

BID OPENING DATE AND TIME

ON: MAY 17, 2007

AT: 10:30 A.M.

S8Z53470	PAGE 1 OF 39	INVITATION AND BID ADVERTISED	BIDDER MUST COMPLETE BELOW
This Invitation to Bid with your quotations must be received prior to the above cited bid opening date and time. DEPARTMENT DIVISION PRECUREMENT STANDARDS AWARDED		 BIDS MUST BE RETURNED TO CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT MUNICIPAL SERVICES BLDG. 1401 JFK BLVD, ROOM 170A PHILADELPHIA, PA 19102-1685	BIDDER AGREES TO COMPLY WITH ALL CONDITIONS OF THIS BID. UNSIGNED BIDS WILL NOT BE ACCEPTED.
			NAME AND ADDRESS OF FIRM Federal EIN/Social Security Number BUYER B. EVANS P. ROBERTSON

TITLE OF BID
Snow Clearance and Removal Service Philadelphia International Airport (PHL)

Minority Business Enterprise Council – Anti- Discrimination Policy Executive Order 1-93 – Bidder Requirements

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

<u>Participation Ranges</u>			
M-DBE:	<u>5%</u>	to	<u>10</u> %
AND/OR			
W-DBE:	<u>5%</u>	to	<u>10</u> %
DS-DBE:	<u>0%</u>	to	<u>0</u> %

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

BID QUESTIONS

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

For City Use Only

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

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 2 39
		FIRM NAME (Must be filled in)	

SECTION 1: GENERAL BID SUBMISSION

- 1.1 **TITLE: SNOW CLEARANCE AND REMOVAL SERVICE PHILADELPHIA INTERNATIONAL AIRPORT (PHL)**
- 1.2 **SCHEDULE NO: 176-01**
- 1.3 **CONTRACT TERM: 09/01/07 to 08/31/08** (“Initial Term”), with an option to renew for up to **ONE (1)** additional **ONE (1)** year periods, (“the Renewal Term”) exercisable, at the City’s sole discretion, as of the expiration of the Initial Term or then current Renewal term. The City may, at its sole discretion, renew the contract for up to three (3) months at the beginning of each renewal period(s) (the “Additional Performance Period”), if a decision has been made not to renew the contract for an entire year.
- 1.3.1 The City shall exercise such sole option to renew the Contract Term by issuing a letter (the “Renewal Notice”) notifying the Contractor that the Contract is renewed for the Renewal Term or Additional Performance Period (identified by commencement and termination dates) that is specified in the Renewal Notice. The Contract shall be deemed to be renewed for such Renewal Term or Additional Performance Period, and Contractor shall be obligated to perform all terms and conditions of the Contract throughout such Renewal Term or Additional Performance Period, as of the effective date indicated on the City’s Renewal Notice, whether or not Contractor has agreed, verbally or in writing, to such renewal of the Contract term.
- 1.3.2 If an individual Performance Bond and/or Payment Bond is required under this Invitation and Bid, such bond(s) shall be and remain in full force and effect throughout the Initial Term, all Renewal Terms, any Additional Performance Period, and the period of any unexpired warranty provided or required under the Contract, without notice of Contract renewal by the City to the surety or the consent of the surety thereto. It is the sole responsibility of the Contractor to ensure that such bond(s) remain in full force and effect as provided in this Section, and failure to do so shall be an event of default pursuant to Section 16, Default, of the attached Terms and Conditions of Bidding and Contract.
- If participation in the City’s Master Performance Security Program is required under this Invitation and Bid, Contractor shall pay the required annual fee for such participation for each Renewal Term upon the issuance of the Renewal Notice.
- 1.4 **CONTRACT TYPE: REQUIREMENTS**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 3 39
		FIRM NAME (Must be filled in)	

1.4.1 The following services are required in the operation of the City of Philadelphia's International Airport agencies as ordered. Exact quantities cannot now be determined but estimates thereof are listed herein. Quantities listed may be increased or decreased to meet the requirements of the City during the period of this contract. A minimum is not guaranteed except as described in paragraph 2.4.5. Purchase orders issued as a result of this bid will be for services to be provided generally on an as-needed basis. Successful bidders are cautioned not to perform any services without first being advised to do so by the ordering agency.

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

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

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

1.5 **METHODOLOGY OF ACQUISITION: Purchase of Snow Clearance and Removal Services** only.

1.6 **STATEMENT OF DIRECTION:**

The City of Philadelphia intends to purchase Snow Removal Service which shall include furnishing the snow removal equipment, complete with Maintenance thereof, tires, chains, fuel, operator and all other requirements, including supervision, for the efficient operation of the equipment.

1.7 **BID SECURITY**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 4 39
		FIRM NAME (Must be filled in)	

1.7.1 For the purposes of this bid, Paragraph 8 of the "Terms and Conditions of Bidding and Contract" is deleted. The bid must be accompanied by a Bid Bond in the amount of TEN PERCENT (10%) of the gross amount of the bid for the initial term of the contract 09/01/2007 through 8/31/2008 (e.g.) \$40,000.00 if bidding Area A only, \$40,000.00 if bidding Area B only, or \$80,000.00 if bidding both Area A and B. The estimated expenditures as stated in paragraphs 1.8.3 & 1.8.4 of the bid shall constitute the gross amount of the bid. All bidders must utilize the City's standard Bid Bond form, which is included in the bid package, Attachment B, in fulfilling the above requirement. No other Bid Bond form is acceptable. Cash is not acceptable.

1.7.2 A bid which is not accompanied by this required bid security will be rejected.

1.8 BID INFORMATION:

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

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

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

1.8.4 It is estimated that \$400,000.00 may be expended in Area "A" and \$400,000.00 may be expended in Area "B"

1.9 BID SUBMISSION:

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

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

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

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

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

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 5 39
		FIRM NAME (Must be filled in)	

1.9.6

BID PROCESSING FEE:

For purposes of this bid ONLY, bidder shall submit with their bid a nonrefundable check or money order payable to the City of Philadelphia. The bid processing fee shall be as follows:

- If bidding on Area A only: \$100.00
- If bidding on Area B only: \$100.00
- If bidding on Area A and B: \$200.00

Failure to submit the bid processing fee may result in disqualification from bidding.

