLE**

<u>Descr.</u>	<u>Manufacturer</u>	<u>OFM #</u>	<u>Brand</u>	<u>Part No.</u>	<u>Price</u>	<u>Jobber +/- % Change</u>	<u>Net Cost</u>
CV Shaft A-1		60-1250	_____	_____	_____	_____	x12=_____
CV Shaft A-1		60-2112	_____	_____	_____	_____	x15=_____
CV Shaft A-1		60-2137	_____	_____	_____	_____	x8=_____
CV Shaft A-1		60-2141	_____	_____	_____	_____	x11=_____
Spring Dayton		334-852A	_____	_____	_____	_____	x1=_____
Height Valve Neway		90554241	_____	_____	_____	_____	x8=_____
Shock Freightliner		1012704000	_____	_____	_____	_____	x10=_____
Spring Nut Dayton		DN78	_____	_____	_____	_____	x20=_____
Premix -20 Windshield Washer Fluid CAMCO		30907	_____	_____	_____	_____	x144=_____
Washer Pump Anco		67-08	_____	_____	_____	_____	x10=_____

**SUBTOTAL \$\_\_\_\_\_**

**SECTION A2, PRICING BY OFM #**

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**ORIGINAL EQUIPMENT PART NUMBERS USED WHERE POSSIBLE**

<b>Descr.</b>				<b>Jobber +/- %</b>	<b>Net</b>
<b><u>Manufacturer</u></b>	<b><u>OFM #</u></b>	<b><u>Brand</u></b>	<b><u>Part No.</u></b>	<b><u>Price</u></b>	<b><u>Change Cost</u></b>
Wiper Blade Anco	31-16	_____	_____	_____	_____x100=_____
Wiper Blade Anco	31-18	_____	_____	_____	_____x100=_____
Wiper Blade Anco	31-22	_____	_____	_____	_____x50=_____
Wiper Motor Ford	F8RZ17508AA	_____	_____	_____	_____x4=_____
Camera Intec	CVC210AHXL	_____	_____	_____	_____x4=_____
					<b>SUBTOTAL</b> \$_____
					<b>GRAND TOTAL</b> \$_____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S8Z53440</b>	PAGE OF <b>78 88</b>
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**Section A3.**

The City has many various vehicles and pieces of equipment. In the event during this contract the City needs an item(s) that is not specifically included as any item in this bid the vendor shall provide that part, stating their mark up to cost meeting requirements set forth in line "Item 1.6".

Under \$500.00 acquisition cost to vendor

**Cost + \_\_\_\_\_%**

Over \$501.00 acquisition cost to vendor

**Cost + \_\_\_\_\_%**

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**EXHIBIT I**

**ACCEPTABLE BRANDS LIST**

The brands listed are the only acceptable brands for this bid. The City reserves the right to add brands as they become approved. Bidders and/or awarded vendors must contact the Office of Fleet Management to have a brand evaluated for addition to this list.

AC DELCO	ACCURATE	AGS	ACCURIDE
ALEMITE	ATP	AER	AMERICAN
AIRTEX	ANCO	ARA	AIR GAS
AUTOLITE	ANCHORLOC	ADP	AEROQUIP
AUTOPULSE	ALLISON		
BENDIX	BENDIX-WESTINGHOUSE		BOSCH
BCA	BWD	BUSS	BENDIX CVS
BUDD	BEPCO	BARBER COLMAN	BAB
CARTER	CORNET	C/R INDUSTRIES	CLOYES
CHAMPION (PLUGS ONLY)		COLE-HERSEE	CARDONE
CARISLE	CAMCO	CAR-CARE PRODUCTS	CODE 3
CAMCO			
DACCO	DAYCO	DORMAN	DEKA
DOMINION	DAYTON	DONALDSON	DYNEX
DEWEEZE	DELPHI	DENSO	
EDELMAN	EATON	EUCLID	ECCO
EXCEL	EMI	EXIDE	
FEDERAL MOGUL	FEL PRO	FRAM	FOMOCO
FARR	FLEETGUARD	FLEETRITE	FELSTED
FEDERAL SIGNAL	FOUR SEASONS		
GABRIEL	GATES	GE	GFI
GOLD SEAL	GROTE	GUNITE	GRAYROCK
GOODYEAR	GM		

