

VOLUNTARY PARTICIPATION AND COMMITMENT FORM (BID)

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

Minority (MBE), Women (WBE), and Disabled (DSBE) Owned Business Enterprises¹

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

REVISED 4-2007

¹ MBE/WBE/DSBES listed above **MUST** be certified by the MBEC prior to Bid Opening Date.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 2 60
		FIRM NAME (Must be filled in)	

SECTION 1: GENERAL BID SUBMISSION

1.1 **TITLE: WINDOW WASHING SERVICE**

1.2 **SCHEDULE NO: 941**

1.3 **CONTRACT TERM: 5/1/08 to 4/30/09** (“Initial Term”), with an option to renew for up to **THREE (3)** additional **ONE (1)** year periods, (“the Renewal Term”) exercisable, at the City’s sole discretion, as of the expiration of the Initial Term or then current Renewal term. The City may, at its sole discretion, renew the contract for up to three (3) months at the beginning of each renewal period(s) (the “Additional Performance Period”), if a decision has been made not to renew the contract for an entire year.

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

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

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

1.4 **CONTRACT TYPE: REQUIREMENTS**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 3 60
		FIRM NAME (Must be filled in)	

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

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

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

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

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

1.6 **STATEMENT OF DIRECTION:**

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

1.7 **BID SECURITY**

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

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

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 4 60
		FIRM NAME (Must be filled in)	

Bidders already enrolled in the City's Master Bid Security Program for Fiscal Year 2007 - 2008 (July 1, 2006 to June 30, 2008) are not required to provide Bid Security if their bid total is \$500,000.00 or less (per paragraph 2 of "Terms and Conditions of Bidding and Contract").

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

1.7.3 **Bids Opening July 1, 2007 through June 30, 2008**

Bidders may qualify for the Master Bid Security Program described above for **Fiscal Year 2007 - 2008 (July 1, 2007 – June 30, 2008)** by submitting a check in the amount of **\$120.00** made payable to the City of Philadelphia. The check should be submitted, under separate cover, to the Bid Unit Supervisor at least one day prior to the first bid that the bidder wants covered under the program and is non-refundable. Or if, and only if, the bidder chooses to submit the check with their bid, the check **MUST** be in the form of a Certified, Treasurer's or Cashier's Check, Bank or United States Postal Money Order and is non-refundable.

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

1.8 **BID INFORMATION:**

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

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

1.9 **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.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 5 60
		FIRM NAME (Must be filled in)	

- 1.9.3 Bid should be complete and include ALL information required as described in the various paragraphs of the bid specifications.
- 1.9.4 All pricing must be completed on the forms provided; be complete; and be in ink or typed.
- 1.9.5 The bid must be complete as to required bid signatures and corporate seal, and fully accept the terms and conditions contained in the bid.
- 1.9.6 **BID PROCESSING FEE:**
All bids submitted where the bid total is greater than \$25,000 shall be accompanied by the proper Bid Processing Fee. The fee shall be in the form of a separate check or money order in accordance with Paragraph 3 of the “Terms and Conditions of Bidding and Contract.”
- 1.9.7 When M-BE, W-BE or DS-BE ranges are required on an Invitation and Bid, bidders are reminded that the submission of a blank “Minority Business Enterprise Council Solicitation and Commitment Form” will be deemed non-responsive and ineligible for an award. Bidders are reminded to read carefully and entirely the “Bidder’s Guidelines relating to Executive Order 02-05”.

OR

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

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

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 6 60
		FIRM NAME (Must be filled in)	

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 or subcontractor must be certified at the time of the bid opening and must submit with the bid the Local Business Entity Certification number** as issued by the Procurement Department for the prime contractor or the applicable subcontractor. If the prime relies upon its subcontractor's LBE status in order to be eligible for the preference, the name and certification number of the subcontractor **must** be submitted with the bid. **Failure to submit the prime's LBE certification number or the subcontractor's name and the LBE certification number with the bid will deem bidder ineligible for the 5% preference.**

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

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

Prime or subcontractor's LBE Certification Number_____

If applicable:

Subcontractor's Name_____

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.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 7 60
		FIRM NAME (Must be filled in)	

1.9.9

BID QUESTIONS OR PROBLEMS

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

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

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 8 60
		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 S8Z54560	PAGE OF 9 60
		FIRM NAME (Must be filled in)	

1.10 BIDDER QUALIFICATION:

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

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

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 10 60
		FIRM NAME (Must be filled in)	

SECTION 1:

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

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

SECTION 2:

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

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

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

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 11 60
		FIRM NAME (Must be filled in)	

1.11 MANDATORY SITE INSPECTION:

1.11.1 Bidder is responsible for examining prior to bid submission, in detail the site(s) of the work to be done, shall acquaint himself with conditions affecting the work, and if applicable, shall take his own measurements for which he will be held responsible. The bid shall be prepared with due regard to the conditions existing or to be anticipated at the site(s) of the work. Bidders are required to perform a mandatory site inspection of all locations for which they intend to submit a bid.

Attendance at the site is Mandatory. Failure to submit a signed Certification of Site Visit form for each site will disqualify bidder. (See "Certification of Site Visit" Form).

1.11.2 **VENDORS MAY CONTACT THE FOLLOWING "POINTS OF CONTACT" TO OBTAIN THE NAMES AND TELEPHONE NUMBERS OF CITY PERSONNEL WHO WILL ASSIST THE VENDOR TO CONDUCT THE MANDATORY SITE INSPECTION AND SIGN-OFF ON THE CERTIFICATION FORM.**

SCHEDULE A - Free Library of Philadelphia

Central Library
1901 Vine Street
Paul Pettus
(215) 686-5383

Branches & Regional Libraries
Carolyn Hale
(215) 686-5310

SCHEDULE B - Youth Study Center

Carey Lewis
(215) 686-4826

SCHEDULE C - Police Department

Tom DeWaele
(215) 686-1223

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 12 60
		FIRM NAME (Must be filled in)	

SCHEDULE D - Fire Academy
Chief in charge
(215) 685-8060

SCHEDULE E - Public Property
Joy Ferris
(215) 686-4969

SCHEDULE F - Department of Public Health
Medical Examiner's Office
321 University Avenue
Edward O'Neill
(215) 823-7450

Health Center #1
500 South Broad St.
Conrad Fuller
(215) 685-0902

SCHEDULE G - Water Department
Southwest Water Treatment Plant
William Slusher
(215) 685-4044

Queen Lane Water Treatment Plant
John Cooney
(215) 685-2104

Belmont Water Treatment Plant
Dennis Wilkerson
(215) 685-0226

Baxter Water Treatment Plant
John Horger
(215) 685-8023

Water Dept. Headquarters Building and
Maintenance Building
Ginny Johnston
(215)685—9663

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 13 60
		FIRM NAME (Must be filled in)	

Central Laboratory
Raymond Krawczyk
(215) 685-1403

Sewer Maintenance
Richard Goode
(215) 685-2022

Northeast Water Pollution Control Plant
Ken Renfer
(215) 685-1387

Southeast Water Treatment Plant
Matt Moses
(215) 685-1734

Pumping Stations Only:
William Neary
(215) 685-8094

SCHEDULE H - Fairmount Park
Sylvia Kennedy
(215) 683-3609

SCHEDULE I - OFFICE OF FLEET MANAGEMENT

OFM - Shop 134
100 E. Hunting Park Avenue
Roger O'Brien (215) 685-9100

OFM-Shop 258
2625-45 Master St.
Mike McQuade (215) 685-2758

OFM - Shop 241
2601 Glenwood Ave.
Greg Fisher (215) 685-3997

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 14 60
		FIRM NAME (Must be filled in)	

SCHEDULE J - Streets Department
4040 Whitaker Avenue
Gerald Hall
(215) 685-9810

SCHEDULE K - Philadelphia International Airport
Edward Gore
(215) 937-6895

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 15 60
		FIRM NAME (Must be filled in)	

MANDATORY SITE VISIT CERTIFICATION

BID NO. S8Z54560

(TO BE SUBMITTED WITH BID PACKAGE)

Vendor must contact Point of Contact Personnel at the numbers listed in 1.11.2 to make arrangements for site for inspection visits.