1.9.7

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

OR

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

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

1.9.8

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 be certified at the time of the bid opening and should submit with their bid, the Local Business Entity Certification number* as issued by the Procurement 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:

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 6 39
		FIRM NAME (Must be filled in)	

“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. Please provide sufficient time prior to bidding for processing of the LBE application.**

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

1.9.9 **BID QUESTIONS OR PROBLEMS**

In preparing the bid response, should any bidder need clarification on the bid requirements, identify a discrepancy in the specifications, determine that a specified product has been discontinued or an alternate procedure is advised,

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 7 39
		FIRM NAME (Must be filled in)	

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 services exactly as defined in this bid, and in accordance with the specifications and requirements as listed in this Invitation and Bid.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 8 39
		FIRM NAME (Must be filled in)	

1.9.10 **CONTACT PERSON(S):**

PRE-AWARD:

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

Name: _____

Address: _____

City/State/ZC: _____

Telephone No.(____) _____ Ext.: _____

Fax No.(____) _____

E-mail address _____

State Company Web Site Address: _____

POST-AWARD:

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

Name: _____

Address: _____

City/State/ZC: _____

Telephone No.(____) _____ Ext.: _____

Fax No.(____) _____

E-mail address _____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 9 39
		FIRM NAME (Must be filled in)	

1.10 PRE-QUALIFICATION INFORMATION:

- 1.10.1 Bidders must submit their pre-qualification information to the buyer by **MAY 3rd, 2007 at 10:30 A.M.**

All pre-qualification information must be in a separate envelope and indicate on the face of the envelope the Invitation and Bid number, vendor name and address, and "Prequalification Information" so noted.

Send this information addressed to:
Barbara Evans, Buyer
Procurement Department
Room 170A, Municipal Services Building
1401 J.F.K Boulevard
Philadelphia, PA 19102

THIS INFORMATION SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING:

1. The number and types of equipment available for service.
2. Where the equipment is located.
3. List of subcontract(s) to be used.
4. List any other information that would be helpful in evaluation of contractor's ability to perform.

- 1.10.2 Upon recommendation by the Philadelphia International Airport, all bidders who have submitted the above mentioned information shall be notified by the Procurement Department via fax, no later than two (2) business days prior to the opening date of the bid as to whether they are/are not qualified to provide service.

- 1.10.3 In order to help assure satisfactory performance under this contract, bidders may be required to show that during the course of their regular operations they regularly use the equipment called for herein both as to type and quality and that they have available facilities for immediate equipment maintenance and repair.

SECTION 1:

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 10 39
		FIRM NAME (Must be filled in)	

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.

1.10.4 All bidders eligible to bid on this bid shall be prequalified by the City.

SECTION 2: SPECIFICATIONS

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 11 39
		FIRM NAME (Must be filled in)	

- 2.1 The services and equipment to be provided covers the removal, loading and transporting of snow from areas designated by the Division of Aviation.
- 2.1.1 The Contractor undertakes the obligation to furnish, on a simultaneous basis the number and types of equipment stated in the bid, including tires, chains, etc., together with the necessary required accessories for the efficient operation of the equipment, including the repair and maintenance thereof. The contractor shall have the operators and equipment ready for efficient operation within three (3) hours after notice from the Division of Aviation.
- 2.1.2 **CONTRACTOR COMPENSATION**
- 2.1.2.1 The hourly prices for equipment furnished (plus an allowance of one-half (1/2) hour in each direction for actual travel to and from Contractor's equipment yard), shall be the only compensation paid to the Contractor, which shall include furnishing the snow removal equipment, complete with required maintenance thereof, tires, chains, fuel, operator and all other requirements, including supervision, for the efficient operation of the equipment.
- 2.1.2.2 Travel time shall be calculated utilizing the equipment straight time rate during evenings, weekends and holidays in accordance with Labor Standards regulations.
- 2.1.2.3 The Contractor shall furnish Foremen to supervise the work and be present throughout the snow removal operation. Foremen shall not operate equipment and be utilized exclusively for supervisory work. For Area "A" – six (6) foremen must be available at all times. For Area "B" – Six (6) foremen must be available at all times. The Contractor shall, at City's request, furnish additional foremen, as required, at the prices bid in Paragraph 5.3.
- 2.1.2.4 The Contractor will not be compensated for the one (1) hour of travel for equipment stored at the airport.
- 2.1.3 In the event it becomes necessary to substitute snow removal equipment on site by bringing in replacement equipment, there will be no provision for travel time allowance.
- 2.1.4 For any area ("A" or "B"), the Airport, may, in coordination with State and other City agencies, require plowing/clearing of areas into and out of the Airport. Examples of these areas include but are not limited to, Island

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 12 39
		FIRM NAME (Must be filled in)	

Avenue, Tinicum Avenue, Fort Mifflin Rd., Hog Island Road, Rte.291, and I95 on and off ramps.

2.2 Downtime

During any period of time when a piece of equipment becomes inoperable or otherwise immobilized, which may cause other equipment to cease operation, time lost will not be included as part of the aggregate time worked by such equipment.

2.2.1 The Contractor will be responsible for repairs and full restoration of damage to any property or facilities caused by his operations and/or operators.

2.2.1.1 No track driven equipment shall be permitted on paved surfaces.

2.2.1.2 No teeth on loader or grader blades will be permitted on snow removal equipment.

2.2.2 The Contractor shall have the operators and equipment ready for efficient operation within three (3) hours after notice from the Airport.

2.2.3 In the event of a snow emergency, the Division of Aviation will order that all equipment required be delivered to the Airport.

2.2.4 All equipment must be on-site and fully operational with driver within three (3) hours of City notification.

2.2.4.1 Minimum inventory of equipment due on-site by 11/15/07 or upon City notification; whichever is first: 1/3 of each class -

- Pippins
- Plows
- Front End Loaders

NOTE: The type/make of articulating plow blades shall be determined at the discretion of the contractor in accordance with the contract requirements.