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**EXHIBIT I- Continued**

**ACCEPTABLE BRANDS LIST**

HASTINGS	HAYDEN	HOLLEY	HENDRICKSON
HEWITT	HOOF	HENDERSON	HALDEX HAVIS-SHIELD
HDE	HDP	HENRY STEWART	
IDEAL	INTEC		
JEBB	JASPER	JAMES KING	
KD LAMP	KELSEY	KEY	KONI KIDDIE
KIM/HOTSTART	KYSOR	KD	KYB
LEECE NEVILLE		LESTECK	LINCOLN LITTELFUSE
LUCAS/GERLING LIPE		LUBERFINER	
MILTON	MODINE	MONROE	MOOG MERITOR
MOPAR	MOTORCRAFT	MAXI BRAKE	MORSE MOTORMITE
MCCORD			
NATIONAL	NEWAY		
OMEGA	ONAN	OPTIMA	
POWERPATH	PARKER HANEFIN	PERMATEX	PUROLATOR
PRECISION	PM	POWERMAX	
PRESTOLITE	PERFORMANCE-FRICTION	PAGE	
PIONEER	PUBLIC SAFETY	PRESTOLITE	
QUALITY			
RAYBESTOS	ROCKFORD	ROCKWELL	ROSS
REYCO	ROOSA	RACINE	RED DOT
RIDEWELL			

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**EXHIBIT I - Continued**

**ACCEPTABLE BRANDS LIST**

SEALED POWER	SLOANE	SIRENO	SPICER
STANDARD	STARCO	STANT	SAFETY-KLEEN
SYLVANIA	STEWART WARNER	SILLA	SHEPPARD
SAGNAW	STEMCO	SEALCO	SHUTTERSTAT
SUNDSTRAND	SKINNER	SWEGLOC	SKF
SUPREME	SAFETY VISION	SAFEWARE	
TIMKEN	TARGETECH	TRICO	TRW
TRIPPE	TRUCKLITE	TROSTEL	TOUCH COMMAND
TYRONE	TRAMEC	TRUCKAIR	TALON
TRISEAL	TRIDON		
UNITY	UNITED	UCF AMERICA	UREMCO
VELVAC	VICTOR	VICKERS	VELVETOUCH
VOGEL	VISTEON	VTP TRANS PARTS	
WAGNER	WALKER	WEATHERHEAD	WESTINGHOUSE
WHELEN	WIX	WEBB	WESTCOAST
WELLS	WELDON	WESTGATE	WILMAR
YORK			
ZENITH	ZEDF	ZEP	

<b>INVITATION AND BID Continuation</b>	<b>CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685</b>	<b>BID NUMBER</b> <b>S8Z53440</b>	<b>PAGE</b> <b>OF</b> <b>82</b> <b>88</b>
		<b>FIRM NAME (Must be filled in)</b>	

**EXHIBIT II**

**THE CITY OF PHILADELPHIA  
PROCUREMENT DEPARTMENT  
Manufacturer's Certificate**

**THIS IS TO CERTIFY:**

**That we manufacture the commodities specified in the attached schedule (See EXHIBIT III). That our main corporate address is:**

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**FURTHERMORE:**

**That we authorize** \_\_\_\_\_  
**Name and Address of Firm**

**as a direct warehouse distributor to furnish our products to the City of Philadelphia provided in the attached schedules, and agree to supply said distributor such quantities of our products as may be required by the City of Philadelphia.**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Manufacturer**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

<b>INVITATION AND BID Continuation</b>	<b>CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685</b>	BID NUMBER <b>S8Z53440</b>	PAGE OF <b>83 88</b>
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**EXHIBIT III**

**THE CITY OF PHILADELPHIA  
PROCUREMENT DEPARTMENT**

**Manufacturer's Certificate**

**THIS IS TO CERTIFY:**

**That the following competitive part numbers have been correctly interchanged to our brand. We understand that these parts are to be used to service the City of Philadelphia's Fleet. The part numbers that are specified in our brand are the highest grade quality that we offer. They do meet severe duty needs of a fleet and also meet or exceed OEM specifications. All of the boxes will identify our brand and country of origin of the product. The items quoted contain no asbestos.**

<b>Listed in the Bid:</b>		<b>Correct interchange to our Brand and part number:</b>	
<b>Manuf.</b>	<b>Part #</b>	<b>Brand</b>	<b>Part #</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Manufacturer**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**