This form MUST be signed and dated by a representative of _____ to certify that the below vendor inspected the area as per specifications.

FAILURE TO VISIT THE SITE WILL DISQUALIFY YOUR BID.

COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

PHONE NO.: _____ FAX NO.: _____

CITY REPRESENTATIVE: _____

DEPT.: _____

NAME: _____

SIGNATURE: _____

DATE: _____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 16 60
		FIRM NAME (Must be filled in)	

SECTION 2: SPECIFICATIONS

- 2.1 Successful bidder(s) shall be required to provide the City of Philadelphia with **WINDOW WASHING SERVICES** as detailed in Sections 2 and 5 of this Invitation and Bid.
- 2.1.1 Window Washing Services shall be provided in accordance with **Procurement Department Spec. 24-W-1d:99** attached and the special information and/or instructions provided for each City location listed.
- 2.1.2 Vendor retains responsibility for identifying fixed barriers that must be removed to gain access to windows. Barriers may be present in the form of locked grates for protection screens or other types of decorative barriers. Such physical barriers are to be determined during the vendor's Mandatory Site Inspection. Since the vendor is responsible for removing and placing window barriers, cost is to be included in the vendor's bid price where applicable.
- 2.1.3 Vendor will protect all exterior stone surfaces against unsightly streaking from window washing and take all necessary precautions to protect window blinds, draperies and furnishings from excess water as a result of window cleaning. Excess water will be wiped from window frames and sills.
- 2.1.4 Adequate precautions shall be taken to protect plaster, walls and adjacent parts of the building from defacement as a result of excess water.
- 2.1.5 Scuffing to wood/painted surfaces or any such similar damage shall be repaired or replaced by the contractor immediately at no cost to the City.
- 2.1.6 Strong detergents or "squeegees" will not be used on Plexiglas surfaces.
- 2.1.7 Awarded vendor is to provide a minimum of 48 hours notice to departments prior to service.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 17 60
		FIRM NAME (Must be filled in)	

2.2 In Section 5 “Pricing,” bidders are requested to provide the unit price for Window Washing Service for the listed locations at the time of bid opening. Prices include all labor, materials and equipment necessary to perform the work as described for each location listed in Schedules A through K. Prices shall be firm for the Initial Term of the Contract. If subsequent Renewal Terms are exercised by the City, the vendor may increase prices as per paragraph 4.2.12 “Price Increase or Decrease.”

2.3 **WARRANTY:**

Bidders must guarantee all Window Washing Services will fully meet the **Proc. Dept. Spec. 24-W-1d:99** referenced in para. 2.1.1 and the additional requirements listed in paras. 2.1.2 through 2.1.7. Services performed must also satisfy the inspection requirements of the City official authorized to inspect the work.

All work performed will be inspected, when completed, and either approved or disapproved by way of an authorized signature or unsatisfactory work report. The final work product must be of high quality and exhibit professional quality workmanship.

NOTE:

Mandatory Site Inspections are required for Section 5, “Pricing” where a bidder plans to enter a bid.

2.4 **LOCATIONS:**

Awarded vendor will be notified of Window Washing requirements by the designated City user and a formal purchase order issued by the Procurement Department. The City reserves the right to add locations during the period of the contract. (See Para. 4.1.4).

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:

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 18 60
		FIRM NAME (Must be filled in)	

- (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 9 of “Terms and Conditions of Bidding and Contract”.

3.2 **AWARD:**

3.2.1 This Invitation and Bid shall be awarded to the lowest responsive and responsible bidder(s), either in whole, or schedule, whichever is deemed to be in the best interest of the City. Bidder must bid all items within the schedule to be eligible for an award.

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

3.2.3 **PERFORMANCE SECURITY:**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 19 60
		FIRM NAME (Must be filled in)	

Bidder's attention is directed to paragraph 14 of "Terms and Conditions of Bidding and Contract," for the required Performance Security.

Please note however, that all awards as a result of this bid will have a minimum contract amount of \$25,000.01. All awards at the \$25,000.01 amount will be subject to a \$50.00 Master Performance Security Fee.

Performance security shall be required for any subsequent renewal periods.

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

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

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

3.2.5 **INSURANCE:**

Insurance is a requirement for this bid in accordance with Paragraph 14 of the "Terms and Conditions of Bidding and Contract". No contract will be executed nor purchase order issued unless and until all required insurance certificates, in the required amount, are received. **All insurance MUST meet the following requirements:**

- Insured must be in the same name and address as the Bidder

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 20 60
		FIRM NAME (Must be filled in)	

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

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

SECTION 4: CONTRACT MANAGEMENT

4.1 CITY OF PHILADELPHIA RESPONSIBILITY:

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

Order Against Contracts

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

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

- (a) After the delivery or services have been completed the Contractor must submit three (3) copies of the invoice for payment to the receiving department listed on the purchase order.
- (b) The invoice must correctly reference the purchase order number, the vendor name, address and Federal Employer Identification number.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 21 60
		FIRM NAME (Must be filled in)	

- (c) Checks will only be made payable to the company name as shown on the purchase order; the invoice must reflect this same company name as the “pay to”.
- (d) The invoice must show the quantity and type of item or service and the price.
- (e) The unit of purchase on the invoice must agree with the unit cited on the purchase order. Reference to the specific line item is helpful.

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

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

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

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 22 60
		FIRM NAME (Must be filled in)	

4.2 **VENDOR RESPONSIBILITY:**

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

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

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

4.2.4 **VIOLATION OF CONTRACT**

If contractor abandons the work or if the job time schedule as defined between the operating department and the contractor prior to the initiation of work is exceeded or if the contractor neglects or fails to prosecute the work with promptness and diligence, or shall refuse or neglect to furnish and supply a sufficiency of properly skilled workmen and necessary equipment, or if vendor shall execute any of the work improperly, carelessly, or in bad faith or if the contractor shall default in the performance of any of the terms, conditions and provisions of the contract, the operating department may notify in writing the contractor to remedy his neglect or default and require the contractor to comply with the terms, conditions and provisions of this contract resulting from this Invitation and Bid.

4.2.4.1 **Liquidated Damages:**

Upon the occurrence of any event or omission listed below, there shall be imposed by the City of Philadelphia upon the vendor liquidated damages of **\$50.00** for each event or omission per day until such actions are remedied by the vendor:

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 23 60
		FIRM NAME (Must be filled in)	

- Failure to commence work within specified time
- Poor performance
- Failure to provide all equipment, materials and parts necessary for the performance of the work
- Failure to supply qualified personnel

4.2.4.2 Nothing in the above section shall be deemed to limit the City's rights or remedies in the event the City's actual damage exceeds the amount withheld from the billing. Repeated events or omissions as described above shall be sufficient cause for the City, at its option, to declare vendor in default and exercise all available rights and remedies available under the law.

The City's failure at any time to enforce the provisions of this section shall in no way affect the City's right to enforce this provision for subsequent events. The City/using agency shall notify the vendor in writing on a monthly basis of said liquidated damages imposed on vendor; all assessments of liquidated damages must also be reported, in writing, to the Procurement dept. Buyer as they occur.

In the event of assessment of liquidated damages, if the vendor feels that extenuating circumstances contributed to the occurrence, a request for a waiver on the liquidated damages may be appealed in writing, within 30 days to the using agency and the Procurement Department who shall be the final arbiter in such matters.