2.2.4.2 All vehicles must have identification numbers in at least 3" letters on the side of the vehicle. Awarded vendor's logo must be on all vehicles including subcontractors on both sides of vehicle/equipment.

2.2.4.3 All vehicles and equipment must have operating heaters, defrosters, headlights, taillights, windshield wipers and strobe or beacon lights.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 13 39
		FIRM NAME (Must be filled in)	

2.2.4.4 Airport regulations require that proper Vehicle Identification apply to all equipment deployed.

2.2.5 Bidder(s) shall not be compensated for any periods of time during which a piece of equipment is inoperative or otherwise immobilized and/or which causes any other associated equipment to be rendered inoperative or immobile.

2.2.6 The City shall have the sole right to determine which equipment items are judged to be down and the number of hours involved.

2.2.7 **Equipment Cancellation**

2.2.7.1 The City of Philadelphia reserves the right to change or adjust deployment times of contractor equipment due to changing weather conditions at no additional cost to the City of Philadelphia except as defined in para 2.2.7.6.

2.2.7.2 Any time prior to the arrival of the equipment at the assigned location, the City may cancel the request for additional equipment (equipment not already at location).

2.2.7.3 If the equipment has not left the bidder's airport staging area location, only stand-by rates may apply (see para 2.2.7.6).

2.2.7.4 The contractor will not be paid on hourly rate under any circumstances if services have not been performed.

2.2.7.5 If a vehicle is enroute to the assigned location, the bidder shall be paid for the allowable travel time.

2.2.7.6 Equipment Cancellation -Stand-by Rates Whenever equipment and labor have been placed on location and available for services and subsequently not deployed due to changing weather conditions; a payment to Contractor shall be authorized for the type of equipment involved, as a stand-by payment, in an amount totaling 25% of the line item hourly bid price for those equipment items multiplied by the number of equipment stand-by hours.

2.2.8 The notice to proceed given to the Contractor by the City will include the following:

- A. Notice to deliver all equipment as specified
- B. The areas to be cleaned

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 14 39
		FIRM NAME (Must be filled in)	

C. Instructions as to location for snow piling or dumping.

2.2.9 Notice to proceed may be given by telephone or in any manner suited to the exigencies of the situation. Contractor is required to maintain a telephone at which the notice to proceed will be received and acted upon at any hour of the day or night.

Contractor shall state the names and addresses of persons to contact for emergency calls.

NAME: _____

ADDRESS: _____

PHONE NO: _____

NAME: _____

ADDRESS: _____

PHONE NO: _____

NAME: _____

ADDRESS: _____

PHONE NO: _____

2.2.10 The work shall be continuous on an around-the-clock basis until work is completed as required by the Division of Aviation.

2.2.10.1 **Heavy Equipment Operator Only:**

NAME: _____

ADDRESS: _____

PHONE NO: _____

2.3 Operational Issues

2.3.1 Contractors should transport relief drivers to their equipment for shift change, lunch and other breaks. It is the goal of this contract that all equipment be in continuous operation.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 15 39
		FIRM NAME (Must be filled in)	

2.3.2 The City and successful bidder shall determine the communication equipment to be provided after the contract has been awarded in accordance with all contract requirements.

2.3.3 By 11/1/2007 (to comply with requirements stated in para. 2.3.1 above), Contractor must provide some proof that all his drivers have been properly instructed related to yielding to aircraft. In addition, contractors must ensure that all supervisors/foreman (required in Section 2.1.2) are processed and properly badged by the DOA and have passed the airfield driver training course.

2.3.4 Contractor will follow all local, state and federal airport rules and regulations and all Transportation Security Administration (TSA) security measures that may be imposed upon the airport at any time, at no additional cost to the City.

2.4 **Pricing**

2.4.1 Bidders are to bid an hourly rate per unit w/Operator for each time period.

Bidders may bid both areas "A" and "B". The City may elect to order more or less of any item as needed or required.

2.4.2 Bidders shall submit a price for each item listed in section 5: Pricing. Prices shall be firm for the Initial Term of the Contract and the one year Renewal Term if exercised by the City.

2.4.3 The Airport may want to use their own equipment and only need the services of a Heavy Equipment Operator and shall comply with all terms listed in paragraph 2.2.1. Bidder shall provide an hourly rate for the operator in Section 5.

2.4.4 Bidders are to bid a fixed price (in Section 5) to place their snow removal equipment in operational status at Airport (per para. 2.2.4.1 - 2.2.4.4) from 11/15/2007, or upon City notification, whichever is first, up to removal within five (5) months thereafter or as instructed by the Division of Aviation.

2.4.5 Minimum Guarantee if contractor services are performed during September – May period costing less than \$40,000. City will pay the balance to equal \$40,000. For example, if contractor services in the amount of \$20,000 are performed during the September – May period, the City will pay the balance amount of \$20,000 to equal \$40,000. (Ref to para. 1.4.1).

2.5 **CONTRACTOR COORDINATION**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 16 39
		FIRM NAME (Must be filled in)	

The successful bidder will coordinate and communicate with the Snow Melter Contractor to provide for snow removal.

SECTION 3: BID EVALUATION AND AWARD

3.1 EVALUATION:

3.1.1 Bids will be evaluated by the Procurement Department.

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

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

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

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

3.1.4 Bidders whose bids are determined to be non-responsible for reasons of bidder qualification shall be notified by the City of the reasons for the determination and may contest the finding of non-responsibility through the prescribed procedures described in paragraph 12 of "Terms and Conditions of Bidding and Contract".

3.2 AWARD:

3.2.1 The Procurement Commissioner shall award a separate Contract for each area. (Area "A" and Area "B"). Bidders may bid both areas but only one area shall be awarded to a Contractor. If conditions require, contractor may be required to provide service in either or both areas. Item 5.3, 5.4, 5.5 & 5.6 will apply to both areas A & B and will be considered in the Basis of Award.

