BID OPENING DATE AND TIME

On: May 6, 2008 **AT: 10:30 A.M.**

BID NO. S9WX0560	PAGE 1 OF 23	INVITATION AND BID ADVERTISED	BIDDER MUST COMPLETE BELOW BIDDER AGREES TO COMPLY WITH ALL CONDITIONS OF THIS BID. UNSIGNED BIDS WILL NOT BE ACCEPTED.

This Invitation to Bid with your quotations must be received prior to the above cited bid opening date and time.

DEPARTMENT	DIVISION
Water	Plumbing Repair Programs

AWARDED

DATE

FOR THE PROCUREMENT COMMISSIONER

CITY OF PHILADELPHIA
PROCUREMENT DEPARTMENT
MUNICIPAL SERVICES BLDG.
1401 JFK BLVD, ROOM 170A
PHILADELPHIA, PA 19102-1685

NAME AND ADDRESS OF FIRM

Federal EIN/Social Security Number

BUYER D. Snyder
J. Manton

TITLE OF BID Water, Sewer and Basement Protection Plumbing Repair

GENERAL INFORMATION

This Invitation to Bid is issued under the Anti-Discrimination Policy described in the Mayor's Executive Order 02-05.

While there are no Participation Ranges projected for this Bid, bidders are prohibited from discriminating in their selection of subcontractors and are encouraged to solicit quotes from businesses on an equitable basis with other firms.

For informational purposes only, please describe any such commitments on a separate sheet and identify the subcontractor's name, MBEC Certification Number, and dollar amount/ percentage of work.

BID QUESTIONS

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

BID SECURITY

When applicable, BIDDERS MUST SUBMIT BID SECURITY.

BID SIGNATURE

BIDDERS MUST SIGN PAGE 8 OF THE "TERMS AND CONDITIONS".

For City Use Only

BID SECURITY See Conditions of Bidding	MASTER BID SECURITY		CERTIFIED CHECK SUBMITTED WITH BID	
	☐ YES	☐ NO	AMOUNT	CHECK NUMBER

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 Enterprises[1]

Bid Number		**Name of Bidder**			
Primary Bidder	**MBE ❑**	**WBE ❑**	**DSBE ❑**	**N/A ❑**	**SBA ❑**
Federal Tax Identification #					
Amount Committed		**Type of Work or Materials**			
Dollar Amount	**$**				
Percent of Total Bid	**%**				
Sub Contractor	**MBE ❑**	**WBE ❑**	**DSBE ❑**		
Vendor Name					
Federal Tax Identification #					
Amount Committed		**Type of Work or Materials**			
Dollar Amount	**$**				
Percent of Total Bid	**%**				
Sub Contractor	**MBE ❑**	**WBE ❑**	**DS-DBE ❑**		
Vendor Name					
Federal Tax Identification #					
Amount Committed		**Type of Work or Materials**			
Dollar Amount	**$**				
Percent of Total Bid	**%**				
Sub Contractor	**MBE ❑**	**WBE ❑**	**DSBE ❑**		
Vendor Name					
Federal Tax Identification #					
Amount Committed		**Type of Work or Materials**			
Dollar Amount	**$**				
Percent of Total Bid	**%**				

REVISED 4-2007

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

SECTION 1: GENERAL BID SUBMISSION

1.1 TITLE: Water, Sewer and Basement Protection Plumbing Repair

1.2 CONTRACT TERM: 7/1/08 to 6/30/09 ("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.

1.2.1 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.

1.2.2 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 1.2.2, 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.

1.3 CONTRACT TYPE: **REQUIREMENTS**

1.3.1 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.

1.3.2 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.

1.4 METHODOLOGY OF ACQUISITION: Purchase only.

1.5 STATEMENT OF DIRECTION:

1.5.1 It is the intent of the City of Philadelphia to make an award for Water, Sewer and Basement Protection Plumbing Repair for the Water Department as specified herein during the contract period.

1.6 BID SECURITY

1.6.1 Bid security shall be based upon **Estimated Contract Amount per Section 1.7.3.**

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

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

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

Bids Opening July 1, 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 as specified in Paragraph 2 entitled "Bid Security", of the "Terms and Conditions of Bidding and Contract".

1.7 BID INFORMATION:

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

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

1.7.3 ESTIMATED EXPENDITURES FOR CONTRACT PERIOD $200,000.00

1.8 BID SUBMISSION:

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

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

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

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

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

1.8.6 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.**

1.8.7 **BID PROCESSING FEE:**
For purposes of this bid ONLY, bidder MUST submit with their bid a non-refundable check or money order payable to the City of Philadelphia in the amount of **$30.00** to cover the bid processing fee. Failure to submit the bid processing fee may result in disqualification from bidding.

1.8.8 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".

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

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

1.8.10 CONTACT PERSON:

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_____

Vendor's WEB 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_____

Vendor's WEB address_____

1.8.11 ALTERNATES SUBMITTED

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

1.8.12 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 prior to the bid opening by calling (215) 686-4720 or 4721, or by addressing a letter or fax (fax # 215-686-4727) to the Buyer. Questions, whether written, 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.

1.9 BIDDER QUALIFICATION:

1.9.1 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 bidders ability to perform on a contract of this size and scope.