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

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

4.2.6 Should products, services, or equipment be delivered that are not specifically incorporated and priced into the contract, and/or be delivered without purchase order, the City shall have no obligation for payment.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 24 60
		FIRM NAME (Must be filled in)	

4.2.7 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.

4.2.8 **REPORTS**

4.2.8.1 **RECYCLED USAGE REPORTS**

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

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

a. **Departmental Report**

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

b. **Item Report**

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

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

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 25 60
		FIRM NAME (Must be filled in)	

In support of the City of Philadelphia's Recycling Program, bidders are encouraged to supply with their bid, any information available regarding recycled material content in the products bid. The City is particularly interested in the type of recycled material used (such as paper, plastic, glass, metal, etc.); the percentage of recycled material contained in the product and the cost and product performance impact of increasing the percentage of recycled content.

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

Product bid contains recycled content? YES NO

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

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

Is your product shipped in returnable Containers? YES NO

4.2.9 **Approval of Work:**

All completed work shall be approved by the ordering department prior to approval for payment. Work must be completed in a first-class workmanlike manner to the absolute satisfaction of the City. The cost of any faulty or inadequate workmanship or parts will not be paid for by the department and must be assumed by the Contractor. In addition, the Contractor is responsible for picking up any delivered material that is rejected for non-compliance to specifications. Any and all costs associated with the return is to be at the sole expense of the Contractor.

4.2.10 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.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 26 60
		FIRM NAME (Must be filled in)	

4.2.11 **Invoices/Receipts:**

- 4.2.11.1 Successful bidder(s) agrees not to invoice more than once per month.
- 4.2.11.2 All invoices/receipts for parts shall have the signature and payroll ID number of the authorized/designated City personnel.
- 4.2.11.3 Invoices should be sent in triplicate to each ordering department
 - 4.2.11.3.1 One (1) original and two (2) copies fully itemized invoices.
 - 4.2.11.3.2 See also item 4.1.2 above.

4.3 **PRICE INCREASE OR DECREASE:**

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

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

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

or

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

For each renewal period the price increase and/or decrease shall be based upon the **percent (%) change** in the Index for All Urban Consumers – Philadelphia of the Consumer

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 27 60
		FIRM NAME (Must be filled in)	

Price Index as published by the U.S. Department of Labor, Bureau of Labor Statistics and as indicated by the Mid-Atlantic CPI Announcement for December of the **applicable year of the renewal**.

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

NOTE: Price decreases may be forwarded to the Procurement Department buyer, in writing at any time during the contract period, to include any renewal period (s).

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

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 28 60
		FIRM NAME (Must be filled in)	

SECTION 5: PRICING

NOTE: Quantities listed below represent number of times per year service is required.

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

<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
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SCHEDULE A

5.1	20230 000 600 <u>FREE LIBRARY OF PHILADELPHIA</u>	4	EA	\$ _____	\$ _____
-----	--	----------	-----------	-----------------	-----------------

Philadelphia City
Institute
19th and Locust
Streets

When work is completed the Building Department shall be notified for inspection.

5.2	<u>CENTRAL LIBRARY</u>				
5.2.1	20230 000 601 Central Library 1901 Vine Street (Exterior Window)	6	EA	\$ _____	\$ _____

Windows are to be washed once (1) every other month (Bi-monthly). Wash all exterior windows inside and outside of the building including glass on doors and transoms. When work is completed, notice shall be sent to Paul Pettus, Eugene Brooks or Joseph McPeak. **WORK TO BE COMPLETED BETWEEN THE 1ST AND 15TH OF EACH MONTH**

Furnish all necessary labor, materials and equipment to wash windows in accordance with specifications.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 29 60
		FIRM NAME (Must be filled in)	

Defacement and damage to glass, blinds, draperies, furnishings and window frames due to water or cleaning solution, scuffing by equipment or personnel of the contractor or similar causes, shall be repaired or the equipment replaced at once by the contractor at no cost to the City.

NOTE:

The second floor ledges at Central Library have bird-proofing chemicals on them. Special arrangements are to be included in the cleaning of these particular exterior windows, as to not remove chemicals. Any bird-proofing chemicals that are transferred by foot into the building on any floor must be removed by the contractor to the satisfaction of the Custodial Supervisor. In addition, the contractor is responsible to replace any bird-proofing which has been damaged, and would otherwise void the bird-proofing guarantee.

		<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.2.2	20230 000 640 Central Library 1901 Vine Street (Interior Offices)	3	EA	\$_____	\$_____
	Ground Floor East, Room 5 (T.O.P.S.S.), both sides of interior office windows.				
	Ground Floor, West, Room 14 (Staff Technology Training Lab), both sides of glass partition including door.				
	First Floor West, Room 120 (Executive Offices), both sides of glass partition including door.				

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 30 60
		FIRM NAME (Must be filled in)	

		<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.2.3	20230 000 607 Central Library, 19th Street Annex, 310 N. 19th Street	3	EA	\$ _____	\$ _____
5.2.4	20230 000 666 The Book Corner 311 North 20 th Street Exterior windows	3	EA	\$ _____	\$ _____
5.3	<u>LIBRARY</u> - Window Washing Service for each Branch and Regional Locations - Twice yearly for 34 locations as follows:				
5.3.1	20230 000 602 Andorra Branch Henry Ave. & Cathedral Rd.	2	EA	\$ _____	\$ _____
5.3.2	20230 000 603 Bushrod Branch Castor Ave. & Stirling St.	2	EA	\$ _____	\$ _____
5.3.3	20230 000 604 Bustleton Branch Bustleton and Verree Rd.	2	EA	\$ _____	\$ _____
5.3.4	20230 000 608 Cecil B. Moore Avenue Branch 2320 W. Cecil B. Moore Avenue	2	EA	\$ _____	\$ _____
5.3.5	20230 000 609 Fishtown Community Branch, Montgomery Ave. and Flora Street	2	EA	\$ _____	\$ _____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 31 60
		FIRM NAME (Must be filled in)	

		<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.3.6	20230 000 610 Fox Chase Branch Rhawn and Jeanes Streets	2	EA	\$ _____	\$ _____
5.3.7	20230 000 611 Frankford Branch Frankford Ave. and Overington Street.	2	EA	\$ _____	\$ _____
5.3.8	20230 000 612 Greater Olney Branch 5th and Tabor Road	2	EA	\$ _____	\$ _____
5.3.9	20230 000 613 Haverford Avenue Branch 56th Street and Haverford Ave.	2	EA	\$ _____	\$ _____
5.3.10	20230 000 614 Katharine Drexel Branch Knights and Fairdale Roads	2	EA	\$ _____	\$ _____
5.3.11	20230 000 616 Kensington Branch Hope and Dauphin Street	2	EA	\$ _____	\$ _____
5.3.12	20230 000 617 Lawncrest Branch 6098 Rising Sun Avenue	2	EA	\$ _____	\$ _____
5.3.13	20230 000 618 Library for the Blind 919 Walnut Street 1st and 2nd Floors	2	EA	\$ _____	\$ _____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 32 60
		FIRM NAME (Must be filled in)	

		<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.3.14	20230 000 619 Lovett Memorial Branch 6945 Germantown Ave.	2	EA	\$ _____	\$ _____
5.3.15	20230 000 650 Charles Durham Branch 34th Street & Haverford Ave.	2	EA	\$ _____	\$ _____
5.3.16	20230 000 621 Nicetown-Tioga Branch 3720 N Broad Street	2	EA	\$ _____	\$ _____
5.3.17	20230 000 622 Northeast Regional Cottman & Oakland St.	2	EA	\$ _____	\$ _____
5.3.18	20230 000 623 Joseph E. Coleman Northwest Regional Chelten Avenue and Greene Street	2	EA	\$ _____	\$ _____
5.3.19	20230 000 624 Overbrook Park Branch 7422 Haverford Ave.	2	EA	\$ _____	\$ _____
5.3.20	20230 000 625 Queen Memorial Branch 1315 Pt. Breeze Ave.	2	EA	\$ _____	\$ _____
5.3.21	20230 000 626 Ramonita G. DeRodriguez Branch, 6th Street and Girard Avenue	2	EA	\$ _____	\$ _____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 33 60
		FIRM NAME (Must be filled in)	