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**EXHIBIT IV - Continued:**

**HEAVY DUTY PARTS VEHICLE INFORMATION SHEET**

**CITY VEHICLE ID:**

**MAKE:                      MODEL:                      YEAR:                      ENGINE:                      PROD DATE:                      GVW:**  
**FVW:                      WHEELBASE:                      VIN**

**Drag Link  
Drain Cock  
Drum Bolts  
Drum Rear Brake  
Fan Clutch  
Filter Primary Fuel  
Filter Secondary Fuel  
Filter Oil 1  
Filter Oil 2  
Hanger Bearing Center**

**Thermostat  
Tie Rod End LS Outer  
Tie Rod End LS Inner  
Tie Rod End RS Inner  
Tie Rod End RS Outer  
Transmission  
U Joint Inner Axle  
U Joint Trans Output**

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**EXHIBIT V**

**REPAIR FACILITY LOCATIONS**

**WITH COMPUTER EQUIPMENT REQUIREMENTS**

<b>SHOP NUMBER</b>	<b>ADDRESS</b>	<b>OPERATING HOUR REQUIREMENTS</b>		
001	100 South Broad St..	7 AM-5 PM	MON-FRI	NOTE 1
134	FRONT & HUNTING PARK	12 AM-11 PM	MON-SAT	NOTE 2
159	4040 WHITAKER AVENUE	6 AM-10 PM	MON-FRI	NOTE 2
175	STATE RD. & ASHBURNER	6 AM-10 PM	MON-FRI	NOTE 2
209	NE AIRPORT, GRANT	7 AM-3 PM	MON-FRI	
225	DOMINO & UMBRIA	6 AM-10 PM	MON-FRI	NOTE 2
233	3275 FOX STREET	7 AM-11 PM	MON-FRI	NOTE 2
241	2601 GLENWOOD AVENUE	6 AM-4 PM	MON-FRI	
258	26 <sup>TH</sup> AND MASTER	7 AM-4 PM	MON-FRI	NOTE 2
282	CARBARN FAIRMOUNT PARK	7 AM-3 PM	MON-FRI	
290	51ST & GRAYS FERRY	6 AM-10 PM	MON-FRI	NOTE 2
308	8200 ENTERPRISE AVENUE	6 AM-10 PM	MON-FRI	
316	INTERNATIONAL AIRPORT	7 AM-11 PM	MON-FRI	
332	DELAWARE & WHEATSHEAF	6 AM-10 PM	MON-FRI	NOTE 2
357	3033 SOUTH 63 <sup>RD</sup> STREET	6 AM-10 PM	MON-FRI	NOTE 2
415	3900 RICHMOND STREET	7 AM-3 PM	MON-FRI	
423	1117 REED STREET	7 AM-3 PM	MON-FRI	

**NOTE 1:** OFM (presently 100 South Broad Street) requires **3** PC's the remaining locations shall require **1** PC all with access to all information with ordering capabilities.

**NOTE 2:** These shops are open 7 AM-3 PM on most Saturdays.

Attention Bidder:

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

**Exhibits**

**Drawings**

**Attached specifications**

**Attached documents**

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

## TERMS AND CONDITIONS OF BIDDING AND CONTRACT

### 1. PREPARATION AND SUBMISSION OF BID.

All bids must be written in ink or typewritten and made on the forms issued and signed in ink by a person with legal authority to bind the bidder. This Invitation and Bid and any contract awarded hereunder shall include, without limitation, the Invitation and Bid, all addenda thereto issued by the Procurement Department and these Terms and Conditions of Bidding. It is the sole responsibility of the bidder to ensure that it has received any and all addenda and the Procurement Commissioner may in his/her sole discretion reject any bid for which all addenda have not been executed and returned in accordance with the instructions provided therein. No bid may be considered if received after the date and time for the opening of bids established by this Invitation and Bid, nor may any bid be modified after that date and time. The time of bid opening shall be the time displayed on the City's official bid clock. In the event of any discrepancy between actual time and the City's official bid clock, the latter shall determine the time of bid opening.

