

**CITY OF PHILADELPHIA
OFFICE OF ECONOMIC OPPORTUNITY
ANTIDISCRIMINATION POLICY- MINORITY, WOMEN AND DISABLED OWNED
BUSINESS ENTERPRISES**

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

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

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

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

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

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A. PARTICIPATION RANGE

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

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

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

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

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

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

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

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

B. RESPONSIVENESS

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

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

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

- If the bidder has entered into a joint venture with an MBE, WBE and/or DSBE partner, the bidder should submit along with the Solicitation For Participation and Commitment Form, a document entitled "Joint Venture Eligibility Information Form," available at the Office of the OEO, for the City's review and approval of the joint venture arrangement.

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

- If no MBE/WBE/DSBEs were solicited for the type of services or materials to be contracted, please give reason(s) why no such solicitation was made.
- Document all solicitations and commitments made with non-M/W/DSBEs for services or supplies incident to the performance of the contract; include copies of quotes received.
- Provide reasons for not committing with any MBE/WBE/DSBEs that submitted a quote, regardless of whether the quote was solicited by bidder.
- Provide any additional evidence pertinent to bidder's conduct relating to this bid including sufficient evidence which demonstrates to the OEO that bidder has not engaged in discriminatory practices in the solicitation of and commitment with contract participants. In describing bidder's efforts to achieve participation within the ranges, bidder may submit any corroborating documentation (e.g., copies of advertisements for participation).

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

- Whether the bidder's actions were motivated by considerations of race or gender or disability. The OEO may investigate the bidder's contracting activities and business practices on similar public and private sector contracts. For example, if bidder rejects any M/W/DSBE based on price, bidder must fully document its reasons for the rejection and also demonstrate that bidder subjects non-M/W/DSBEs to the same pricing standards. OEO will investigate whether there was any attempt at good faith negotiation of price.
- Whether M/W/DSBEs were treated as equally as other businesses in the solicitation and commitment process. For example, the OEO will investigate whether M/W/DSBEs are given the same information, access to the bid, plans, specifications, and requirements of the contract and given adequate amount of time to prepare a quote as others who were solicited by bidder. The OEO will also investigate whether M/W/DSBEs were accorded the same level of outreach as non-M/W/DSBEs, for example whether bidder short listed M/W/DSBEs for participation in contractor negotiated subcontract opportunities or solicited M/W/DSBEs at pre-bid meetings.

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- Whether the bidder's contracting decisions were based upon policies which disparately affect M/W/DSBEs. OEO will ascertain whether bidder selected portions of work or material needs consistent with the capacity of available M/W/DSBE subcontractors and suppliers. OEO will consider whether bidder employed policies which facilitate the participation of M/W/DSBEs on City contracts such as segmentation of the contract, prompt payment practices or bonding assistance.

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

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

C. RESPONSIBILITY

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

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

3. No privity of contract exists between the City and any M/W/DSBE subcontractor identified in any contract resulting from this Invitation and Bid. The City does not intend to give or confer upon any such M/W/DSBE subcontractor(s) any legal rights or remedies in connection with the subcontracted services under Executive Order 2-05 or by reason of any contract resulting from the Invitation and Bid except such rights or remedies that the M/W/DSBE subcontractor may seek as a private cause of action under any legally binding contract to which it may be a party.

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

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D. ACCESS TO INFORMATION

1. The OEO shall have the right to make site visits to the bidder's place of business and/or job site and obtain documents and information from any bidder, subcontractor, supplier, manufacturer or contract participant that may be required in order to ascertain bidder's responsiveness and responsibility.
2. Failure to cooperate with the OEO in its review will result in a determination that the bidder's bid is nonresponsive and its bid will be rejected.

E. RECORDS AND REPORTS

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

F. REMEDIES

1. The successful bidder's compliance with the requirements of Executive Order 2-05, including the fulfillment of any M/W/DSBE commitments, is material to the contract. Any failure to comply with these requirements constitutes a substantial breach of the contract. It is further understood and agreed that in the event the Director of Finance determines that the successful bidder hereunder has failed to comply with these requirements the City may, in addition to any other rights and remedies the City may have under the contract, any bond filed in connection therewith or at law or in equity, exercise one or more of the following remedies, as deemed applicable, which shall be deemed cumulative and concurrent:

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

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

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

(Rev. 11/2008/jss)

¹ M/W/DSBEs listed above must be certified by the OEO prior to bid submission date.