		<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.3.22	20230 000 627 Roxborough Branch, 6245 Ridge Avenue	2	EA	\$ _____	\$ _____
5.3.23	20230 000 628 South Philadelphia Branch, Broad and Morris Street	2	EA	\$ _____	\$ _____
5.3.24	20230 000 629 Charles Santore Branch 7th and Carpenter Streets	2	EA	\$ _____	\$ _____
5.3.25	20230 000 630 Torresdale Branch, 3079 Holme Avenue	2	EA	\$ _____	\$ _____
5.3.26	20230 000 631 Wadsworth Avenue Branch, Wadsworth & Michener Ave.	2	EA	\$ _____	\$ _____
5.3.27	20230 000 667 Walnut St. West Branch, 40th and Walnut Streets	2	EA	\$ _____	\$ _____
5.3.28	20230 000 633 Welsh Road Branch, Welsh Rd. & Roosevelt Blvd.	2	EA	\$ _____	\$ _____
5.3.29	20230 000 634 West Oak Lane Branch, 74th Ave. & Washington Lane	2	EA	\$ _____	\$ _____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 34 60
		FIRM NAME (Must be filled in)	

		<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.3.30	20230 000 635 Lucien E. Blackwell West Regional 52nd and Sansom Street	2	EA	\$ _____	\$ _____
5.3.31	20230 000 668 Widener Branch 2808 West Lehigh Avenue	2	EA	\$ _____	\$ _____
5.3.32	20230 000 637 Wynnefield Branch 54th and Overbrook Ave.	2	EA	\$ _____	\$ _____
5.3.33	20230 000 638 David Cohen Ogontz Branch 6017 Ogontz Avenue	2	EA	\$ _____	\$ _____
5.3.34	20230 000 639 Independence Branch 18 S. 7 th Street	2	EA	\$ _____	\$ _____
5.4	<u>LIBRARY</u> - Window Washing Services for Branch and Regional Locations				
	Once Yearly for 18 Locations as follows:				
5.4.1	20230 000 000 Chestnut Hill 8711 Germantown Avenue	1	EA	\$ _____	\$ _____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 35 60
		FIRM NAME (Must be filled in)	

		<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.4.2	20230 000 001 Blanche A. Nixon - Cobbs Creek, 59th St. & Baltimore Avenue	1	EA	\$_____	\$_____
5.4.3	20230 000 002 Eastwick Branch 2851 Island Road (Near Lindbergh Blvd.)	1	EA	\$_____	\$_____
5.4.4	20230 000 004 Falls of Schuylkill Warden Drive and Midvale Ave.	1	EA	\$_____	\$_____
5.4.5	20230 000 005 Haddington Branch 65th Street & Girard Avenue	1	EA	\$_____	\$_____
5.4.6	20230 000 006 Holmesburg Branch 4634 Frankford Avenue	1	EA	\$_____	\$_____
5.4.7	20230 000 007 Kingsessing Branch 51st Street below Chester Ave.	1	EA	\$_____	\$_____
5.4.8	20230 000 008 Lillian Marrero Branch 6th Street and Lehigh Ave.	1	EA	\$_____	\$_____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 36 60
		FIRM NAME (Must be filled in)	

		<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.4.9	20230 000 009 Logan Branch Wagner Avenue and Old York Road	1	EA	\$_____	\$_____
5.4.10	20230 000 010 McPherson Square Branch Indiana Avenue & "F" St.	1	EA	\$_____	\$_____
5.4.11	20230 000 011 Oak Lane Branch Oak Lane & 12th Street	1	EA	\$_____	\$_____
5.4.12	20230 000 012 Thomas F. Donatucci Branch 70th Street & Woodland Ave.	1	EA	\$_____	\$_____
5.4.13	20230 000 013 Passyunk Branch, 20th and Shunk Streets	1	EA	\$_____	\$_____
5.4.14	20230 000 014 Richmond Branch, Indiana Avenue & Almond Street	1	EA	\$_____	\$_____
5.4.15	20230 000 651 Fumo Family Branch 2437 S. Broad Street	1	EA	\$_____	\$_____
5.4.16	20230 000 016 Tacony Branch Torresdale Avenue & Knorr Street	1	EA	\$_____	\$_____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 37 60
		FIRM NAME (Must be filled in)	

		<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.4.17	20230 000 017 Whitman Branch, 2nd Street & Snyder Avenue	1	EA	\$_____	\$_____
5.4.18	20230 000 018 Wyoming, Wyoming Avenue & "B" Street	1	EA	\$_____	\$_____
Subtotal Schedule A (Items 5.1 thru 5.4.18)					\$_____

5.5

WORK DESCRIPTION:

Windows at branch and regional locations, listed in paragraphs 5.3 through 5.4.18 preceding, will be cleaned as described in the following paragraphs.

- 5.5.1 Furnish all necessary labor, materials, and equipment to wash all windows inside and outside of the building, including glass on doors and transoms. Contractor is responsible for opening and closing of any window guards located at some agencies.
- 5.5.2 Unsatisfactory workmanship due to streaking and smudge marks will result in the contractor's re-doing the windows at no additional cost.
- 5.5.3 Defacement and damage to glass, blinds, draperies, window frames, interior walls and furnishings due to wash, damage scuffing, or similar causes shall be repaired or replaced immediately by the contractor.
- 5.5.4 Contractor shall examine in detail the site of the work location to acquaint himself with the conditions affecting work. Work usually to be completed between the 1st and 15th of the month.. When job in building is completed, notice shall be sent to Carolyn Hale in the Extensions Office, for inspection and record keeping.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 40 60
		FIRM NAME (Must be filled in)	

Quantity Unit of Measure Unit Price Total Amount

SCHEDULE E

5.9 **PUBLIC PROPERTY**

5.9.1 **20230 000 553** **12** **EA** **\$ _____** **\$ _____**
Municipal Building;
Bustleton and Bowler
Street except Engine Co.
#62 and Ladder Co.
#34 once per month.

5.9.2 **20230 000 554** **12** **EA** **\$ _____** **\$ _____**
Municipal Building;
65th and Woodland Ave.,
except Engine Co.,
once per month.

5.9.3 **20230 000 555** **12** **EA** **\$ _____** **\$ _____**
Municipal Building;
61st and Thompson St.,
once per month.

5.9.4 **20230 000 556** **12** **EA** **\$ _____** **\$ _____**
Municipal Building,
State Road and Ashburner St.,
except Engine Co. #29
once per month.

Subtotal Schedule E \$ _____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 41 60
		FIRM NAME (Must be filled in)	

Quantity Unit of Measure Unit Price Total Amount

SCHEDULE F

5.10 **PUBLIC HEALTH DEPARTMENT**

5.10.1 Medical Examiner's Office,
321 University Avenue,
Philadelphia, PA

20230 000 450 4 EA \$ _____ \$ _____

5.10.1.1 Window Cleaning,
(Exterior Only)
1st, 2nd and 3rd floors.

20230 000 451 4 EA \$ _____ \$ _____

5.10.1.2 Window Cleaning,
(Interior Only)
1st, 2nd and 3rd floors.

5.10.2 **20230 000 800 4 EA \$ _____ \$ _____**
Health Center #1
500 South Broad Street

Subtotal Schedule F \$ _____

Window Cleaning, all
exterior windows (both
sides).