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

**3. PAYMENT FOR EQUIPMENT.** Unless otherwise provided in the bid specifications, when equipment involves installation, (which shall also be interpreted to mean erection and/or setting up or placing in position for service or use) and/or testing, and where such installation or testing is delayed, payment may be made on the basis of 50% of the price bid when such equipment is delivered on site. A further allowance of 25% may be made when the equipment

is installed and ready for test. The balance shall be paid only after the equipment is tested and found to be satisfactory by the City. If the equipment must be tested, but installation is not required to be made by the supplier or if the equipment must be installed but testing is not required, payment may be made on the basis of 75% at the time of delivery and the balance shall be paid after satisfactory testing and/or installation as required.

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

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

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

**7. PRICE INCREASES AND DISCOUNTS.** All articles must be delivered at the price(s) bid, FOB Destination Point. Bids containing reservations of the right to increase the price(s) bid, including, but not limited to, late payment charges, will not be considered, except where the Procurement Commissioner, in his/her sole discretion, finds it in the City's best interest to do so. Discounts offered for payment may be a factor in the awarding of bids only in the event of tie bids. (In the event of an absolute tie the award decision will be made in the best interest of the City as determined by the Procurement Commissioner in his/her sole discretion.) Discounts must be for a period of at least 15 days to be so considered. Discounts offered shall be assumed to be from gross price unless otherwise indicated.

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

AMOUNT OF BID OR EST. CONTRACT	AMOUNT OF CERTIFIED CHECK
\$ 25,000.00 or less	No Check Required
\$ 25,000.01- \$ 99,999.99	\$ 500.00
\$ 100,000.00 - \$ 249,999.99	\$ 2,000.00
\$ 250,000.00- \$ 499,999.99	\$ 4,000.00
\$ 500,000.00 or more	\$ 6,000.00

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

Any bid in excess of \$500,000 is not covered by the Annual Master Bid Security Program and bidder must submit a Certified Check, Treasurer's Check, Cashier's Check, Bank Money Order or United States Postal Money Order made payable to the order of "The City of Philadelphia" in the required amount.

Once the lowest responsive and responsible bidder has been determined, the Procurement Department shall refund, with the exception of the fee paid for participation in the City's Annual Master Bid Security program, the bid security except the bid security of the lowest responsive and responsible bidder. Upon return of the duly executed contract documents, required fees and the furnishing of any required bonds or other performance security by the lowest responsive and responsible bidder, its bid security will be refunded.

9. **PERFORMANCE SECURITY.** The City of Philadelphia requires performance security for contracts greater than \$25,000. If the amount of the contract to be awarded is greater than \$25,000 but less than or equal to \$500,000, the successful bidder is required to participate in the City's Master Performance Security Program by paying to the City a non-refundable fee of \$5.00 per thousand dollars of the contract amount for firm limit contracts and \$4.00 per thousand dollars of the contract amount for requirements contracts, or as otherwise specified. If the amount of the contract to be awarded is in excess of \$500,000 the successful bidder is required to furnish an individual performance bond, issued by a surety approved by the City on a form prepared by the City's Law Department and in the amount specified in the notice of contract award. The successful bidder is also required to pay a bond preparation fee to the City's Law Department in an amount prescribed by Chapter 17-700 of The Philadelphia Code; a schedule of such fees may be obtained from the Procurement Department's Public Information Office.

10. **CANCELLATION AND AWARD.** The Procurement Commissioner, in his/her sole discretion, may cancel any Invitation and Bid prior to bid opening. After bid opening, the Procurement Commissioner, in his/her sole discretion, may reject all bids, if deemed in the best interest of the City.

In all cases where a contract award is made by the Procurement Department, the bidder is bound by the terms and conditions of the Invitation and Bid upon the submission of its bid. All bids are valid for a period of not less than 60 days, or as otherwise specified in the Invitation and Bid. If the bid has not been awarded within the specified period of time, the bid shall be valid for subsequent award only upon the express consent of the bidder, with no change to the submitted bid. All contract awards shall be made by the Procurement Department upon written notice to the bidder that is determined by the Procurement Department to be the lowest responsive and responsible bidder.

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

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

12. **RESPONSIBILITY.** Unless otherwise specified, after bids are opened the Procurement Department, and other City departments or agencies where appropriate or specified, shall review and may investigate the responsibility, including, but not limited to, the qualifications, references, capacity and ability to perform the contract resulting from this Invitation and Bid in accordance with its terms, and integrity, of the lowest responsive bidder. All determinations of bidder responsibility shall be vested in the sound discretion of the Procurement Commissioner and other City officials. Any bidder who is deemed not responsible shall be ineligible for award of the contract.