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

SECTION 1:

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

Firm Name:	_____	_____	_____
Contact Name:	_____	_____	_____
Phone No.:	_____	_____	_____
Type Work:	_____	_____	_____
Years dealing w/your firm:	_____	_____	_____

SECTION 2:

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

Dept. Name:	_____	_____	_____
Contact Name:	_____	_____	_____
Phone No.:	_____	_____	_____
PO#/Contract#:	_____	_____	_____
Items:	_____	_____	_____

1.10 NON-MANDATORY PRE-BID MEETING

A NON-MANDATORY PRE-BID MEETING for all interested parties will be held on **Tuesday, April 15, 2008 at 12:00 P.M.(Noon)** in the Bid Room, 1st Floor, Room 170A at the Municipal Services Building, 1401 J.F.K. Blvd., Philadelphia, PA 19102.

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

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

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

SECTION 2: SPECIFICATIONS

2.1 The successful vendors shall provide all labor, equipment, and materials to perform and complete repairs to the sanitary sewer lateral, storm sewer laterals, water service lines and all repairs associated with these types of plumbing conditions as part of the **Philadelphia Water Department's (PWD) Plumbing Repair Programs.** The vendor(s) should be prepared to provide these stated services to various PWD customer locations as directed by PWD.

The PWD is a department of the City of Philadelphia that treats and supplies drinking water, manages the collection and treatment of sewage and storm water in the City. PWD also provides plumbing repair services for its customers with defective sanitary/storm sewer laterals. These services are provided through PWD's plumbing repair programs.

HELP Program: PWD assists its customers in making repairs to defective water service and sewer laterals through its HELP loan program. Through HELP, customers will have plumbing repairs made by the vendor(s) to correct deficiencies that have been cited by City inspectors. PWD pays the vendor(s)for the work performed and the customer repays PWD for the cost of the repair with 0% interest for a term of up to five years.

Cross Connection Repair Program: When a City inspection has determined that sewage is entering the storm water system from a customer's cross-connected sanitary sewer lateral, and other eligibility requirements are met, PWD will pay for the cost of replacing the laterals and or the associated repairs. The vendor will make repairs to the customer's laterals as directed by PWD.

The customer will not be charged for the cost of correcting the misaligned laterals. PWD expects to make approximately 150 repairs per year under this program. (Attachments "G", "H", and "I" are documents that are executed by both the City of Philadelphia and the customer and are listed in this bid for reference only).

Basement Protection Program: Is a new program designed to prevent the excess water in the City's sewer system from backing up into basements through fixtures during heavy rain storms.

The City procures and oversees repairs to the customers' service lines and laterals using a plumbing contracting system that issues repair orders with pre-determined specification and unit prices(Attachment "D"). Through this Invitation to Bid, the City will procure the services of up to 20 Vendors that will be under contract to provide repairs for PWD's customers, and respond to these needed repairs within 24 hours of notification.

2.2 **WORK SCOPE – 26069 014**

The Scope of Work includes but is not limited to the following:

a. Alterations and additions to the sanitary and storm water drainage systems, including the house drainage system, house trap, lateral(s)from trap to fresh air inlet, fresh air inlet(s) and lateral(s) from the curb to the City sewer.

b. Alterations and additions to the service line including the curb shut-off valve and valve box, service line, piping and accessories.

c. Excavation and back-filling in connection with work under this Section.

d. Cutting in existing work required and cost of patching same.

e. Performance tests for all materials furnished or installed under this Section.

f. Dye testing of storm and sewer laterals in separate sewer areas.

2.3 **STANDARDS**

The Vendor will be required to follow these standards and work protocols:

a. Materials and Equipment: All materials and equipment shall be new, and of the latest design. All apparatus shall fit into available spaces in the structure. All equipment normally requiring service shall be accessible.

b. Visit to the Site: The Vendor shall have visited the site and determined all conditions on which work is required, and shall have de all provisions necessary for the best workmanship and operation of plumbing systems. No consideration or allowance beyond the prices set in Attachment "D" will be granted for failure to visit the site and make the required arrangements for the needed repair work.

c. Codes, Rules, Permits, Fees: All work shall be done in accordance with all applicable codes, laws, ordinances, rules and regulations. The Vendor shall obtain all permits and inspection certificates, and pay all fees.

d. Testing and cleaning piping systems: After installation, all piping systems shall be inspected, tested for leaks and proven tight. All foreign substances that may have accumulated in the systems during installation shall be completely removed. Domestic water piping shall be cleaned in accordance with the local Municipal Code and AWWA.

e. Pipe and fitting materials shall conform to the latest issue of United States of America Standards Institute (USASI), American Society for Testing Material(ASTM), and American Water Works Association(AWWA).

f. Shoring: The Vendor shall strictly follow all OSHA and City of Philadelphia site safety and trench shoring requirements.

2.4 PRODUCTS AND SYSTEMS

The Vendor shall supply and install products and systems in accordance with the Philadelphia Plumbing Code, BOCA and all applicable codes and statutes. Specific requirements related to this project include but are not limited to:

2.4.1 Sanitary Waste, Vent and Storm Water Drainage Systems:
Minimum house drain, house trap, and fresh air inlet at curb shall be 4 inches. Normal slope of drain line shall be 1/4 inch per foot. Use 1/8 inch per foot slope only if sewer connection cannot be made at normal slope and only with prior approval from the City's Department of Licenses and Inspection (L&I).