² Failure to give reason for no commitment may result in rejection of your bid.

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SECTION 1: GENERAL BID SUBMISSION

1.1 TITLE: **MULTI-FUNCTION SNOW REMOVAL VEHICLES-VARIOUS TYPES**

1.2 CONTRACT TERM: **Date of Award to One (1) Year** ("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 19, 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 equipment to be delivered generally on an as-needed basis.

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Successful bidders are cautioned not to deliver any equipment without first being advised to do so by the ordering agency. a result of this bid will be for equipment to be delivered, generally, on an as-needed basis. The successful bidder(s) are cautioned not to deliver equipment unless advised to do so.

- 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.

Vehicles 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 Multi-Function Snow Removal Vehicles-Variou Types for the Office of Fleet Management Department as specified herein during the contract period.

- 1.6 BID SECURITY

- 1.6.1 Bid security shall be based upon **Section 5**.

All bids submitted with a total greater than \$30,000.00 must be accompanied by the proper Bid Security.

Bidders already enrolled in the City's Master Bid Security Program for Fiscal Years 2009 (July 1, 2009 to June 30, 2010) 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").

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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.

1.7.2 **Bids Opening July 1, 2009 through June 30, 2010**

Bidders may qualify for the Master Bid Security Program described above for **Fiscal Year 2009 - 2010 (July 1, 2009 - June 30, 2010)** 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 for the Master Bid Security Program 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.

1.8 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 COPIES OF BID SPECIFICATIONS

This bid makes reference to Procurement Department Specifications and/or Purchase Descriptions.

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Bidders are requested to retain Procurement Department Specifications for future reference.

- 1.8.5 All pricing must be completed on the forms provided; be complete; and be in ink or typed.
- 1.8.6 The bid must be complete as to required bid signatures and corporate seal, and fully accept the terms and conditions contained in the bid.
- 1.8.7 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 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.

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1.8.8

BID PROCESSING FEE:

All bids submitted where the bid total is greater than \$30,000 must be accompanied by the proper Bid Processing Fee. The fee shall be in the form of a separate check or money order in accordance with Paragraph 3 of the "Terms and Conditions of Bidding and Contract".

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1.8.9 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 _____

POST-AWARD:

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

Name: _____

Address: _____

City/State/ZC: _____

Telephone No. (_____) _____ Ext.: _____

Fax No. (_____) _____

E-mail address _____

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1.8.10 ALTERNATES SUBMITTED

If an alternate to any item is offered, bidder must follow instructions in Paragraph 4 of "Terms and Conditions of Bidding and Contract". State the brand name and the model number of each alternate offered.

Detailed technical information on the alternate should accompany the bid. Failure to state alternates will obligate bidder to provide material and/or service specified in the bid.

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.

1.8.11 FORMS TO BE RETURNED WITH BID:

Form #80-247B (one for each type of vehicle offered) is to be completed and returned with bid.

The Temporary Certificate shall be forwarded to the Office of Fleet Management, Attention: James Muller, 100 S. Broad St., 3rd floor, Philadelphia, PA 19102. Bidder shall state year, make, model, body model, manufacturer's cut off date, and delivery after receipt of order.

YEAR: _____

MAKE: _____

MODEL: _____

BODY MODEL: _____

MANUFACTURER'S CUT OFF DATE: _____

DELIVERY ARO: 280 Days

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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's Public Information Unit prior to the bid opening by calling (215) 686-4720 or 4721, or by faxing (215) 686-4716. Questions, whether phoned or faxed, should be received no later than seven (7) calendar days prior to the scheduled opening date of the bid. The City reserves the right to only respond to those questions submitted prior to the stated deadline. If it is in the City's best interest to do so, the bid MAY be amended to reflect the proposed changes/modifications. Exceptions taken DO NOT obligate the City to change the specifications. The City of Philadelphia, Procurement Department will notify all bidders in writing, by addendum duly issued, of any interpretations/changes made to specifications or instructions. The City will not accept responsibility for oral instructions, suggestions or changes by any City agency.