Bidders deemed not responsible will be notified of such determination and the reasons therefore in writing by the Procurement Department, and shall have the right to contest the determination by submitting to the Procurement Department, within forty-eight (48) hours after receipt of its written determination, a written request for reconsideration that includes information relating to the bidder's

qualifications and responsibility and demonstrating the insufficiency of the reasons stated in the written determination for finding the bidder not responsible. Any further determination of a contesting bidder's responsibility shall be vested in the sound discretion of the Procurement Commissioner and other City officials.

13. **CONTRACTS.** Awards of contracts in amounts less than or equal to \$25,000 shall become contracts binding upon the City upon written notice of award by the Procurement Commissioner. Awards of contracts in amounts greater than \$25,000 shall not become contracts binding upon the City until after written notice of award is made and until after all of the following conditions have been satisfied:

- a. Successful bidder posts sufficient Performance Security, as required in the Invitation and Bid, within the time specified in the written notice of award;
- b. Successful bidder posts a Labor and Materials Bond, if and as required by the Invitation and Bid, within the time specified in the written notice of award;
- c. Approval of the contract as to form by the City's Law Department;
- d. Certification by the Director of Finance and City Controller as to the availability of funds; and
- e. Execution of the contract by the Procurement Commissioner.

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

14. **INSURANCE.** Unless otherwise specified, the successful bidder (referred to in this Section as "contractor") shall, at its sole cost and expense, procure and maintain in full force and effect, during the entire period of the contract (including any applicable warranty and/or renewal periods) the minimum types of insurance specified below. All insurance shall be procured from reputable insurers authorized to do business in the Commonwealth of Pennsylvania and shall be acceptable to the City. All insurance required herein shall be written on an "occurrence" basis and not a "claims-made" basis. The City of Philadelphia, its officers, employees and agents are to be named as additional insureds on all policies required hereunder, except the Workers' Compensation and Employers' Liability. Also, an endorsement is required stating that the coverage afforded these parties as additional insureds will be primary to any other coverage available to them. The City's coverage as an additional insured shall be primary coverage. The insurance shall provide for at least thirty (30) days prior written notice to be given to the City in the event coverage is materially changed, canceled or non-renewed. Certificates of insurance evidencing the required coverages shall be submitted to the City within fifteen (15) days of notice of contract award.

The City reserves the right to require the contractor to furnish certified copies of the original policies of all insurance required hereunder at any time upon fifteen (15) days prior written notice. The insurance requirements set forth herein are not intended and shall not be construed to modify, limit, or reduce the indemnifications made in this contract by the contractor to the City or to limit the contractor's liability under this contract to the limits of the policies of insurance required to be maintained by the contractor hereunder.

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

- (1) Workers' Compensation -Statutory limits.
- (2) Employers Liability - \$100,000 Each Accident - Bodily Injury by Accident; \$100,000 Each Employee - Bodily Injury by Disease; \$500,000 Policy Limit -Bodily Injury by disease
- (3) All states endorsement

(b) **GENERAL LIABILITY INSURANCE**

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

(c) **AUTOMOBILE LIABILITY**

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

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

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

events of default under any contract resulting from this Invitation and Bid:

- a. Failure by contractor to comply with any provision or Section of the contract, including the bid specifications contained in this Invitation and Bid and these Terms and Conditions of Bidding and/or failure by contractor to comply with any federal state and local law, statute, ordinance or regulation of any governmental department, board, agency and commission.
- b. Falseness of any representation or warranty made in the contract or other document(s) submitted to the City by contractor in connection with this Invitation and Bid.
- c. Failure by contractor to pay its suppliers or subcontractors, misappropriation of any funds provided under the contract or failure to notify City upon discovery of any misappropriation.
- d. A violation of law by contractor which results in its making a guilty plea, a plea of nolo contendere, or conviction of a criminal offense by contractor, its directors, employees, or agents or indictment or issuance of charges against contractor, its directors, employees or agents for any criminal offense or other violation of law (whether or not the offense or violation of law is ultimately adjudged to have occurred), where such criminal offense, violation, indictment or charges, in the sole judgment of the Procurement Commissioner, adversely affect the performance of the contract.
- e. Failure by contractor to comply with the Mayoral Executive Order establishing the City's antidiscrimination policy relating to the participation of minority, woman and disabled owned disadvantaged business enterprises.
- f. The Procurement Department's determination that the contractor is not a responsible bidder on this Invitation and Bid, where such determination is made, and is based upon, information received after award of the contract and/or after execution of the contract by the Procurement Commissioner and/or after satisfaction of any or all other conditions of a binding contract set forth in Section 13 above.
- g. Any other act or omission identified in these Terms and Conditions of Bidding or elsewhere in the Invitation and Bid as an event or condition constituting default.