Clean outs shall be provided in the main drain line at 90 degree turns and not more than 50 ft. apart and at the foundation wall.

2.4.2 Waste System Piping Materials:
Underground piping serving conventional fixtures and underground rainwater piping shall be uncoated service weight, cast iron bell and spigot pipe and fittings conforming to ASTM A74.

Above-ground soil pipes, drains and vents sha1l be ABS Schedule 40, or PVC Schedule 40.

2.4.3 Domestic Water Piping Systems:

Minimum water service size shall be 3/4 inch, and shall include ball valves on both sides of the water meter.

2.4.4 Domestic Water Piping System Materials:
Underground water service shall be type "k" copper with case brass or wrought copper fittings conforming to ASTM B88. Above ground piping shall be type "l" copper with wrought copper fittings conforming to ASTM B88.

2.4.5 Installation of Extendable Backwater Valves
At the discretion of the Water Department, install a backwater valve approved by PWD, in or around designated properties that are approved by PWD.

2.5 **EXECUTION**

2.5.1 Install all plumbing in strict compliance with manufacturer's instructions. Provide complete operating systems, furnish all necessary fittings, valves, hangers, supports and specialties required, and run all piping in a skilled workman like manner in accordance with the best practice of the trade and the latest code requirements.

2.5.2 Support soil line in basement on stuccoed, solid masonry piers.

2.5.3 Soldered joints shall be fully leaded and packed to consolidate lead.

2.5.4 Leaded joints shall be fully leaded and packed to consolidate lead.

2.5.5 **All debris must be removed from the site and the site is to be left broom clean. Excavated turf areas must be regraded, and free of debris where turf was removed. Contractor must return to the site and regrade any turf areas if soil depression or subsidence occurs within one year of the date of work completion.**

2.5.6 **Concrete and brick walkways must be replaced with like material when pavement is partially excavated. Where pavement is fully excavated, it must be replaced with full blocks of new concrete sidewalk and curb.**

2.5.7 All street openings must be back filled, tamped, and temporarily patched with bituminous cold patch. Trenches must be maintained for thirty (30)days from the date of the completion of repairs.

2.6 **PROGRAM PROCEDURES**

Through this Invitation to Bid, the Vendor(s) and the City will enter into a contract that will allow PWD to issue purchase orders for services on an as needed basis, under the following conditions:

2.6.1 PWD's staff will identify eligible customers who are in need of assistance in making repairs to their water service, sanitary and/or storm water laterals.

2.6.2 PWD will select Vendors to perform the repair work at the eligible customers' properties on a rotating basis. This computer process analyzes the sequence of Vendors previously selected, the number of each Vendor's outstanding work orders and the amount remaining in each Vendor's contract. The City reserves the right not to issue additional work order(s) if vendors have open work orders past the required completion date(s). The City reserves the right to select vendors without the use of the computer program in the event of emergency situations.

2.6.3 The selected Vendor will be sent a work order(Attachments "B" or "C" with Attachment "D") via facsimile machine ("Fax Work Order") indicating the type of repair work that is needed, the cost cap for this type of work, and the date that the Fax Work Order will expire (i.e., the time frame in which the repair is required to be made). The Fax Work Order contains legal certifications that the Vendor is responsible for obtaining from each PWD customer **before** the work can begin on the customer's property and/or into customer's home, and work as an agent of the City. The certifications may also verify the customer's eligibility to receive services under the program guidelines.

2.6.4 The Vendor shall visit the site to determine the needed work items within 24 hours of receipt of the Fax Work Order, and repair work should commence within 72 hours. All emergency work must be completed within five (5) business days. Routine work must be completed within ten(10)business days. At the City's discretion, completion dates may be extended. For street openings that must be coordinated with PENDOT or SEPTA, an additional time allowance may be requested by the Vendor.

2.6.5 PWD will perform pre-inspections for all drainage-related repairs (Attachment "A"). Prior to issuing a Fax Work Order, PWD will instruct the Vendor to clear blocked main drains and, in so doing determine the approximate loc breaks. A scope of work will be developed and incorporated into the Fax Work Order. No additional work will be performed without the prior approval of the Philadelphia Water Department.

2.6.6 The Fax Work Order will reference the terms and conditions of this Bid Specification, including the costs for each work item in Attachment "D" as well as the predetermined hourly labor rates and material mark ups (for Time and Material items only).

2.6.7 Work not begun or completed by the agreed upon time, without an authorized time extension by PWD, may be cancelled by PWD. PWD has the option to rescind the Fax Word Order and/or order the service from another plumber, and charge the selected Vendor for the difference in cost between that plumber and the costs specified in Attachment "D".

2.6.8 PWD will inspect all work (Attachment "E") upon completion and either approve the work for payment or issue a punch list for corrective measures needed. Vendors are required to notify PWD of the date and time that they will be ready for a PWD inspection and wait for the PWD inspection before the trench can be backfilled.

2.6.9 Upon completion of each Fax Work Order, the Vendor will invoice PWD for the work performed, listing the address and the amount of the invoice as determined by the unit prices specified in Attachment "D". Within ten (10) days of completing the work the Vendor shall provide information detailing all work completed along with all applicable permits. The receipt of this report by PWD will constitute a request for final inspection and payment by the contractor.