Otherwise the successful bidder will have to provide the product or service exactly as defined in this bid, and in accordance with the directions in Section 2.

1.9 BIDDER QUALIFICATION:

1.9.1 All bidders must be a bona fide manufacturer of, or dealer in, the article 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 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.

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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: _____

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SECTION 2: SPECIFICATIONS

2.1 Successful vendor(s) shall be required to supply the City of Philadelphia's Office of Fleet Management with Multi-Function Snow Removal Vehicles as listed in Sections 2 and 5 of this Invitation and Bid

2.2 SPECIFIC REQUIREMENTS

2.2.1 **42830-002-000**
VAMMAS PSB 4500 PROC SPEC CODE: 82785B.42 & PROC SPEC 41-V-IN:90
OMIT Section 6.3, Inspection; OMIT Section 9, Training
OMIT OPTIONS (14.1.1 thru 14.1.7)

OPTIONS

- 2.2.1.1 **42830-009-170 (EA)**
Spare Tire Front
- 2.2.1.2 **42830-009-171 (EA)**
Spare Tire Rear
- 2.2.1.3 **42830-009-172 (EA)**
Inspection(s) as per section 6.3
- 2.2.1.4 **42830-009-173 (EA)**
Training as per section 9
- 2.2.1.5 **42830-009-174 (EA)**
Complete Spare Broom Core Assembly (14.1.5)
- 2.2.1.6 **42830-009-175 (EA)**
Provide and install a Motorola XTL 5000 two way radio, as per item 14.1.6
- 2.2.1.7 **42830-009-176 (EA)**
Provide and install an ICOM A110 Mobile Radio, As per item 14.1.7

2.2.2 **42830-002-001**
BOSCHUNG JETBROOM 2 AXLE BASIC UNIT PER PROC SPEC CODE: 82785B.42 & PROC SPEC 41-V-1N:90
OMIT Section 6.3, Inspection
OMIT Section 9, Training
OMIT OPTIONS (14.2.1 thru 14.2.20)

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OPTIONS

- 2.2.2.1 **42830-900-177** **(EA)**
3rd Axle Option
- 2.2.2.2 **42830-009-178** **(EA)**
Tipping Frame for Rear Mounted Equipment.
- 2.2.2.3 **42830-009-179** **(EA)**
Reverse Drive Camera
- 2.2.2.4 **42830-009-180** **(EA)**
Spare Tire (Front & Rear)
- 2.2.2.5 **42830-009-181** **(EA)**
Spare Tire for 3rd Axle
- 2.2.2.6 **42830-009-182** **(EA)**
Cold Weather Package
- 2.2.2.7 **42830-009-183** **(EA)**
Central Lube System for 2-Axles
- 2.2.2.8 **42830-009-184** **(EA)**
Central Lube System for 3-Axles
- 2.2.2.9 **42830-009-185** **(EA)**
Sweeper Blower Attachment KBGA4.2 (14')
- 2.2.2.10 **42830-009-186** **(EA)**
Central Lube System for KBGA 4.2
- 2.2.2.11 **42830-009-187** **(EA)**
Rear Blower Unit Integral
- 2.2.2.12 **42830-009-188** **(EA)**
Summer Equipment for Version KBGA 4.2
Vacuum Sweeper Attachment with Dirt Hopper,
2 Suctions Mouths, Water Installation with
Pump Piping and Commands.
- 2.2.2.13 **42830-009-189** **(EA)**
Hand suction Hose for Summer Equipment
for Version KBGA 4.2
- 2.2.2.14 **42830-009-190** **(EA)**
Water Recycling for Summer Equipment
for Version KBGA 4.2

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3.2 AWARD

3.2.1 This Invitation and Bid shall be awarded to the lowest responsive and responsible bidder(s).

3.2.2 The Procurement Commissioner reserves the right to award this bid as a whole or by section or by line item, whichever he/she deems to be in the best interest of the City.

CONTIGENCY

3.2.3 The contract award will be in the amount of the total amount bid for the items plus a 5% contingency amount to allow and provide for technological changes, improvements or amplifications as the result of the pilot inspection, etc.