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

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

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

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

**17. BID PROCESSING FEE.** In addition to bid security and any other fee or monies required to be submitted with the bid, the bid shall be accompanied by a non-refundable processing fee in the form of a separate Standard Check, Bank Money Order or United States Postal Money Order made payable to the order of "City of Philadelphia" in an amount based on the gross amount of the bid in accordance with the formula below. Cash is not acceptable.

AMOUNT OF BID OR ESTIMATED CONTRACT	AMOUNT OF PROCESSING FEE
\$ 25,000.00 or less	No Check Required
\$ 25,000.01 to \$ 100,000.00	\$ 10.00
\$ 100,000.01 to \$ 300,000.00	\$ 30.00
\$ 300,000.01 to \$ 500,000.00	\$ 50.00
\$ 500,000.01 to \$ 1,000,000.00	\$ 100.00
\$ 1,000,000.01 to \$ 2,000,000.00	\$ 200.00
\$ 2,000,000.01 to \$ 3,000,000.00	\$ 300.00
\$ 3,000,000.01 to \$ 4,000,000.00	\$ 400.00
\$ 4,000,000.01 to \$ 5,000,000.00	\$ 500.00
\$ 5,000,000.01 or more	\$ 600.00

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

**18. NONDISCRIMINATION.**

a. Any contract awarded pursuant to this Invitation and Bid is entered into under the terms of the Philadelphia Home Rule Charter and in its performance, bidder shall not discriminate nor permit discrimination against any person because of race, color, religion, national origin or sex. Such discrimination shall constitute an event of default under this contract entitling City to terminate this contract forthwith. This right of termination shall be in addition to any other rights or remedies as provided herein in Section 16 or otherwise available to the City at law or in equity.

b. In accordance with Chapter 17-400 of The Philadelphia Code, bidder agrees that its payment or reimbursement of membership fees or other expenses associated with participation by its employees in an exclusionary private organization, insofar as such participation confers an employment advantage or constitutes or results in discrimination with regard to hiring, tenure of employment, promotions, terms, privileges or conditions of employment, on the basis of race, color, sex, sexual orientation, religion, national origin or ancestry, shall constitute an event of default under this contract and shall entitle the City to all rights and remedies as provided herein in Section 16 or otherwise available to the City at law or in equity. Bidder agrees to include the immediately preceding sentence, with appropriate adjustments for the identity of the parties, in all subcontracts which are entered into pursuant to this contract. Bidder further agrees to cooperate with the Commission on Human Relations of the City of Philadelphia in any manner which the said Commission deems reasonable and necessary for the Commission to carry out its responsibilities under Chapter 17-400 of The Philadelphia Code. Failure to so cooperate shall constitute an event of default under this contract entitling the City to all rights and remedies as provided herein in Section 16 or otherwise available to the City at law or in equity.

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

a. Gifts. Executive Order No. 16-92 prohibits City employees from soliciting or accepting anything of value from any person or entity seeking to initiate or maintain a business relationship with the City of Philadelphia, its departments, boards, commissions and agencies. All City employees presented with gifts or gratuities as indicated in Executive Order 16-92 have been instructed to report these actions to the appropriate authorities. All bidders, agents or intermediaries who are solicited for gifts or gratuities by City employees are urged to report these incidents to the Inspector

General, Aramark Tower, Third Floor, 1101 Market Street, Philadelphia, PA 19107.

b. City employee interest in City contracts. In accordance with Section 10-102 of The Philadelphia Home Rule Charter, no bid shall be accepted from, or contract awarded to, any City employee or official, or any firm in which a City employee or official has a direct or indirect financial interest. All bidders are required to disclose any current City employees or officials who are employees or officials of the bidder's firm, or who otherwise would have a financial interest in the contract.