SCHEDULE G

5.11 **WATER DEPARTMENT**

Contractor to report to Plant Supervisor or his designated authority before proceeding with any work. Plant Supervisors will be responsible for signing work card at the satisfactory completion of job. One copy to be left with plant supervisor.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 42 60
		FIRM NAME (Must be filled in)	

Quantity Unit of Measure Unit Price Total Amount

NOTE:

Contractor must contact each facility contact person listed to set up firm schedule for washing windows at each location. For Pumping Stations Only: Contractor must contact William Neary at (215) 685-8094.

5.11.1 **PUMPING STATIONS:**

5.11.1.1 **20230 000 701 1 EA \$_____ \$_____**
**Torresdale Filtered
Water Pumping Station,**
8601 State Road

Wash all glass of exterior windows, (both sides) of the entire building. Wash all glass, both sides of control room.

Some windows consist of panes of clear glass while others are constructed of glass blocks. All glass blocks shall be washed.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 43 60
		FIRM NAME (Must be filled in)	

Quantity Unit of Measure Unit Price Total Amount

5.11.1.2 **20230 000 702 1 EA \$_____ \$_____**
**Lardner's Point
Pumping Station,**
Delaware Avenue and
Robbins Avenue.

Wash all glass (both sides) of exterior windows of the entire building. One (1) entrance is located on the north side, one (1) entrance is located on the east side and one (1) entrance located on the west side. Wash all glass, both sides, of control room and lunch room.

NOTE:
Window guards must be removed and replaced.

5.11.1.3 **20230 000 703 1 EA \$_____ \$_____**
**Queen Lane Pumping
Station, Ridge Ave. &
School House Lane**

Wash all glass (Both sides) of exterior windows of the entire building.

Wash all glass (both sides) in the upper transoms of all entrances. One (1) entrance on west side of building; one (1) entrance on the north side of building three (3) entrances on the east side of the building.

Wash all glass (both sides) of the glass enclosure and three (3) glass doors, of the entire office platform located on the east side of the pump room.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 44 60
		FIRM NAME (Must be filled in)	

	<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.11.1.4	20230 000 706	1 EA	\$ _____	\$ _____
	Belmont Pumping Station - West River Drive and Montgomery Drive (Southwest Corner).			

Wash all glass (both sides) of exterior openings and exterior doors; on the east and north side at the above address. Vendor shall unlock and open the window guards before cleaning the glass, and close and lock the guards after cleaning the glass. In no case shall the guards be left open or unlocked after working hours. Wash all glass (both sides) of office enclosure, including three (3) doors and transoms.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 45 60
		FIRM NAME (Must be filled in)	

		<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.11.2	20230 000 725 SW Water Treatment Plant (Waste Water) 8200 Enterprise Avenue Philadelphia, PA. 19153	2	EA	\$_____	\$_____

Once (1) in the Spring and once (1) in the Fall wash all glass of exterior windows and doors; inside and outside of all buildings, specifically:

Administration Building
Effluent Pumping Station
Maintenance Building
South Digester Building
STB (Sludge Thickener Building)
North Digester Building
Grit Transfer Bldg. 3 floors
PTB) Preliminary Treatment Building (5 Floors)
Electrical Building
Compressor Building
6 Access Building
Sludge Gas Facilities Building

Windows are Double Pane Thermal Windows. All buildings are one story except for two (2) buildings indicated above.

5.11.3 **QUEEN LANE WATER TREATMENT PLANT (FRESH WATER):**

5.11.3.1	20230 000 710 Pre-treatment Plant 3435 Fox St.	1	EA	\$_____	\$_____
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Wash all glass of all exterior windows and exterior doors, inside and outside of entire building, all four sides.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 46 60
	FIRM NAME (Must be filled in)		

Quantity Unit of Measure Unit Price Total Amount

With reference to doors the locations are as follows:

- a. Two (2) on the north side of building, one at the ground level and one at the 6th floor level.
- b. Three (3) on the east side of building, one (1) at the 2nd floor level and two (2) at the 3rd floor level.
- c. One (1) on the south side of the building at the 6th floor level.
- d. One (1) on the west side of building at the ground level.

5.11.3.2 **20230 000 711 1 EA \$_____ \$_____**
Rapid Sand Filter Building
3110 W. Queen Lane

Wash all glass of exterior windows and exterior doors, inside and outside, of entire building, all four sides.

With reference to this building, the locations are as follows:

- a. Windows above filter gallery floor.
- b. Windows behind filter beds, remove and replace screens as necessary.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 48 60
		FIRM NAME (Must be filled in)	

Quantity Unit of Measure Unit Price Total Amount

5.11.3.5 **20230 000 714 1 EA \$_____ \$_____**
 Survey Building -
 3585 Fox Street

Entire Building, exterior and interior

5.11.4 **BELMONT WATER TREATMENT PLANT**

5.11.4.1 **20230 000 715 1 EA \$_____ \$_____**
Belmont Filter
Rapid Sand and
Pre-Treatment Bldg.
 4300 Ford Road

Wash all glass of exterior windows, glass exterior doors, exterior transoms and corrugated glass where existent, inside and outside of the entire building, front, rear and sides.

5.11.4.2 **20230 000 716 1 EA \$_____ \$_____**
Belmont High Service
Pumping Bldg.
 4300 Ford Road

Wash all glass of exterior windows, doors and transoms, inside and outside of the entire building.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 49 60
		FIRM NAME (Must be filled in)	

	<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.11.5	<u>BAXTER WATER TREATMENT PLANT</u>			
5.11.5.1	20230 000 718	1 EA	\$ _____	\$ _____
	Baxter Rapid Sand Filter and Administration Bldg. 9001 State Road			
	Wash all glass of exterior windows, exterior doors and exterior transoms, where existent, inside and outside of the entire building.			
	Wash all glass inside and outside of all exterior glass surfaces of the Galleries.			
5.11.5.2	20230 000 720	1 EA	\$ _____	\$ _____
	Baxter Pre-Treatment Building 9001 State Road			
	Wash all glass of exterior window, exterior doors, and exterior transoms where existent, inside and outside of the entire building, front, rear, and sides.			
5.11.5.3	20230 000 721	1 EA	\$ _____	\$ _____
	Baxter Post Treatment Building 9001 State Road			
	Wash all glass of exterior windows, exterior doors and exterior transoms where existent, inside and outside of the entire building, front, rear, and sides.			

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 50 60
		FIRM NAME (Must be filled in)	

Quantity Unit of Measure Unit Price Total Amount

5.11.6 **WATER DEPARTMENT HEADQUARTERS BUILDING
AND MAINTENANCE BUILDING (MACHINE SHOP
/BUILDING MAINTENANCE OFFICE**

5.11.6.1 **20230 000 722 1 EA \$ _____ \$ _____**
**Water Department
Headquarters
Building**
29th and 28th Street at Cambria

Wash all windows inside and out.

5.11.6.2 **20230 000 723 1 EA \$ _____ \$ _____**
**Maintenance
Building/Machine
Shop**
29th and 28th
Street at Cambria

Wash all glass of exterior windows and doors,
inside and outside of all buildings, front, rear and
sides.

Some windows have removable - hinged - screens
which must be removed, for window cleaning
access, and then replaced by vendor.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 51 60
		FIRM NAME (Must be filled in)	

Quantity Unit of Measure Unit Price Total Amount

5.11.7 **CENTRAL LABORATORY**

20230 000 724 1 EA \$ _____ \$ _____

Bureau of Laboratory Services
1500 E. Hunting Park Avenue,
19124-4941

Wash all glass of interior and exterior windows of entire building. There are no window guards.

There are four (4) entrances:

Main Entrance - Hunting Park Avenue

"O" Street Side - Loading Dock

Rear of Building - 2 entrances.

5.11.8 **WATER DEPARTMENT, SEWER MAINTENANCE**

Wash glass of all exterior windows and doors, inside and outside surfaces, for the following locations.