2.6.10 Vendor agrees not to bring suit or seek judgment of any kind against any of the properties or owners thereof for any work related to Bid No. S9WX0560 for Lateral and Water Repairs Service for the City of Philadelphia.

2.6.11 The invoice for the work will be paid in full by the City of Philadelphia after completion of the work and any punch items, and upon review of submitted documentation that is acceptable to the City. No interim or progress payments will be made.

2.6.12 The Vendor shall warrant all labor and materials for a period of one year and will honor the manufacturer's warranties for the life of the warranty, charging only for labor at the rate specified in the bid. The warranty shall be for the benefit of the property owner and the City of Philadelphia.

2.6.13 The Vendor shall maintain continuous telephone service (local or toll free number) where he/she can be reached twenty-four hours each day, seven days per week (Sundays and Holidays included) and shall provide to the City agencies ordering services hereunder the names and telephone numbers of at least two (2) persons to contact for services:

Name_____ Name_____

Phone #_____ Phone #_____

Pager #_____ Pager #_____

Cell Phone #_____ Cell Phone #_____

2.6.14 The Vendor shall maintain continuous telephone service (local or toll free number) where Fax Work Orders can be received twenty-four hours each day, seven days per week (Sundays and Holidays included) and shall provide to PWD, and shall continually update, the telephone numbers of the facsimile machine(s):

Fax #_____ Fax #_____

2.7 **COST OF SERVICES**

Bidder agrees to perform work for the prices indicated in Attachment "D" below. Any bids that propose other prices will be deemed non-responsive. There will be no opportunity to negotiate prices based on field conditions.

2.8 **TERMINATION FOR CAUSE**

In addition to the requirements of the specifications and the attached "Terms and Conditions of Bidding and Contract", the City reserves the right to terminate the contract if the successful vendor fails to perform service on three (3) consecutive work order requests or any five (5) out of ten (10) work order requests.

2.9 **TERMINATION FOR CONVENIENCE**

The City shall have the right to terminate this contract at any time during the term of the contract, for any reason, including, without limitation, its own convenience. If the contract is terminated solely for the City's convenience, the City shall issue a written termination notice, which shall set forth the effective date of the termination.

SECTION 3: BID EVALUATION AND AWARD

ATTACHMENT "A"

Philadelphia Water Department
HELP Program
Emergency Water Service Work Order

Work Order# Date: Time:
Work Order Expiration Date: _____
To: Owner:
Philadelphia PA Philadelphia PA
Work Phone: Home Phone: Other Phone:

Philadelphia Water Department (PWD) authorizes the above named plumbing contractor (Contractor) to perform plumbing repair work for the above named Property Owner at the listed property.
Plumbing repair work shall be done for the prices listed in the Water and Sewer Plumbing Repair Programs Agreement (Bid No.) and shall conform to specifications and requirements of the City.
Contractor must obtain signature of the Property Owner on the HELP Loan Agreement prior to initiating any work at the property.
Contractor is prohibited from providing any repair work where the total cost of the water service repair work will exceed $2,500, without prior approval of the Philadelphia Water Department (PWD).

Philadelphia Water Department
1101 Market Street
Philadelphia PA 19107
Phone: 215 685-6194

The repair work must be completed within FIVE (5) business days.
PWD Inspector must inspect all completed work prior to closing the plumber's ditch.
Contractor must contact PWD to schedule the inspection.
Contractor must secure the signature of the PWD Inspector on the completed Work Item Price List.
Contractor must provide the signed HELP Loan Agreement and the completed Certification and Guarantee to the PWD Inspector at the time of the final inspection.
Invoices with supporting documentation including the Work Item Price List shall be submitted within FOURTEEN (14) days of completion of the repairs to:

Philadelphia Water Department
HELP-3rd Floor
Philadelphia PA 19107

EMERGENCY

NO WATER SERVICE

ATTACHMENT "B"

Philadelphia Water Department
HELP Program
Standard Sewer Work Order

Order No. _____ Date: Time:

To: Philadelphia Water Department
1101 Market Street
Philadelphia PA 19107
Work Phone:

Customer:

Philadelphia PA
Home Phone: Other Phone:

Inspect the above property for the purpose of developing a scope of work for sewer lateral repairs, to perform drain cleaning and to inspect the repairs made by the City-contracted plumber.
Prior to initiating any work, the PWD Inspector must obtain the written authorization of the property owner as well as the signature of the property owner on all necessary loan documents prior to referring the scope of work to a PWD-contracted plumber.
The scope of work must be referred to a PWD-contracted plumber contractor within FIVE (5) business days. PWD Inspector may authorize the PWD-contracted plumber to make repairs up to $2,500 without additional approval.
All completed repair work in separate-sewer areas must be dye tested prior to closing the plumber's ditch.
Please submit the Certification Form and payment authorization within TEN (10) business days of the completion of the plumbing repair.

ATTACHMENT C

Philadelphia Water Department

Basement Protection Program

Inspection Order

Work Order

Date:

Contractor:
Name:
Address:
City:
Fax Number:

Property Owner:
Name:
Address:

Phone:

Initial Inspection Date:

Appointment Time:

Program Inspector:

PWD authorized the above named plumbing contractor (name of contractor) in conjunction with the BPP inspector to perform an inspection to determine the plumbing repair work needed to develop a Scope of Work (SOW) needed to relieve and correct the possible excess water that could have been caused by a backup condition of the city sewer for the above Property Owner.