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

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

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

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

and/or School District pursuant to a bid has entered into a contract within the City, and the subsequent delivery of goods into the City or performance of services within the City constitutes "doing business" in the City and subjects the successful bidder, including but not limited to, one or more of the following taxes:

- a. Business Privilege Tax
- b. Net Profits Tax
- c. City Wage Tax

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

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

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

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

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

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

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

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

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

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

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

c. Bidder agrees to cooperate with the City's Director of Finance in any manner which the said Director deems reasonable and necessary to carry out the Director's responsibilities under Section 17-104 of The Philadelphia Code. Bidder expressly understands and agrees that any false certification or representation in connection with this subparagraph (c) and/or any failure to comply with the provisions of this subparagraph (c) shall constitute a substantial breach of any contract resulting from this Invitation and Bid entitling the City to all rights and remedies provided in this bid or otherwise available in law (including, but not limited to Section 17-104 of the Philadelphia Code) or at equity. In addition, it is understood that false certification or representation is subject to prosecution under 18 Pa.C.S. Section 4904.

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

## SIGNING OF BIDS

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

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

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

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

### SIGNING OF BIDS:

If bid is by an **INDIVIDUAL** or a **PARTNERSHIP**, or if the bid does not exceed \$25,000, date and sign the bid here, with original signatures, in ink.

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

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

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

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

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

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

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

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

CORPORATE SEAL

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

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

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

\_\_\_\_\_  
(Signature of President or a Vice-President)

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

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

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

APPROVED AS TO FORM

CONTRACT EXECUTION

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

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



# **CITY OF PHILADELPHIA**

## **INSTRUCTIONS FOR GETTING PAID**

### **BY THE CITY OF PHILADELPHIA**

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

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

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

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

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

# **BIDDERS GUIDELINES\***

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

- Read the entire bid so that you fully understand all the requirements.
- All bids must be submitted to the City no later than the time and date stated as the bid opening.
- Note the City Anti-Discrimination Policy. If Minority Business Council Participation is required be sure to fill out all appropriate forms. If you have questions call MBEC at (215) 686-6232.
- Make sure you submit the appropriate Bid Security and Bid Submission Fee with your bid. Refer to Section 1 of the bid and the Conditions of Bidding sheet.
- Bidder must meet **all** qualifications.
- If an alternate to any item is being offered, you must follow the instructions in paragraph 2 of the Conditions of Bidding sheet.
- Does the bid require a site inspection, attendance at a Pre-Bid Meeting, samples, financial information or other data you must provide?
- Have you signed and returned all Addenda?
- If the bid is going to be awarded as a whole, you must bid on all items. See Section 3 of the bid: Bid Evaluation and Award.
- Bidders' attention is directed to the Conditions of Bidding sheet regarding the Master Performance Bond.
- Bids and pricing must be written in ink or typed. FAXed bids will not be accepted.
- **Do not** submit counter terms or conditions. **Your bid will be rejected**.
- Have you signed the Contract Page and affixed your Corporate Seal as required?
- **Do not** combine check amounts: All checks should be individual and specific.
- Please double check all mathematical calculations for errors.

**If you have questions call Public Information at (215) 686-4720.**

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



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

**ATTENTION VENDORS**

If your company would like to receive the results of a particular bid, the Public Information Unit of the Procurement Department will forward this information to you 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](http://www.phila.gov/bids) and clicking on July 1, 2006 to June 30, 2008 under Master Bid Security.

Sincerely,

Janet Hagan  
Acting Procurement Commissioner



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

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

Vincent Jannetti  
Director of Finance

The City of Philadelphia is pleased to announce a Vendor Information Payment System (VIPS) which will allow businesses such as yours to inquire about the status of invoices billed against purchase orders and professional services contracts. The only requirement is that your invoices utilize a unique number - either alpha, numeric or a combination of the two.

This system will be operational twenty four hours a day, seven days a week. All you have to do is dial **215-686-5968**, and follow the prompts to get an up to date status on your payments.

Enclosed for your convenience is an easy to use reference guide which provides a brief overview of what you can expect. I urge you to give it a try and see for yourself how easy it is to use. If you should happen to experience any problems, or if you would like to comment on this system, please call the Office of the Director of Finance at **215-686-6167**.

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

# Vendor Information Payment Reference Guide

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



# CITY OF PHILADELPHIA

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

Dear Valued Vendor,

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

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

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

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

Sincerely,

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

Vincent J. Jannetti  
Acting Director of Finance