3.3 BASIS OF AWARD

3.3.1 Subject to the conditions of 3.2.1 above, contracts will be awarded to the lowest responsive and responsible bidder based upon the aggregate price per hour for the number of equipment units required in each area. Aggregate price per hour is computed as follows:

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 17 39
		FIRM NAME (Must be filled in)	

3.3.2 For each period, for each item, the hourly rate quoted is multiplied by the number of units required. The total of these extensions is the aggregate hourly rate for that time period.

The aggregate hourly rate totals for each time period are then extended as follows:

- a. Monday-Friday 8:00 AM to 4:00 PM
Aggregate Hourly Rate X 24 PLUS
- b. Monday-Friday 4:00 PM to 8:00 AM & Saturday
Aggregate Hourly Rate x 104 PLUS
- c. Sundays & Holidays-
Aggregate Hourly Rate x 24 PLUS
- d. Item 5.3 x 50 hours PLUS
Item 5.4 x 16 hours PLUS
Item 5.5 x 2 each PLUS
Item 5.6 x 2 each.

3.3.3 **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.

Unless the Procurement Commissioner determines no 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.

3.4 **PERFORMANCE SECURITY:**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 18 39
		FIRM NAME (Must be filled in)	

3.4.1 For the purposes of this Bid, the Master Performance Security Program does not apply. The successful bidder will be required to furnish an individual performance security bond based upon 100% of the total award amount.

It is estimated that \$400,000.00 will be expended in Area "A" and \$400,000.00 will be expended in Area "B". The performance security bond will be based upon the estimated amount for each contract awarded.

3.5 INSURANCE:

For this bid only, Paragraph 14 of the "Terms and Conditions of Bidding and Contract" is deleted and replaced with the following:

3.5.1 Contractors must indemnify, defend and hold the City harmless from and against any and all losses or costs arising out of their services in connection with the Contract.

3.5.2 Contractor must release/waive the City from liability for personal or bodily injury resulting from use of the equipment.

3.5.3 Contractor shall, at its sole cost and expense, procure and maintain in full force and effect, covering the performance of the Services, the types and minimum limits of insurance specified below. All insurance shall be procured from reputable insurers admitted to do business on a direct basis in the Commonwealth of Pennsylvania or otherwise acceptable to the City. All insurance herein shall be written on an "occurrence" basis and not a "claims made" basis.

3.5.4 In no event shall services be performed until the required evidence of insurance has been furnished. 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. The City, its officers, employees and agents, shall be named as additional insured on all policies required hereunder except the Workers' Compensation and Employees' Liability Policy.

3.5.5 Also, an endorsement is required stating that the coverage afforded the City and its officers, employees and agents as additional insured will be primary to any other coverage available to them and that no act or omission of the City shall invalidate the coverage.

(a) WORKERS' COMPENSATION AND EMPLOYEES' LIABILITY

Workers' Compensation - Statutory Limits

Employer's Liability: \$500,000 each accident- bodily injury by

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 19 39
		FIRM NAME (Must be filled in)	

accident; \$500,000 each employee - bodily injury by disease;
\$500,000 policy limit

Pennsylvania Endorsement

(b) **COMPREHENSIVE GENERAL LIABILITY INSURANCE**

Limit of Liability: \$10,000,000 per occurrence combined single limit for Bodily injury (including death) and property damage liability.

Coverage: Coverage shall include premises operations; blanket contractual liability; personal injury liability (employee exclusion deleted); independent contractors; employees as additional insureds; cross liability; broad form property damage.

(c) **AUTOMOBILE LIABILITY**

Limit of Liability: \$10,000,000 per occurrence combined single limit for Bodily injury (including death) and property damage liability.

Coverage: Owned, non-owned, and hired vehicles.

Evidence of Insured Coverage

Certificates of Insurance evidencing the required coverage shall be submitted to the Responsible Official (at the address set forth in the Agreement) and the City's Risk Manager at least ten (10) days before services commence and at least ten (10) days before each renewal term. The City reserves the right to require Contractor to furnish certified copies of the original policies of all insurance required hereunder at any time upon ten (10) days written notice to Contractor.

The insurance requirements set forth herein are not intended and shall not be construed to modify, limit or reduce the indemnifications made in the Agreement by Contractor to the City, or to limit Contractor's liability under the Agreement to the limits of the policies of insurance required to be maintained by Contractor in this Agreement.

3.5.6

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

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 20 39
		FIRM NAME (Must be filled in)	

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

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

SECTION 4: CONTRACT MANAGEMENT

4.1 CITY OF PHILADELPHIA RESPONSIBILITY:

- 4.1.1 The Philadelphia International Airport (PHL) will be notified by Procurement of award(s) and will be provided with vendor(s), vendor contact(s) and applicable pricing. PHL will prepare and submit through the appropriate review channels, a requisition detailing their specific needs and requirements to Procurement. The Procurement Department shall then apply the requisition against the contract and issue a purchase order.
- 4.1.2 **Order Against Contracts**
Subsequent to contract conformance of a Requirements bid, purchase orders will be issued at such time that the services are needed. Such purchase orders will show if delivery is to be made upon receipt of order, or only after notification by the using department.
- 4.1.3 The payment for work will be computed from the aggregate number of hours worked at the hourly rate for each piece of equipment, plus an allowance of one-half hour in each direction of actual travel to and from the contractor's equipment yard. Except for travel time, the period for which the contractor will be paid shall begin at the time each piece of equipment arrives at the

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 21 39
		FIRM NAME (Must be filled in)	

designated deployment site and commences operations, and will end when each piece of equipment leaves the designated deployment site at completion of its job assignment. No provision for travel time if necessary to use substitute equipment. (Paragraph 2.1.3).

4.1.3.1 Paying the successful bidder is the responsibility of the Division of Aviation, not the Procurement Department. The successful bidder should bring any problems concerning payments to the attention of the Division of Aviation. The name and telephone number of the contact person can generally be found on the Purchase Order.

4.1.4 The City shall NOT pay for any downtime except as stated in (para 2.2.7.6).

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

4.1.6 **ADD-ONS:**

The City reserves the right to add, delete or change locations; or to acquire other types of equipment and snow removal 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.