This inspection should be completed within the guidelines of the program and should conform to the specifications and requirements of the Plumbing code and all related Plumbing Standards.

The contractor must obtain signature of the property owner on the Authorization Form prior to initiating any work at the property.

Contractor will contact and meet the program inspector to review the property owner's concerns and develop a Scope of Work listing the possible repairs that can correct the condition of surcharge of the city sewer.

ATTACHMENT D

PLUMBING REPAIR PROGRAMS	CITY OF PHILADELPHIA WATER DEPARTMENT	ORDER NUMBER

ORDER NUMBER	CHANGE ORDER	CASE NUMBER
CUSTOMER NAME	CONTRACTOR	
CUSTOMER ADDRESS		SURVEY DATE

WORK ORDER FORM

REPAIR DESCRIPTION	UNIT PRICE	QUANTITY	COST
Replace Water Service incl. Up to 20 sq. ft. concrete			
Curb to House (up to 12 ft. 3/4" K Copper)	$1,075.00	_____	$_____
(Note to Contractors: New Curb Boxes and Fresh concrete are indicators that only a half-service may be needed)			
Curb to Main (up to 12 ft. K Copper)	$1,295.00	_____	$_____
Over 12 ft. 3/4" K Copper	$ 50.00 lin. Ft.	_____	$_____
Main to Meter (up to 24 ft. 3/4" K Copper- includes permit)	$2,900.00	_____	$_____
Replace Storm/Sewer Lateral, incl. 20 sq. ft. concrete			
Curb Trap (4" or 5") Including Fresh Air Inlet	$1,200.00	_____	$_____
Curb Trap (6") Including Fresh Air Inlet	1, 400.00	_____	$_____
Curb Trap to House (up to 8 ft. cast iron)	$1,800.00	_____	$_____
Over 8 ft. Cast Iron (4" or 5")	$ 80.00 lin. Ft.	_____	$_____
Over 8 ft. Cast Iron (6")	$ 100.00 lin. Ft.	_____	$_____
Storm/Sewer Lateral Curb to Main (up to 8 ft. cast iron)	$1,800.00	_____	$_____
Depth over 12 ft.	$ 150.00 ft.	_____	$_____
Storm Trap in same ditch as Sanitary	$1,325.00	_____	$_____
Storm Trap, Cast iron in same ditch as sanitary	$ 50.00 lin. Ft.	_____	$_____
Cast Iron Fitting	$100.00		
PVC Soil Pipe	$ 15.00 lin. Ft.	_____	$_____
PVC Soil Fitting	$ 45.00 ea.	_____	$_____
Repair/Clean Yard Trap Drain (Front/Rear)	$ 95.00 ea.	_____	$_____
Replace Rainleader Cesspool	$690.00	_____	$_____
Replace Rainleader Less Cesspool	$630.00	_____	$_____
Replace Rainleader Thru Wall	$320.00	_____	$_____
Replace cast iron under basement floor (incl. excav/concrete)	65.00	_____	$_____
Install Laundry Tray / Stand Pipe	$65.00	_____	$_____
Permit Fee	at cost		$_____
Material Cost: Actual Cost _____ 10% Mark up _____	Total		$_____
Labor Cost # Hours _____	X $60/Hour		$_____
Labor Cost (after 4:00PM) # Hours _____	X $65/ Hour		$_____
Additional Cement	$8.50 sq. ft.	_____	$_____
Miscellaneous: _____			$_____
			$_____
TOTAL WORK ITEMS			$_____

(ALL COST QUOTES ARE ESTIMATED)

AUTHORIZATION GIVEN BY	DATE
CONTRACTOR'S SIGNATURE	DATE
OWNER'S SIGNATURE	DATE

11/05

PLUMBING REPAIR PROGRAMS

CITY OF PHILADELPHIA
WATER DEPARTMENT

ORDER NUMBER

ORDER NUMBER	CHANGE ORDER	CASE NUMBER

CUSTOMER NAME	CONTRACTOR

CUSTOMER ADDRESS	SURVEY DATE

WORK ORDER FORM

REPAIR DESCRIPTION	UNIT PRICE	QUANTITY	COST
ADDITION WORK IF REQUIRED PAGE 2			
Replace Soil Pipe (Cast Iron above ground)	$25.00/LN. Ft.	_____	$_____
Replace Area Drain	$320.00	_____	$_____
Replace Downspout	$5.00 Ln. Ft.	_____	$_____
Replace Domestic Supply Line 1/2"	$7.00 Ln. Ft.	_____	$_____
Replace Domestic Supply Line 3/4"	$8.00 Ln. Ft.	_____	$_____
Add 3/4" K Cooper, in same trench as lateral	$50.00 Ln. Ft.	_____	$_____
Install 2 " PVC Sink Vent:		_____	$_____
2 Story	$230.00	_____	$_____
3 Story	$345.00	_____	$_____
Install New Kitchen Sink Drain	$115.00		
Install Sink Trap and Tail piece	$55.00 ea.	_____	$_____
Replace Concrete Steps, w/bullnose	$55.00 Ln.Ft.	_____	$_____
Curbing (actual)	$40.00 Ln. Ft.	_____	$_____
3/4 " M Cooper (Hard-Inside basement)	$ 10.00 Ln. Ft.	_____	$_____