5.11.8.1 **20230 000 728 1 EA \$ _____ \$ _____**
Sewer Maintenance,
Collectors System
Fox & Roberts Streets

5.11.8.2 **20230 000 729 1 EA \$ _____ \$ _____**
Sewer Maintenance,
West Philadelphia
50th & Paschall Streets

5.11.8.3 **20230 000 730 1 EA \$ _____ \$ _____**
Sewer Maintenance,
Lardner's Point
Milnor & Robbins Avenue

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 52 60
	FIRM NAME (Must be filled in)		

Quantity Unit of Measure Unit Price Total Amount

5.11.9 **NORTHEAST WATER POLLUTION CONTROL PLANT**

3895 Richmond Street
Philadelphia, PA 19137

Clean all exterior windows, inside and out, including entrances. Internal partitions are included in PTB Building. One (1) wash in Fall and one (1) wash in Spring.

5.11.9.1	20230 000 732	2	EA	\$ _____	\$ _____
	STB Building				
5.11.9.2	20230 000 733	2	EA	\$ _____	\$ _____
	SDB Building				
5.11.9.3	20230 000 734	2	EA	\$ _____	\$ _____
	SDT Building				
5.11.9.4	20230 000 735	2	EA	\$ _____	\$ _____
	Gas Burner Building				
5.11.9.5	20230 000 736	2	EA	\$ _____	\$ _____
	Stone Pumping				
5.11.9.6	20230 000 737	2	EA	\$ _____	\$ _____
	Electric Building				
5.11.9.7	20230 000 738	2	EA	\$ _____	\$ _____
	Chlorination Building				
5.11.9.8	20230 000 739	2	EA	\$ _____	\$ _____
	Boiler Building				

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 53 60
		FIRM NAME (Must be filled in)	

	<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.11.9.9	20230 000 740	2 EA	\$ _____	\$ _____
	Administrative Building			
5.11.9.10	20230 000 741	2 EA	\$ _____	\$ _____
	Stores Building			
5.11.9.11	20230 000 742	2 EA	\$ _____	\$ _____
	Transformer Building			
5.11.9.12	20230 000 743	2 EA	\$ _____	\$ _____
	PTB Building			
5.11.9.13	20230 000 744	2 EA	\$ _____	\$ _____
	PST Buildings (2 Buildings)			
5.11.9.14	20230 000 745	2 EA	\$ _____	\$ _____
	Sludge Transfer Building			
5.11.9.15	20230 000 746	2 EA	\$ _____	\$ _____
	Paint Shop			
5.11.9.16	20230 000 747	2 EA	\$ _____	\$ _____
	Access Buildings (5 Buildings)			
5.11.10	<u>SOUTHEAST WATER TREATMENT PLANT (Wastewater)</u>			
	25 Pattison Avenue Philadelphia, PA			
	Wash all glass of exterior windows and doors, inside and outside of all buildings. Windows are clear or double pane frosted. One (1) wash each in the Fall and Spring.			
5.11.10.1	20230 000 749	2 EA	\$ _____	\$ _____
	Administration Building			

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 54 60
		FIRM NAME (Must be filled in)	

	<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.11.10.2	20230 000 750 2	EA	\$ _____	\$ _____
	Maintenance Building			
5.11.10.3	20230 000 751 2	EA	\$ _____	\$ _____
	Compressor Building			
5.11.10.4	20230 000 752 2	EA	\$ _____	\$ _____
	Effluent Pumping Station			
5.11.10.5	20230 000 753 2	EA	\$ _____	\$ _____
	Sludge Handling Building			
5.11.10.6	20230 000 754 2	EA	\$ _____	\$ _____
	Screen & Grit Building			
5.11.10.7	20230 000 755 2	EA	\$ _____	\$ _____
	IPS Building			
5.11.10.8	20230 000 756 2	EA	\$ _____	\$ _____
	Store Room Building			
5.11.11	<u>BELMONT HIGH WATER DEPARTMENT</u>			
	2500 Monument Road Philadelphia, PA			
	Wash all glass of exterior windows, doors and transoms (both sides) of entire building.			
	20230 000 748	1 EA	\$ _____	\$ _____
	Window cleaning service, once Per year			
	Subtotal Schedule G (Items 5.11.1.1 thru 5.11.11)			\$ _____

SCHEDULE H

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 55 60
		FIRM NAME (Must be filled in)	

5.12 Fairmount Park Commission
42nd and Parkside Avenue

Wash all glass (interior and exterior) of windows and doors.

5.12.1 **20230 000 152** **1** **EA** \$_____ \$_____
CASE BUILDING
44TH & Parkside Avenue

5.12.2 **20230 000 047** **12** **MO** \$_____ \$_____
Visitors Welcome Center
1599 J. F. Kennedy Blvd.

Visitors Center requires interior and exterior glass of windows and doors to be washed. The removal of existing placards or signage on plate glass and reapply upon completion (as needed). Perform all scratch work to glass surfaces removing glue, tape, paper, etc. Clean and polish all metal surfaces including beams, sills, & railings. Wipe clean and polish all metal window frames, sills and railings. Monthly.

Subtotal Schedule H \$_____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 56 60
		FIRM NAME (Must be filled in)	

Quantity Unit of Measure Unit Price Total Amount

SCHEDULE I

5.13 **OFFICE OF FLEET MANAGEMENT**

Each shop location shall receive One (1) wash in Spring and one (1) wash in Fall. Service shall be completed during the hours of 7:00 AM to 3:00PM Monday through Friday.

Defacement and damage to city vehicles, tool boxes, radios, shop equipment, or other OFM property near windows due to water or cleaning solution, scuffing by equipment or personnel of the contractor or similar causes shall be repaired or property replaced at once by the contractor at no cost to the City.

5.13.1 **20230 000 550 2 EA \$_____ \$_____**
OFM-Shop 258
2625-45 Master Street

Wash all glass of interior and exterior windows and doors inside and out. Exterior and interior windows will require general cleaning/degreasing to remove soot, grime and other airborne pollutants.

5.13.2 **20230 000 551 2 EA \$_____ \$_____**
OFM Shop 134
100 East Park Avenue

There are approximately 400 windows to be cleaned. Exterior and interior windows will require general cleaning/degreasing to remove soot, grime and other airborne pollutants. Service includes all windows except skylights. All frosted windows will be wiped clean. Service shall include front outside office doors.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 57 60
		FIRM NAME (Must be filled in)	

	<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.13.3	20230 000 615 2	EA	\$ _____	\$ _____
	OFM - Shop 241 Tire Shop 2601 Glenwood Avenue			

Subtotal Schedule I \$ _____

Wash all glass of interior and exterior windows and doors inside and out. Service shall include the windows above the garage doors. Exterior and interior windows will require general cleaning/degreasing to remove soot, grime and other airborne pollutants.

SCHEDULE J

5.14 **STREETS DEPARTMENT**
Highway Services Garage
4040 Whitaker Avenue

5.14.1	20230 000 641 2	EA	\$ _____	\$ _____
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Subtotal Schedule J \$ _____

Window Cleaning, all exterior windows, inside and outside and damp wipe the small screens.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 58 60
	FIRM NAME (Must be filled in)		

Quantity Unit of Measure Unit Price Total Amount

SCHEDULE K

5.15

PHILADELPHIA INTERNATIONAL AIRPORT

Booms or high reach equipment will be needed and must be factored into unit price.