3.2.4 **LOCAL BUSINESS ENTITY**

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

Unless the Procurement Commissioner determines not to grant a preference for the reasons stated in subsection b., of the LBE Regulation, an LBE, whose bid is otherwise responsive and responsible and who has submitted the information required above, shall be granted a five percent bid preference on competitive bid(s) awards that are over \$30,000.00 and awarded as a whole or by section.

3.2.5 Performance Security

If the total award amount exceeds \$500,000, the Master Performance Security Program does not apply. Upon notification of award, the City will require the successful vendor to provide an individual Performance Bond in the amount of 100% of the contract award as specified in the Letter of Award. For any subsequent renewal periods, sections 1.2.1 and 1.2.2 shall apply.

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3.2.6 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.

3.2.7 Insurance

Insurance is a requirement for this bid in accordance with Paragraph 15 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 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.

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SECTION 4: CONTRACT MANAGEMENT

4.1 CITY OF PHILADELPHIA RESPONSIBILITY

4.1.1 Order Against Contracts

(i) Subsequent to contract conformance of a Requirements bid, purchase orders will be issued at such time that the product 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.

4.1.1.1 The purchase order will be issued for unit and price not including contingency.

4.1.1.2 If during the production process the City identifies a need, the City will issue a change order. The total of the original purchase order and the change orders cannot exceed the contract total.

4.1.2 Invoices submitted shall be processed for payment upon the City's acceptance of the subject vehicle or equipment.

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

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 scheduled number, the price to the City and the applicable contract period; and upon receipt and approval by the Procurement Department shall automatically become part of the contract.

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4.2 VENDOR RESPONSIBILITY

4.2.1 Contractor may deliver only vehicle(s) or equipment 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 vehicle(s) or equipment at the prices quoted and the quantities reflected in the contract

4.2.3 In the event that the contractor receives an order for vehicle(s) 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.

4.2.4 Should vehicle(s) 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.

4.2.5 For delivery of vehicle(s) or equipment, contractor shall honor and be paid for orders placed until the close of business of the date of purchase order expiration. Delivery of vehicle(s) or equipment may occur following purchase expiration, so long as the order was placed prior to the purchase order expiration date.

4.2.5.1 Liquidated Damages For Late Deliveries

These specifications shall be subject to the following contractual provisions:

- (1) Time is an essential element of this agreement and Seller agrees that deliveries of items in condition satisfactory to the Procurement Commissioner shall be completed as provided on the day(s) specified pursuant to the delivery schedule contained in specifications.

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- (2) For each and every day that a vehicle is late, in accordance with the delivery schedule, the Procurement Commissioner may deduct from the monies due or becoming due Seller the sum per day per undelivered vehicle specified in the bid as liquidated damages to compensate Buyer for its damages arising out of delay in delivery. The number of days of default shall be computed as including the day of default through to but not inclusive of the day when delivery is made. Provided, however, as to item delivered but rejected, the item shall be considered as non-delivered from the date on which the vendor is notified of rejection until the date the item is re-delivered.
- (3) The term "vehicle" as used above shall refer to each vehicle, vehicle body, chassis, or other unit of equipment awarded to the bidder.
- (4) Notwithstanding the above provisions Seller shall not be liable for liquidated damages for delays in delivery caused by Acts of God, acts of public enemy, acts of government, quarantine restrictions and general strikes throughout the industry or freight embargoes not caused by or participated in by Seller.
- (5) Resort to liquidated damages provision by Buyer shall not preclude by Buyer from resorting to other available remedies for subsequent or continuing breaches by Seller.
- (6) Liquidated damages will be in the amount of \$75.00 per calendar day per vehicle that delivery of each vehicle exceeds the delivery schedule stated.

4.2.6 Successful bidder(s) will invoice after delivery and acceptance of vehicle(s) or equipment by the City to the address shown on purchase order.

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4.2.7 Escalation Price

Vendor shall provide current model year vehicles at the prices set forth in Section 5. For subsequent model years, the vendor may increase or decrease the price provided that:

Next model year vehicle and optional pricing will be based on the percentage difference between the new dealer cost sheet and pricing level and the dealer cost sheet and pricing level effective on the date of the bid opening. This proportional (percentage) increase or decrease will be applicable to the contract price for the current model year vehicle and/or option, thus establishing the new price next model year vehicle and options.