TOTAL WORK ITEMS $_____

(ALL COST QUOTES ARE ESTIMATED)

AUTHORIZATION GIVEN BY	DATE
CONTRACTOR'S SIGNATURE	DATE
OWNER'S SIGNATURE	DATE

11/05

PLUMBING REPAIRS PROGRAMS BPP SCOPE OF WORK	CITY OF PHILADELPHIA WATER DEPARTMENT	ORDER NUMBER

ORDER NUMBER	CHANGE ORDER	CASE NUMBER
CUSTOMER NAME	CONTRACTOR	
CUSTOMER ADDRESS		SURVEY DATE

REPAIR ITEMS

REPAIR DESCRIPTION	UNIT PRICE		QUANTITY	COST
Backwater Valve Replacement Above Ground	PVC	Cast Iron		
Install 4"- 6" Backwater Valve front of property	$400	$850	_____	$_____
Install 3"- 6" Backwater valve on floor drain	$400	$850	_____	$_____
Install 4"-6" Backwater valve at water Closet	$400	$850	_____	$_____
Install new 11/2" / 2" PVC Backwater valve on utility sink (include trap)	$275.00		_____	$_____
Backwater Valve Replacement Below Ground	Cast Iron			
Install 6" Backwater Valve/trap,all associated mat. & fittings	$2,500.00		_____	$_____
Disconnect Reainleader	$75.00			$_____
Cap off area drain	$75.00		_____	$_____
Rain Spout Cost and Installation				
10' X 3" Rd/Sq	$55/ft		_____	$_____
10' X 4" Rd/Sq	$ 60/ft		_____	$_____
3" 90's	$14/ft		_____	$_____
4" 90's	$16/ft		_____	$_____
Permit Fees	At Cost		_____	$_____
Service Call (When repairs are not completed)	$75.00			$_____

TOTAL WORK ITEMS $_____

AUTHORIZATION GIVEN BY	DATE
CONTRACTOR'S SIGNATURE	DATE
OWNER'S SIGNATURE	DATE 11/16/07

PLUMBING REPAIR PROGRAMS BPP SCOPE OF WORK	CITY OF PHILADELPHIA WATER DEPARTMENT	ORDER NUMBER

ORDER NUMBER	CHANGE ORDER	CASE NUMBER
CUSTOMER NAME	CONTRACTOR	
CUSTOMER ADDRESS		SURVEY DATE

WORK ORDER FORM

REPAIR DESCRIPTION

DESCRIPTION OF WORK TO BE PERFORMED

	7/17/2007

ATTACHMENT E

PLUMBING CONTRACTOR'S CERTIFICATION & GUARANTEE
HOMEOWNER'S EMERGENCY LOAN PROGRAM

Order No: _____ Date _____

Customer: _____
Address: _____

I certify that I have completed the work at the above customer property in accordance with attached Work Order, my agreement with the City of Philadelphia and the Philadelphia Plumbing Code.

I guarantee the labor and materials provided under agreement with the City of Philadelphia for the period of ONE (1) year from the date above. The Guarantee is for the benefit of and may be enforced by the above named customer and/or the City of Philadelphia.

Contractor: _____

Signed: _____

Title: _____

Amount Requested: $ _____

INSPECTION CERTIFICATION

I hereby certify that the repairs listed on the attached Work Order have been inspected and found to be satisfactorily complete and in compliance with the Contractor's agreement with the City of Philadelphia. I certify that the costs and quantities reported herein are accurate and recommend that the Contractor be paid in accordance with the terms of the agreement.

_____ _____
PWD Inspector Date

Work Order Amount $ _____
Change Order Amount $ _____ **Change Order #** _____

AUTHORIZED PAYMENT $ _____

CUSTOMER CERTIFICATION

- I acknowledge that the Contractor has provided plumbing repairs to my property pursuant to the Water Department's Cross Connection Program, and an inspection was performed by PWD. If I have complaints or concerns about the completed work I may contact the Water Department.
- I acknowledge that: Total Cost of Repair Work (Loan Amount) is: $ _____

  My monthly payment is (Loan Amount ÷60) $ _____

_____ _____
Owner Date

_____ _____
Owner Date

WHITE COPY-PWD YELLOW COPY-HOMEOWNER PINK-CONTRACTOR

ATTACHMENT F
PLUMBING CONTRACTOR'S CERTIFICATION & GUARANTEE
PWD CROSS CONNECTION REPAIR PROGRAM

Order No: _____ Date _____

Customer: _____
Address: _____

I certify that I have completed the work at the above customer property in accordance with attached Work Order, my agreement with the City of Philadelphia and the Philadelphia Plumbing Code.

I guarantee the labor and materials provided under agreement with the City of Philadelphia for the period of ONE (1) year from the date above. The Guarantee is for the benefit of and may be enforced by the above named customer and/or the City of Philadelphia.

Contractor: _____

Signed: _____

Title: _____

Amount Requested: $ _____

INSPECTION CERTIFICATION

I hereby certify that the repairs listed on the attached Work Order have been inspected and found to be satisfactorily complete and in compliance with the Contractor's agreement with the City of Philadelphia. I certify that the costs and quantities reported herein are accurate and recommend that the Contractor be paid in accordance with the terms of the agreement.