5.15.1	20230 000 652 Terminal A Bridge Window Cleaning, all exterior windows	2	EA	\$ _____	\$ _____
5.15.2	20230 000 653 A/B LINK (Roadside only) Window Cleaning, all exterior Windows	2	EA	\$ _____	\$ _____
5.15.3	20230 000 654 A/B Ramp Tower Window Cleaning, all exterior windows	2	EA	\$ _____	\$ _____
5.15.4	20230 000 655 Terminal B Bridge Window Cleaning, all exterior windows	2	EA	\$ _____	\$ _____
5.15.5	20230 000 656 B/C Ticketing Front Window Cleaning, all exterior windows	2	EA	\$ _____	\$ _____
5.15.6	20230 000 657 Terminal C. Bridge Window Cleaning, all exterior windows	2	EA	\$ _____	\$ _____
5.15.7	20230 000 658 Terminal D. Bridge Window Cleaning, all exterior windows	2	EA	\$ _____	\$ _____

Unit of Unit Total

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S8Z54560	PAGE OF 59 60
	FIRM NAME (Must be filled in)		

		<u>Quantity</u>	<u>Measure</u>	<u>Price</u>	<u>Amount</u>
5.15.8	20230 000 645 D/E Ticketing Link window cleaning, all exterior windows	2	EA	\$ _____	\$ _____
5.15.9	20230 000 646 D/E Office Building (four floors) window cleaning, all exterior windows	2	EA	\$ _____	\$ _____
5.15.10	20230 000 660 D/E Ticketing Link (Roadside Only) window cleaning, all exterior windows	2	EA	\$ _____	\$ _____
5.15.11	20230 000 661 Terminal E Bridge window cleaning, all exterior windows	2	EA	\$ _____	\$ _____
5.15.12	20230 000 662 Front of Terminal F window cleaning, all exterior windows	2	EA	\$ _____	\$ _____
5.15.13	20230 000 663 Terminal F Ramp Tower window cleaning, all exterior windows	2	EA	\$ _____	\$ _____
5.15.14	20230 000 664 Garage Bridge from Terminal F to garage window cleaning, all exterior windows	2	EA	\$ _____	\$ _____
5.15.15	20230 000 665 Terminal A – West, window cleaning, all exterior windows	2	EA	\$ _____	\$ _____
Subtotal Schedule K				\$ _____	

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER	PAGE	OF
		S8Z54560	60	60
		FIRM NAME (Must be filled in)		

**Extended Total Bid Amount
(Total of all Schedules Bid)**

\$_____

EFFECTIVE DATE
April 14, 1999

SUPERSEDES
24-W-1c:90



WINDOW WASHING SERVICE

1. **CLASSIFICATION**

This specification covers the procedures to be followed and the requirements to be met by the successful bidder(s) who receive awards of contracts for the cleaning of windows and/or other glass surfaces in City buildings.

2. **APPLICABLE SPECIFICATIONS**

The following documents of the latest issue in effect on the date of the Invitation and Bid form a part of these specification:

2.1 **Regulations for Window Cleaning**

Commonwealth of Pennsylvania Department of Labor and Industry.

American Standard Safety Code for Window Cleaning - ASA A39.1 American Standards Association.

3. **REQUIREMENTS**

3.1 **Compliance with Regulatory Requirements -**

To the extent that the documents listed in Section 2 above apply to the successful bidder(s), he/she shall conform in all respects thereto.

Window Washing Service

3.2 **Material to be Used -**

Contractor shall furnish all labor, materials, and equipment required to perform the work. The successful bidder(s) is permitted wide latitude in the selection of cleaning materials and equipment provided that these will have no deleterious effects on the windows, window frames or adjacent portions of the building with which they come in contact, or on personnel working in the general area. Products producing irritating fumes in the conditions used shall not be employed; nor shall flammable solvents be used.

3.3 **Knowledge of Work to be Done -**

The successful bidder shall examine, in detail, the site where the work is to be done and shall acquaint himself/herself with conditions affecting such work.

3.3.1 **Contractor's Personnel**

All personnel must observe all regulations in effect at the City agency. While on City property, employees shall be subject to the control of the City, but under no circumstances shall such persons be deemed to be employees of the City. Contractor shall not represent themselves as employees of the City.

3.3.1.1 The Contractor's employees shall be subject to such security clearance as the City deems is required, where appropriate.

3.3.2 **Safety**

The successful bidder shall take all necessary precautions to ensure that the work covered by these specifications is done in a manner that does not endanger any person.

Window Washing Service

3.4 **Precautions to be Taken -**

The successful bidder shall protect all adjacent areas and equipment (such as blinds and draperies) to guard against damage. Excess water from the washing procedure shall be promptly removed from the windows and all adjacent areas.

3.5 **Liability for Damage Caused by Contractor -**

Defacement and damage to window blinds, shades, draperies, furnishings and window frames due to water or cleaning solution, scuffing by equipment or personnel of the successful bidder(s) or similar causes, shall be repaired or the equipment replaced at once by the successful bidder(s) at no cost to the City.

3.6 **Frequency of Service -**

The service shall be performed at the time intervals and at the location specified in the Invitation to Bid. Exterior washing shall not be done during inclement weather.

3.7 **Verification of Work Done -**

The successful bidder(s) (or workmen) shall “report on and off the job” to the person in charge of the building or his/her duly authorized representative. The successful bidder(s) (or workmen) shall present a service slip in duplicate indicating the work performed. Workmen shall sign one copy and leave it with the person in charge. He/She shall obtain the signature of the person in charge on the other copy and keep it for the successful bidder(s) files. It is understood that the signed service slip is not to be considered as a certification that the work was performed in accordance with the specifications.

3.8 **Qualification of Bidder -**

The successful bidder(s) will be required to prove to the satisfaction of the Procurement Commissioner that he/she is capable of performing the work specified herein and in the Invitation to Bid, and that he/she is properly equipped to perform such work in normal and satisfactory manner.

Window Washing Service

3.9 **Hours of Work -**

Work shall be performed during the normal business hours in effect at the location.

4. **INSURANCE**

Insurance is a requirement for this specification and the Invitation to Bid in accordance with Paragraph 14 of the “Terms and Conditions of Bidding and Contract.”

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.



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

Hugh Ortman
Procurement Commissioner

Master Bid Security Program for Service, Supplies and Equipment Bids Period of Coverage: July 1, 2007 – June 30, 2008

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

Dear Vendor:

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

To file for coverage under the Bid Security Program, for the period **July 1, 2007 to June 30, 2008**, complete the enclosed application and return it with a check for **\$120.00**. Make the check payable to "City of Philadelphia". It is **non-refundable**. To clarify the precise use of the check, enter the words "**Bid Security Program**" 2007 – 2008 on the face of the check.

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

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

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

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

Company Name: _____

Fed EIN/SSN: _____

Street Address _____

City, State, Zip: _____

Contact Person: _____

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

A. Check payable to the City of Philadelphia in the amount of \$120.00 for 7/1/07 to 6/30/08
(NO PERSONAL CHECKS)

Internal Use Only

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



CITY OF PHILADELPHIA

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

JANET HAGAN
Acting Procurement Commissioner

December 1, 2006

Dear Vendor:

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

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

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

Sincerely,

Janet Hagan
Acting Procurement Commissioner



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

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

Vincent Jannetti
Director of Finance

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

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

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

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

Vendor Information Payment Reference Guide

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

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

BID SUBMISSION

1. PREPARATION AND SUBMISSION OF BID.

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

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

AMOUNT OF BID OR ESTIMATED CONTRACT	AMOUNT OF CERTIFIED CHECK
\$ 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 an annual bid bond, certified check, treasurer's check, cashier's check, bank money order, or United States postal money order made payable to the order of "The City of Philadelphia" in the required amount.

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

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

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

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

5. PATENTS. The successful bidder shall be solely responsible for all royalties and charges that may be due to any patent holder for or on account of the use of any patented appliance, product or processes. Evidence of such payment shall be submitted upon request of the Procurement Commissioner and failure to submit such evidence may, in the sole discretion of the Procurement Commissioner, result in rejection of the bid or constitute an event of default, entitling the City to all rights and remedies as provided herein in Section 16 and/or 18.