4.1.7 **Contract Extras**

Contract extras are defined as services, supplies or equipment that are required within the scope of work authorized in the contract and provided on a fixed or variable basis. Whenever such services, supplies or equipment are required, they shall be proposed on the Work Request Form (72-290) and authorized in written form by properly designated Contract Management

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 22 39
		FIRM NAME (Must be filled in)	

Representatives of both the City and Operator. The final approval shall rest with the Procurement Department. A sample of the form is included in the bid as Attachment A. Copies of the form shall be provided by the department.

4.2 **VENDOR RESPONSIBILITY:**

4.2.1 Contractor must be fully trained on the correct and safe operation of the equipment. They must have a Commercial Driver's License and participate in a Drug and Alcohol Testing Program. Contractor may deliver only services or equipment (as applicable) as authorized in the contract and only after receipt of a purchase order or other authorized document from the Procurement Department. All orders must be in writing. Contractor shall not accept verbal delivery requests until after receipt of purchase order or other authorizing document from Procurement.

4.2.2 Contractor may provide only services or equipment (as applicable) at the prices quoted in the contract and that are reflected on a purchase order or a change to a purchase order (a change to a purchase order is issued whenever the items, unit price, total amount, or terms and conditions change from the original purchase order).

4.2.3 Contractors may perform services (as applicable) up to the dollar limit of the purchase order and for the period shown on the purchase order. Contractors are requested to carefully monitor obligations against purchase orders and inform the departments of anticipated funding shortfalls.

4.2.4 **DELIVERY:**
As specified in paragraph 2.1.1.

4.2.4.1 **Liquidated Damages:**
Liquidated Damages in the amount of 5% of the unit price may be applied to each item which exceeds the service schedule/requirement.

4.2.5 In the event that the contractor receives an order for services and/or equipment not specifically priced and incorporated into the contract, they must:

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

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 23 39
		FIRM NAME (Must be filled in)	

- 4.2.6 Should services and/or equipment be provided that are not specifically incorporated and priced into the contract, and/or be performed without purchase order, the City shall have no obligation for payment.
- 4.2.7 For delivery of equipment, contractors shall honor and be paid for orders placed until the close of business of the date of purchase order expiration. Delivery of equipment may occur following purchase order expiration, so long as the order was placed prior to the purchase order expiration date.
- 4.2.8 For performance of services, contractor shall honor and be paid for orders placed until the close of business of the date of purchase order expiration. Performance of services may occur following purchase order expiration, so long as the order was placed prior to the purchase order expiration date.
- 4.2.9 **REPORTS**
The contractor will contact the Division of Aviation for a pre-job planning meeting as soon as the contract is awarded.
- 4.2.10 Contractor will maintain time records on forms to be supplied by the Division of Aviation. Inspectors for the City of Philadelphia will have authority to check time records as required. Invoices to the City of Philadelphia shall show the Purchase Order number and include the following information.
- (i) Total number of snow removal equipment utilized to include type and class.
 - (ii) Location(s) of snow removal operation.
 - (iii) Dates and hours of work by each piece of snow removal equipment.
 - (iv) Explanation (include specific detail) of travel time.
- 4.2.11 Contractor will be required to maintain a complete set of time records for personnel assigned to work. Time records to include individual's name, address and social security number.
- 4.2.12 All personnel employed by the Contractor will be assigned identification tags upon entering the airfield operating area. These tags must be visible at all times and will only be issued to personnel exhibiting proper driver/operator's licenses. Prior to leaving the airport, each individual will be responsible to return the assigned tag. Failure to return the tag may result in nonpayment for the assigned piece of equipment. Tags will be issued by the Division of Aviation.
- 4.2.13 **Special Conditions**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 24 39
		FIRM NAME (Must be filled in)	

Contractor must comply with the Special Conditions for the area in which an award was received.

4.2.13.1 **AREA "A"**

- 4.2.13.1.1 Before start of work, the contractor must take every precaution to prevent injury to persons and damage to property.
- 4.2.13.1.2 The contractor shall make good any such injury, damage, or loss, except such as may be directly caused by agents or employees of the City of Philadelphia.
- 4.2.13.1.3 Contractor to be responsible for all dump trucks for the purpose of snow removal; must be clean and free of foreign debris before entering airport grounds. Any clean up made necessary by the dumping of debris will be deducted from the final payment.
- 4.2.13.1.4 The Contractor will not be permitted to remove any equipment engaged in removal operations from airport except at conclusion and suspension of each snow removal operation or when released by City.

4.2.13.2 **AREA "B"**

- 4.2.13.2.1 Before start of work, the contractor must take every precaution to prevent injury to persons and damage to property.
- 4.2.13.2.2 The Contractor shall make good any such injury, damage to property.
- 4.2.13.2.3 Same as 4.2.13.1.3
- 4.2.13.2.4 Same as 4.2.13.1.4

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 25 39
		FIRM NAME (Must be filled in)	

4.2.13.3 All snow removal equipment for Areas "A" and "B" must be removed from the airport between May 1st and May 5th. Should equipment not be removed by this date, the Airport will assess storage fees of \$100.00 per day per piece of equipment.

4.2.13.4 Should the Contractor fail to provide said equipment (AREA "A," see Sections 5.1.1 through 5.1.11; AREA "B," Sections 5.2.1 through 5.2.11) at the time specified, the Facilities Manager may obtain the equipment from another source and any additional cost for said equipment will be charged to the Contractor.

4.2.13.4.1 In addition, a fine of \$100.00 will be levied for each piece of equipment not on-site as specified.

4.2.14

Invoices/Receipts

All invoices/receipts for snow removal service shall have the signature and payroll ID number of the authorized/designated City personnel that received the services.

4.2.14.1 Invoices should be sent in triplicate to the Philadelphia International Airport.

4.2.14.2 The payment for work will be computed from the aggregate number of hours worked at the hourly rate for each piece of equipment, plus an allowance of one-half hour in each direction for actual travel to and from the contractor's equipment yard. Except for travel time, the period for which the contractor will be paid shall begin at the time each piece of equipment arrives in the site designated and commences operations, and will end when each piece of equipment leaves on completion of its job assignment. No provision for travel time if necessary to use substitute equipment. (Paragraph 2.1.3).