_____ _____
PWD Inspector Date

Work Order Amount **$** _____
Change Order Amount **$** _____ **Change Order #** _____

AUTHORIZED PAYMENT **$** _____

CUSTOMER CERTIFICATION

I acknowledge that the Contractor has provided plumbing repairs to my property pursuant to the Water Department's Cross Connection Program, and an inspection was performed by PWD. If I have complaints or concerns about the completed work I may contact the Water Department. I will not be required to compensate the City or the Contractors for any services provided to repair the external Cross Connection unless other arrangements have been made.

_____ _____
Owner Date

_____ _____
Owner Date

WHITE COPY-PWD YELLOW COPY-HOMEOWNER PINK-CONTRACTOR

ATTACHMENT G

CITY OF PHILADELPHIA
WATER DEPARTMENT

HOMEOWNER'S EMERGENCY LOAN PROGRAM AGREEMENT

HOMEOWNER(S) _____

PREMISES _____, PHILADELPHIA, PA 191 _____

The above Homeowner, owner of the above Premises, has entered into this Homeowner's Emergency Loan Program Agreement ("Agreement"), with the City of Philadelphia ("City") through its Water Department ("PWD") to obtain a loan for the repair of a water service line and/or sewer lateral(s) at the Premises on the below date, under the following terms and conditions.

Homeowner Certification

1. Homeowner is the property owner of record of the Premises.
2. Homeowner resides at the Premises.
3. Homeowner certifies that the Premises does not contain more than four (4) separate units.
4. Homeowner certifies that there are no overdue water/sewer bills totaling over $100 for the Premises, unless the overdue bills are covered by a current payment agreement with the City's Water Revenue Bureau or its agent(s).
5. If any false or incorrect information is supplied by Homeowner in the course of procuring this loan, PWD has the right to rescind the Agreement and deny the loan.

Scope and Completion of Repair Work

6. PWD or its agent(s) shall determine the scope of the repair work ("Repair Work") at the Premises.
7. PWD shall select the plumbing contractor ("Contractor") to perform the Repair Work from plumbers under contract with the City.
8. Homeowner shall be granted one year warranty by the Contractor covering the Repair Work.

Payment Responsibilities

9. Homeowner is responsible for the Total cost of the Repair Work (as defined in Paragraph 10), repayable to the City's Water Revenue Bureau in sixty (60) equal monthly installments beginning with the first monthly bill. The loan is interest-free, unless the Homeowner is or has been in default of this Agreement. Interest and penalties shall then be accrued as set forth in Paragraph 15.
10. The Total Cost of the Repair Work shall equal the Initial Estimate (written in this Paragraph 8) plus adjustments (as described in Paragraphs 11 and 12) to that Initial Estimate.

The initial Estimate for the Repair Work is: $_____.

11. The actual cost of the Repair Work may be more or less than the Contractor's initial estimate. If PWD determines that the Actual cost of the Repair Work is more or less than the Contractor's initial estimate, Homeowner must authorize that the Repair Work be completed for the actual cost by signing a Change Order. The loan amount shall be equal to the actual cost of the Repair Work.
12. The Total Cost of the Repair Work shall be stated in the Certification and Guarantee provided to Homeowner upon PWD's inspection of the Repair Work. The Certification and Guarantee shall be attached to and incorporated into this Agreement.
13. Homeowner agrees that the City shall place a lien on the Premises in the amount of the Total Cost of Repair Work. The City shall remove the lien upon repayment of the Total Cost of Repair Work. There shall be no penalty for prepayment of the loan.
14. Homeowner agrees that after two (2) consecutive missed payments the Homeowner has defaulted on the Agreement, and the outstanding balance immediately becomes due and payable without further notice. Additional changes upon default are: interest at the rate charged for water/sewer overdue bills, a penalty fee of five percent on the total loan amount, and the cost of filing the lien. These charges will be added to the outstanding balance as part of the lien against the Premises. Once default occurs, interest will still be accrued for the remaining term of the loan, even if Homeowner subsequently satisfies the missed payments.
15. This Agreement constitutes the entire contract between Homeowner and PWD. There are no collateral or oral agreements or understandings. This Agreement shall not be modified in any manner unless an instrument in writing is executed by all parties to this Agreement.

This Agreement constitutes the entire contract between Homeowner and PWD. There are no collateral or oral agreements or understandings or misunderstandings. This Agreement shall not be modified in any manner unless an instrument in writing is executed by all parties to this Agreement. **Homeowner is not required to participate in the program and is free to have the necessary repairs made without assistance from the City.**

PHILADELPHIA WATER DEPARTMENT	DATE
HOMEOWNER	DATE
HOMEOWNER	DATE

ATTACHMENT H

PHILADELPHIA WATER DEPARTMENT

CROSS CONNECTION REPAIR PROGRAM

WORK AUTHORIZATION

The Philadelphia Water Department ("PWD") has determined that work to your service lines is needed at the property listed below:

Address: _____

Philadelphia, PA 191_____

I certify that I am the owner of the above property and I hereby grant to the Philadelphia Water Department ("PWD") and PWD-designated contractors ("Contractors") the right to enter my property and perform such inspections, drain cleanings, excavations, repairs and testing as determined reasonably necessary for the for the repair of the external Cross-Connection. I will not be required to compensate the Water Department or the Contractors for any services provided to repair the external Cross-Connection. The Contractors will guarantee all plumbing work for the period of ONE (1) year following the completion of the repairs.