6. LOCAL BIDDING PREFERENCE
In accordance with Chapter 17-109 of the Philadelphia Code relating to Local Bidding Preferences for Procurement Contracts, this bid may be subject to a 5% local bid preference. In order to determine eligibility to receive the 5% preference, if applicable, bidder or subcontractor must be certified at the time of the bid opening and must submit with the bid, the Local Business Entity Certification Number* as issued by the Procurement Department for the prime contractor or the applicable subcontractor.

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

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

EVALUATION AND AWARD

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

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

Any bid which is incomplete, obscure, conditional, or unbalanced, which contains additions not called for, or irregularities of any kind, including alterations or erasures, or which fails to conform in any respect to these Terms and Conditions of Bidding and Contract and the specifications and requirements included in the Invitation and Bid is 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 the Invitation and Bid, by these Terms and Conditions of Bidding and Contract 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.

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

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

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

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

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

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

CONTRACT EXECUTION AND CONFORMANCE

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 payment bond or other payment security, if and as required by the Invitation and Bid, within the time specified in the written notice of award;

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

c. Approval of the Contract as to form by the City's Law Department;

d. Certification by the Director of Finance and City Controller as to the availability of funds; and

e. Execution of the Contract by the Procurement Commissioner.

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

14. PERFORMANCE SECURITY. The City of Philadelphia requires performance security for contracts greater than \$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.

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

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

(a) WORKERS COMPENSATION AND EMPLOYERS LIABILITY

(1) Workers' Compensation – Statutory limits

(2) Employers Liability - \$100,000 Each Accident – Bodily Injury by Accident; \$100,000 Each Employee – Bodily Injury by Disease; \$500,000 Policy Limit – Bodily Injury by Disease

(3) Other states insurance including Pennsylvania

(b) GENERAL LIABILITY INSURANCE

(1) Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability.

(2) Coverage: Premises operation: Blanket Contractual liability; Personal Injury liability; Products and completed operations; Independent Contractors; Employees as additional insured; Cross liability; Broad form property damage (including loss of use) liability; Asbestos abatement liability coverage (Note: Required for asbestos abatement projects only).

(c) AUTOMOBILE LIABILITY

(1) Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability.

(2) Coverage: owned, non-owned and hired vehicles.

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

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

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

Program, for 10% of the amount of its bid, as liquidated damages to the City; or where the damages are readily ascertainable by the City, for the actual loss, cost or damage incurred by the City as a result of its failure to execute the contract or to furnish such bonds, performance security or insurance.

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

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

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

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

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

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

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

f. The Procurement Department's determination that the Contractor is not a responsible bidder on the

Invitation and Bid, where such determination is made, and is based upon, information received after award of the Contract and/or after execution of the Contract by the Procurement Commissioner and/or after satisfaction of any or all other conditions of a binding Contract set forth in Section 2 above.

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

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

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

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

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

20. PAYMENT FOR EQUIPMENT. Unless otherwise provided in the bid specifications, when equipment involves installation, (which shall also be interpreted to mean erection and/or setting up or placing in position for service or use) and/or testing, and where such installation or testing is delayed though no fault of the contractor, contractor shall be entitled to a payment equal to 50% of the price bid when such equipment is delivered on site and to a further payment equal to an additional 25% of the price bid when the equipment is

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

installed and ready for test. The balance shall be paid only after the equipment is tested and found to be satisfactory by the City. If the equipment must be tested, but installation is not required to be made by the supplier or if the equipment must be installed but testing is not required, and the installation or testing is delayed through no fault of the contractor, contractor shall be entitled to a payment equal to 75% of the price bid at the time of delivery and the balance shall be paid after satisfactory testing and/or installation, as required.

TAX MATTERS

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

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

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

b. Subcontractor's Certification of Non-Indebtedness - Contractor shall require all subcontractors performing work in connection with this Contract ("subcontractor"

shall also include suppliers providing goods or materials) to be bound by the following provision, and Contractor shall cooperate fully with the City in exercising the rights and remedies described below or otherwise available at law or in equity:

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

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

- a. Business 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.

GENERAL INFORMATION

24. COMPLIANCE WITH LAWS. All goods and services and all documents and other materials furnished under the Contract shall conform with all applicable federal, state and local laws, statutes and ordinances and the applicable rules, regulations, methods and procedures of all governmental boards, bureaus, offices, commissions and other agencies. Contractor shall maintain during the term of the Contract all licenses, and authorizations required by any

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

applicable federal, state or local law or regulation. Applicable law shall include, without limitation, the laws stated in paragraphs 25 through 29 herein.

25. NONDISCRIMINATION.

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

b. In accordance with Chapter 17-400 of The Philadelphia Code, Contractor agrees that its payment or reimbursement of membership fees or other expenses associated with participation by its employees in an exclusionary private organization, insofar as such participation confers an employment advantage or constitutes or results in discrimination with regard to hiring, tenure of employment, promotions, terms, privileges or conditions of employment, on the basis of race, color, sex, sexual orientation, gender identity, religion, national origin or ancestry, shall constitute an event of default under this Contract and shall entitle the City to all rights and remedies as provided herein in Section 19 or otherwise available to the City at law or in equity. Contractor agrees to include the immediately preceding sentence, with appropriate adjustments for the identity of the parties, in all subcontracts which are entered into pursuant to this Contract. Contractor further agrees to cooperate with the Commission on Human Relations of the City of Philadelphia in any manner which the said Commission deems reasonable and necessary for the Commission to carry out its responsibilities under Chapter 17-400 of The Philadelphia Code. Failure to so cooperate shall constitute an event of default under this Contract entitling the City to all rights and remedies as provided herein in Section 19 or otherwise available to the City at law or in equity.

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

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

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

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

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

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

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

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

c. Bidder agrees to cooperate with the City's Director of Finance in any manner which the said Director deems reasonable and necessary to carry out the Director's responsibilities under Section 17-104 of The Philadelphia Code. Bidder expressly understands and agrees that any false certification or representation in

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

connection with this subparagraph (c) and/or any failure to comply with the provisions of this subparagraph (c) shall constitute a substantial breach of any Contract resulting from the Invitation and Bid entitling the City to all rights and remedies provided in this bid or otherwise available in law (including, but not limited to, Section 17-104 of the Philadelphia Code) or at equity. In addition, it is understood that false certification or representation is subject to prosecution under IS Pa.C.S. Section 4904.

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

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

29. PHILADELPHIA 21st CENTURY MINIMUM WAGE STANDARD. If Contractor is an Employer, as defined at Philadelphia Code Section 17-1303, Contractor shall comply with the minimum compensation standards by providing its employees with an hourly wage, excluding benefits, at least 150 percent of the federal or state minimum wage, whichever is higher, as more fully set forth at Philadelphia Code Chapter 17-1300. The Contractor shall promptly provide to the City all documents and information verifying its compliance with the requirements of Section 17-1300. Furthermore, Contractor shall notify each affected employee what wages are required to be paid.

The Office of Labor Standards may grant a partial or total waiver of Section 17-1300 based on specific stipulated reasons elaborated in Section 17-1304 of the Philadelphia Code.

**TERMS AND CONDITIONS OF BIDDING AND CONTRACT
SIGNING OF BIDS**

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

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

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

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

SIGNING OF BIDS:

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

This _____ day of _____ 20

(Signature of Owner, Partner)

(Type or Print Name and Title)

(Business Name of Bidder)

(Address, including Zip Code)

(Telephone Number, including Area Code)

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

This _____ day of _____ 20

CORPORATE SEAL

(Corporate or Business Name of Bidder)

(Address, including Zip Code)

(Telephone Number, including Area Code)

(Signature of President or Vice President)

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

(Type or Print Name and Title)

(Type or Print Name and Title)

APPROVED AS TO FORM

CONTRACT EXECUTION

(Assistant City Solicitor)

(Procurement Commissioner)



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