4.2.14.3 Separate invoices shall be rendered for each request for Snow Removal Service.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 26 39
		FIRM NAME (Must be filled in)	

- 4.2.14.4 The invoice must show the quantity of equipment used and services provided and the price.
- 4.2.14.5 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.
- 4.2.14.6 Invoices submitted will be processed for payment by Finance following receipt of purchase order and completion of each snow removal request.
- 4.2.14.7 Checks will only be made payable to the company name as shown on the purchase order; the invoice must reflect this same company as the "pay to"

- 4.2.15 ***Prevailing Wage Provisions.*** The contract awarded under these specifications is subject to all provisions of Section 17-107 of the Philadelphia Code entitled Contractors: Labor-Management Relationships.” It is also subject to all regulations and procedures adopted thereunder.
- a. All employees performing work under the contract shall be paid the applicable prevailing wages for the respective occupational classification(s) designated, as set forth in the wage schedule attached; and in addition, be given the applicable current prevailing working conditions during the entire period of work under the contract. Such working conditions are those which are given to employees pursuant to a bona fide collective bargaining agreement for the applicable craft, trade, or industry in the Philadelphia area on the date these specifications are issued.
 - b. City may withhold from any sums due to the contractor under each contract so much as may be necessary to pay the employees the difference between wages required to be paid thereby and the wages actually paid to such employees, and the City may make such payments directly to the appropriate employees.
 - c. Each contractor shall require all subcontractors to comply with and be bound by all of the provisions of this section of the contract & Section 17-107 of the Philadelphia Code.
 - d. Every contractor and subcontractor shall keep an accurate record showing the name, address, occupational classification, wages and other benefits paid or provided and number of hours worked for each employee assigned to city-work, and such record shall be preserved for two (2) years from the date of payment. The contractor shall make his employment and accounting records available for inspection by

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 27 39
		FIRM NAME (Must be filled in)	

authorized representatives of the Labor Standards Unit of the MDO, at all reasonable hours, and shall permit such representatives to interview employees during working hours on the job.

- e. All contractors and subcontractors performing city-work shall automatically file with the , Labor Standards Unit of the MDO, a certified statement setting forth the name, address, occupational classification, wages and other benefits paid or provided and number of hours worked with respect to each employee performing city-work. Such statement shall be made weekly for each preceding weekly period. The certification shall affirm that the statement is correct and complete, that the wages set forth therein are not less than those required by the contract for city-work and that the occupational classification set forth for each employee conforms with the work he performed.
- f. Nothing herein shall preclude the payment by the contractor of wages at rates higher than those specified as the prevailing wages in the applicable attached schedule. However, no increases in any contract price shall be allowed or authorized on account of the payment of wages in excess of those so specified or on account of wage increases granted hereafter. No increases above the amounts specified in the applicable attached schedule will be required by any contract during the term thereof except in the case of an error or omission in such schedule. Such an error or omission shall be called to the attention of the Labor Standards Unit of the MDO, as promptly as possible; but the remedying thereof by the Department shall not constitute grounds for withdrawal of a bid or cancellation of a contract, nor for an increase in the contract price or other claim or recovery against the City nor a ground for failure or refusal to pay the applicable proper prevailing wage to all employees.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 28 39
		FIRM NAME (Must be filled in)	

- g. The prevailing wages required hereby shall be paid unconditionally without any subsequent deduction or rebate of any kind except in accordance with prevailing payroll deduction practices. Any assignment of wages by an employee for the direct or indirect benefit of the contractor shall constitute a violation of this section; and any purported release of rights hereunder by an employee shall be void and of no effect.
 - h. It is the responsibility of all bidders and contractors to inform themselves of all prevailing working conditions, including, without limitation, proper classifications, length of workday and work week, overtime compensation, and holiday and vacation rights. All questions shall be referred to the Procurement Department 215)686-4720/21.
- 4.2.15.1 If a person in a higher job classification performs the work of a lower classification, the City of Philadelphia will pay the lower classification at that designated Base Rate BUT the Contractor is responsible for paying the person at the higher rate.
 - 4.2.15.2 On all overtime hours, fringe benefits will be paid at the straight (base) rate only.

SEE ATTACHED APPLICABLE WAGE SCHEDULE

City of Philadelphia

Prevailing Wage Rate Schedule

Snow Removal

<u>Classification</u>	<u>Basic Hourly Rate</u>	<u>Fringe Benefits</u>
Power Equipment Operator	\$32.65	\$18.39

Notes of Interest:

- (1) On all overtime hours, fringe benefits will be paid at the Straight (base) rate only.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 29 39
		FIRM NAME (Must be filled in)	

- (2) Contractors are advised to contact the Philadelphia Procurement Department with any questions regarding job classifications, prevailing wage rates, fringe benefits and area working conditions.

**Philadelphia Procurement Department
Municipal Services Building
1401 J.F.K. Boulevard – 1th Floor
Philadelphia, PA 19102-1670
Telephone Numbers: (215) 686-4720
Fax Number: (215) 686-4716**

- 4.2.16 At the conclusion of this contract, Contractor agrees to cooperate with any Incoming vendor on a transition plan to ensure an orderly changeover of responsibilities.
- 4.3 **VENDOR ACCEPTANCES – IN SUBMITTING AN EXECUTED BID, THE BIDDER AGREES TO THE CONTRACT MANAGEMENT PROCEDURES IN THIS SECTION.**

SECTION 5: PRICING

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

Bidder (s) shall quote an hourly (HR) rate for all items listed in sections 5.1 and 5.2 below. Pricing shall be stated according to units of measure indicated for items 5.3 through 5.6.

NOTE:

To ensure the rapid and efficient removal of snow and ice, International Airport will be divided into areas, Area “A”, and Area “B”. If conditions require, bidders may be required to provide service in either or both areas.

- 5.1 **EQUIPMENT W/OPERATOR - AREA "A"**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 30 39
		FIRM NAME (Must be filled in)	

Airside - Cargo City Ramps, Terminal A West, Terminal "A" East, Terminal "B" and Terminal C West Aircraft aprons taxi lanes and taxiways.