_____ _____

Owner Date

_____ _____

Owner Date

WHITE COPY- PWD YELLOW COPY-HOMEOWNER PINK COPY-CONTRACTOR

ATTACHMENT I

PHILADELPHIA WATER DEPARTMENT

HOMEOWNER'S EMERGENCY LOAN PROGRAM

WORK AUTHORIZATION

The Philadelphia Water Department ("PWD") has determined that work to your service lines is needed at the property listed below:

Address: _____

Philadelphia, PA 191_____

I certify that I am the owner of the above property and I hereby grant to the Philadelphia Water Department ("PWD") and PWD-designated contractors ("Contractors") the right to enter my property and perform such inspections, drain cleanings, excavations, repairs and testing as determined reasonably necessary for the development of a work order and the completion of plumbing repairs.

_____ _____

Owner Date

_____ _____

Owner Date

WHITE COPY- PWD YELLOW COPY-HOMEOWNER PINK COPY-CONTRACTOR

ATTACHMENT 3

Philadelphia

Water Department

PHILADELPHIA WATER DEPARTMENT

BASEMENT PROTECTION PROGRAM

WORK AUTHORIZATION

The Philadelphia Water Department ("PWD") has agreed to provide you with repair assistance to resolve the flood condition in your basement at the property listed below:

Address: _____

Philadelphia, PA 191_____

I certify that I am the owner of the above property and I hereby grant to the Philadelphia Water Department ("PWD") and PWD-designated contractors ("Contractors") the right to enter my property and perform such inspections, drain cleanings, excavations, repairs and testing as determined reasonably necessary for the development of a work order and the completion of plumbing repairs.

_____ _____

Owner Date

_____ _____

Owner Date

3.1 EVALUATION

3.1.1 Bid will be evaluated by the Procurement Department.

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

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

(i) improper bid security
(ii) improper bid execution
(iii) incompleteness
(iv) offering counter terms and conditions

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 The City intends to make multiple awards as a result of this Invitation and Bid. A maximum of twenty (20) responsive and responsible bidders will receive contracts as primary vendors to perform service as required by the specifications.

3.2.2 In the event the City receives bids from more than twenty (20) responsive and responsible bidders, the award procedure will be as follows:

The names of all responsive and responsible bidders will be placed in a container and the City will then randomly select twenty (20) bidders who will be designated as primary vendors. From the remaining pool of responsive and responsible bidders, the City will select up to a maximum of ten (10) additional bidders who will be designated as secondary vendors.

3.2.3 In the event that a primary vendor is declared ineligible to perform service under the contract, a replacement secondary vendor will be added to the primary vendor list in the order selected.

3.2.4 **Performance Security**

All contracts awarded as a result of this Invitation and Bid will be covered under the City's Master Performance Security Program.

For all primary vendors, the City will require Performance Security based on a contract value of $200,000.

For all secondary vendors, the City will require Performance Security based on a contract value of $25,001.

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

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

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

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

- Insured must be in the same name and address as the Bidder
- The insurance carrier must be rated "A" or better by AM Best
- The certificate holder must be the City of Philadelphia, and specifically named as an additional insured on the certificate 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 purchase order against the applicable bid.

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.

(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 other product/services that the vendor can supply that are similar to, but not specifically called for in this bid. The procedure for such acquisitions shall be as follows:

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

4.2 **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 **DELIVERY:**
Unless otherwise specified in Section 2, noted by bidder in Section 5, and/or approved by the Using Agency, delivery of product and/or service will be made within 30 days from date requested by Using Agency. VENDOR NOTE: In Section 5, specify delivery if other than 30 days.

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

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.

4.2.7 For delivery of products or equipment, contractors shall honor and be paid for orders placed until the close of business of the date of purchase order expiration. Delivery of product may occur following purchase order expiration, so long as the order was placed prior to the purchase order expiration date.

4.2.8 For performance of services, contractor shall honor and be paid for orders placed until the close of business of the date of purchase order expiration. Performance of services may occur following purchase order expiration, so long as the order was placed prior to the purchase order expiration date.

4.2.9 **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 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.

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

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.

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

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

Pease 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

Revised 03/07

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

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.# _____

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 a certified check, treasurer's check, cashier's check, bank money order, or United States postal money order made payable to the order of "The City of Philadelphia" in the required amount.

Once the lowest responsive and responsible bidder has been determined 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.

*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 nonresponsivencss 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;

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

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

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 entitlted 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 of or failure to conform to this certification may, at the option of the City, result in the withholding of payments otherwise due to subcontractor for services rendered in connection with the Contract and, if such breach or failure is not resolved to the City's satisfaction within a reasonable time frame specified by the City in writing, may result in the offset of any such indebtedness against said payments otherwise due to subcontractor and/or the termination of subcontractor for default (in which case subcontractor shall be liable for all costs, losses and other damages resulting from the termination)."

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 autorizations required by any

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

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

connection with this subparagraph (c) and/or any failure to comply with the provisions of this subparagraph (c) shall constitute a substantial breach of any Contract resulting from 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,

Vincent J. Jannetti
Acting Director of Finance