Landside - All Division of Aviation Employee Parking Lots and Cargo City Roadway System within Airport Property.

5.1.1 Front End Loaders, 4 cu. yd. minimum capacity - 30 ea.

5.1.1.1 **#28561 012 003**
Monday-Friday
8:00 AM to 4:00 PM \$_____

5.1.1.2 **#28561 012 004**
Monday-Friday
4:00 PM – 8:00 AM and
Saturdays \$_____

5.1.1.3 **#28561 012 005**
Sunday & Holidays \$_____

**RATE PER HOUR
EQUIPMENT
W/OPERATOR**

5.1.2 Dump Trucks - Tandem or Tri-Axle -13
C.Y. Min. - 10 ea.

5.1.2.1 **#28561 012 015**
Monday-Friday
8:00 AM to 4:00 PM \$_____

5.1.2.2 **#28561 012 016**
Monday-Friday
4:00 PM to 8:00 AM
and Saturdays \$_____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 33 39
		FIRM NAME (Must be filled in)	

5.1.7 Sand/Salt Trucks - 2 yd. with plows
(10 foot) - 10 each

5.1.7.1 **#28561 013 033**
Monday-Friday
8:00 AM to 4:00 PM \$ _____

5.1.7.2 **#28561 013 034**
Monday-Friday
4:00 PM to 8:00 AM
and Saturdays \$ _____

5.1.7.3 **#28561 013 035**
Sundays and Holidays \$ _____

**RATE PER HOUR
EQUIPMENT
W/OPERATOR**

5.1.8 20 foot wide non-articulating plow blade
mounted on a caterpillar 950 loader
W/rubber tires or equivalent - 5 each

5.1.8.1 **#28561 013 075**
Monday - Friday
8:00am to 4:00pm \$ _____

5.1.8.2 **#28561 013 076**
Monday - Friday
4:00pm to 8:00
& Saturdays \$ _____

5.1.8.3 **#28561 013 077**
Sundays and Holidays \$ _____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 34 39
		FIRM NAME (Must be filled in)	

5.2 **EQUIPMENT WITH OPERATOR AREA "B"**

Airside - North and South Old Overseas Terminal, Terminal C East, Terminal D, Terminal E and Terminal F aircraft aprons and taxi lanes and taxiways. Commuter Apron and connecting service roads.

Landside - Terminal Departure and Arrival roadway system. Fire Station 78 Parking Lot.

**RATE PER HOUR
EQUIPMENT
W/OPERATOR**

5.2.1	Front End Loaders, 4 cu. yd. - 30 ea.	
	5.2.1.1 #28561 013 003 Monday-Friday 8:00 AM to 4:00 PM	\$ _____
	5.2.1.2 #28561 013 004 Monday-Friday 4:00 PM to 8:00 AM and Saturdays	\$ _____
	5.2.1.3 #28561 013 005 Sundays and Holidays	\$ _____
5.2.2	Dump Trucks - Tandem or Tri-Axle	

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 37 39
		FIRM NAME (Must be filled in)	

5.2.6 Vendor supplied six (6) cu. yd. Loaders to be modified by vendor to operate with universal couplers as provided by City and installed and removed by vendor. Couplers to be compatible with Ramp Plow and Snow Blower attachments - 3 ea. (City Couplers Reference: American Coupler System Pro Series 2000, Model Nos. 21464, 21461, 21422 of Series 70 and Model 21882 of Series 90).

5.2.6.1 **#28561 013 027**
Monday-Friday
8:00 AM to 4:00 PM \$ _____

5.2.6.2 **#28561 013 028**
Monday-Friday
4:00 PM to 8:00 AM
and Saturdays \$ _____

5.2.6.3 **#28561 013 029**
Sundays and Holidays \$ _____

**RATE PER HOUR
EQUIPMENT
W/OPERATOR**

5.2.7 Pickups with snow plows (6 foot)
12 each

5.2.7.1 **#28561 013 030**
Monday-Friday
8:00 AM to 4:00 PM \$ _____

5.2.7.2 **#28561 013 031**
Monday-Friday
4:00 PM to 8:00 AM
and Saturdays \$ _____

5.2.7.3 **#2856 101 3032**
Sundays and Holidays \$ _____

5.2.8 Sand/Salt Trucks - 2 yd. with plows
(10 foot) - 10 each

5.2.8.1 **#28561 013 033**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 38 39
		FIRM NAME (Must be filled in)	

	Monday-Friday 8:00 AM to 4:00 PM	\$ _____
5.2.8.2	#28561 013 034 Monday-Friday 4:00 PM to 8:00 AM and Saturdays	\$ _____
5.2.8.3	#28561 013 035 Sundays and Holidays	\$ _____

**RATE PER HOUR
EQUIPMENT
W/OPERATOR**

5.2.9	20 foot wide non-articulating plow blade mounted on a caterpillar 950 loader with rubber tires or equipment – (5 each)	
5.2.9.1	#28561 013 075 Monday – Friday 8:00 AM to 4:00 PM	\$ _____
5.2.9.2	#28561 013 076 Monday - Friday 4:00 PM to 8:00 AM and Saturday s	\$ _____
5.2.9.3	#28561 013 077 Sundays and Holidays	\$ _____

**UNIT OF
MEASURE**

**UNIT
PRICE**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z53470	PAGE OF 39 39
		FIRM NAME (Must be filled in)	

FOR CITY OWNED EQUIPMENT

5.3	Foreman, additional to those Required per para. 2.1.2.1 (est. qty per year...50)	HR	\$ _____
5.4	Heavy Equipment Operator Only (est. qty. per year ...16)	HR	\$ _____
5.5	City Coupler Installation One-time charge for Items 5.1.5 and 5.2.6	EA	\$ _____
5.6	City owned Couplers to be removed from Items 5.1.5 and 5.2.6; a one-time charge only.	EA	\$ _____

S8-Z5347-0
ATTACHMENT A

CITY OF PHILADELPHIA DEPARTMENT OF COMMERCE				WORK REQUEST NUMBER		DATE			
WORK REQUEST									
CONTRACT MANAGEMENT TO: TECHNICAL SERVICES UNIT DIVISION OF AVIATION		1. SYSTEM/EQUIPMENT		2. REPAIR REQUEST NUMBER		DATE			
4. TYPE OF SUBMISSION <input type="checkbox"/> ACT OF GOD <input type="checkbox"/> MALICIOUS MISCHIEF <input type="checkbox"/> MALFUNCTION <input type="checkbox"/> VANDALISM <input type="checkbox"/> OTHER (SPECIFY)_____									
5. DESCRIPTION OF REQUEST _____ _____ _____ _____ _____									
ESTIMATE									
6. MATERIAL		QTY	UNIT PRICE	COST	7. LABOR		NO. HRS.	\$/HR.	COST
SUB-TOTAL _____					SUB-TOTAL _____				
ESTIMATED COMPLETION DATE					TOTAL \$				
8. PREPARED BY			9. VERIFIED BY			10. REVIEWED BY			
<input type="checkbox"/> AUTHORIZED TO PROCEED <input type="checkbox"/> <u>NOT</u> AUTHORIZED TO PROCEED					11. APPROVED BY		DATE		
ACTUAL									
12. MATERIAL		QTY	UNIT PRICE	COST	13. LABOR		NO. HRS.	\$/HR.	COST
SUB-TOTAL _____					SUB-TOTAL _____				
COMPLETION DATE					TOTAL \$				
14. PREPARED BY			15. VERIFIED BY			16. REVIEWED BY			
<input type="checkbox"/> AUTHORIZED FOR PAYMENT <input type="checkbox"/> <u>NOT</u> AUTHORIZED FOR PAYMENT					17. APPROVED BY		DATE		

S8-Z5347-0
ATTACHMENT B-BID BOND

CITY OF PHILADELPHIA



BID BOND

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

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

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

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

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

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

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

CORPORATE SEAL:

PRINCIPAL OBLIGOR:

President/Vice-President (SEAL)

Secretary/Treasurer (SEAL)

SURETY SEAL:

SURETY:

Attorney-In-Fact (SEAL)

INSTRUCTIONS:

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

Attention Bidder:

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

Exhibits

Drawings

Attached specifications

Attached documents

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

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

1. PREPARATION AND SUBMISSION OF BID.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(b) **GENERAL LIABILITY INSURANCE**

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

(c) **AUTOMOBILE LIABILITY**

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

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

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

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

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

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

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

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

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

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

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

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

18. NONDISCRIMINATION.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SIGNING OF BIDS

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

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

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

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

SIGNING OF BIDS:

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

This _____ day of _____ 200__

(Signature of Owner, Partner)

(Type or Print Name and Title)

(Business Name of Bidder)

(Address, including Zip Code)

(Telephone Number, including Area Code)

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

This _____ day of _____ 200__

CORPORATE SEAL

(Corporate or Business Name of Bidder)

(Address, including Zip Code)

(Telephone Number, including Area Code)

(Signature of President or a Vice-President)

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

(Type or Print Name and Title)

(Type or Print Name and Title)

APPROVED AS TO FORM

CONTRACT EXECUTION

(Asst. City Solicitor)

(Acting Procurement Commissioner)



CITY OF PHILADELPHIA

INSTRUCTIONS FOR GETTING PAID BY THE CITY OF PHILADELPHIA

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

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

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

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

VENDORS INTERESTED IN RECEIVING PAYMENTS ELECTRONICALLY MUST COMPLETE AN ACH VENDOR ENROLLMENT AND CHANGE FORM. THIS FORM CAN BE DOWNLOADED FROM WWW.PHILA.GOV/BIDS.

BIDDERS GUIDELINES*

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

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

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

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



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

ATTENTION VENDORS

If your company would like to receive the results of a particular bid, the Public Information Unit of the Procurement Department will forward this information to you at a **fee of \$10.00** for **each** bid number requested. Please be advised that bid tabulations **are not available** by telephone. If you have any questions, Please call 215-686-4755 or 215-686-4756.

BID RESULTS REQUEST FORM

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

PLEASE NOTE INCREASED FEE Date of Request: _____

Bid Number Requested: _____ Opening Date: _____

Company Name: _____

Company Representative: _____

Address: _____

Telephone No.: _____ Fax No.: _____

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

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

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

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

DO NOT SEND CASH



CITY OF PHILADELPHIA

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

Janet Hagan
Acting Procurement Commissioner

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

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

Dear Vendor:

The Philadelphia City Charter requires that each bid submission over \$25,000 be accompanied by a certified check in the amount specified in the bid invitation. This requirement can be met for most bids if the Bidder is covered under the City's Master Bid Security Program. This program provides bid security coverage for Service, Supply and Equipment bids that have a total dollar value of over \$25,000 up to \$500,000.

To file for coverage under the Bid Security Program, for the period **July 1, 2006 to June 30, 2008**, complete the enclosed application and return it with a check for **\$175.00**. Make the check payable to "City of Philadelphia". It is **non-refundable**. To clarify the precise use of the check, enter the words "**Bid Security Program**" **2006 – 2008** on the face of the check.

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

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

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

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

Company Name: _____

Fed EIN/SSN: _____

Street Address _____

City, State, Zip: _____

Contact Person: _____

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

- A. Check payable to the City of Philadelphia in the amount of \$175.00 for 7/1/06 to 6/30/08
(NO PERSONAL CHECKS)

Internal Use Only

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



CITY OF PHILADELPHIA

PROCUREMENT DEPARTMENT
120 Municipal Services Building
Philadelphia, Pa 19102-1685
(215) 686-4750
FAX (215) 686-4728

JANET HAGAN
Acting Procurement Commissioner

December 1, 2006

Dear Vendor:

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

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

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

Sincerely,

Janet Hagan
Acting Procurement Commissioner



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

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

Vincent Jannetti
Director of Finance

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

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

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

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

Vendor Information Payment Reference Guide

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



CITY OF PHILADELPHIA

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

Dear Valued Vendor,

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

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

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

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

Sincerely,

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

Vincent J. Jannetti
Acting Director of Finance