Notice of any price changes in the dealer cost sheet and pricing level established by the Manufacturer shall be given in writing to the Procurement Department, Department of Finance and the Controller Office. This notice must be accompanied by the notice from the manufacturer to the vendor showing the price changes. The City reserve the right to review the propriety of the price rise and cancel the contract at its discretion.

In no event shall the increased prices exceed the dealer's cost sheet and pricing level for vehicles under similar terms and conditions.

4.2.8 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.

4.2.9 Contract Bid Language Regarding Payments to OEO Subcontractors

The below paragraph applies to all Invitation and Bids (I & B) containing OEO Participation Requirements:

The successful bidder shall, within five (5) business days after receipt of a payment from the City for work performed under the contract, deliver to its M/W/DSBE subcontractors the proportionate share of such payment for work performed (including the supply of materials) by its M/W/DSBE subcontractors.

In connection with payment of its M/W/DSBE subcontractors, the successful bidder agrees to fully comply with the City's payment reporting process. The successful bidder is required to submit with each invoice the completed "Prime Contractor's Payment to OEO Subcontractors' Form" indicating what percentage and dollar amount of the invoice that will be paid to its OEO certified subcontractor(s).

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Failure to submit the attached "Prime Contractor's Payment to OEO Subcontractors' Form" with each invoice may result in rejection of the invoice.

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

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SECTION 5: PRICING

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

		QUANTITY	UNIT OF MEASURE	UNIT PRICE
5.1	VAMMAS PSB 4500 OMIT Section 6.3, Inspection OMIT Section 9, Training OMIT OPTIONS (14.1.1 thru 14.1.7)	1	EA	\$ _____
	OPTIONS			
5.1.1	Spare Tire Front	1	EA	\$ _____
5.1.2	Spare Tire Rear	1	EA	\$ _____
5.1.3	Inspection(s) as per section 6.3	1	EA	
5.1.4	Training as per section 9	1	EA	\$ _____
5.1.5	Complete Spare Broom Core Assembly (14.1.5)	1	EA	\$ _____
5.1.6	Provide and install a Motorola XTL 5000 two way radio, as per item 14.1.6	1	EA	\$ _____
5.1.7	Provide and install an ICOM A110 Mobile Radio, As per item 14.1.7	1	EA	\$ _____
	SECTION 5.1 TOTAL			\$ _____
5.2	BOSCHUNG JETBROOM 2 AXLE BASIC UNIT OMIT Section 6.3, Inspection OMIT Section 9, Training OMIT OPTIONS (14.2.1 thru 14.2.20)	1	EA	\$ _____
	OPTIONS			
5.2.1	3 rd Axle Option	1	EA	\$ _____
5.2.2	Tipping Frame for Rear Mounted Equipment.	1	EA	\$ _____

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		QUANTITY	UNIT OF MEASURE	UNIT PRICE
5.2.3	Reverse Drive Camera	1	EA	\$ _____
5.2.4	Spare Tire (Front & Rear)	1	EA	\$ _____
5.2.5	Spare Tire for 3 rd Axle	1	EA	\$ _____
5.2.6	Cold Weather Package	1	EA	\$ _____
5.2.7	Central Lube System for 2-Axles	1	EA	\$ _____
5.2.8	Central Lube System for 3-Axles	1	EA	\$ _____
5.2.9	Sweeper Blower Attachment KBGA4.2 (14')	1	EA	\$ _____
5.2.10	Central Lube System for KBGA 4.2	1	EA	\$ _____
5.2.11	Rear Blower Unit Integral	1	EA	\$ _____
5.2.12	Summer Equipment for Version KBGA 4.2 Vacuum Sweeper Attachment with Dirt Hopper, 2 Suctions Mouths, Water Installation with Pump Piping and Commands.	1	EA	\$ _____
5.2.13	Hand suction Hose for Summer Equipment for Version KBGA 4.2	1	EA	\$ _____
5.2.14	Water Recycling for Summer Equipment for Version KBGA 4.2	1	EA	\$ _____
5.2.15	De-Icing Equipment	1	EA	\$ _____

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		QUANTITY	UNIT OF MEASURE	UNIT PRICE
5.2.16	Complete Spare Broom Core Assembly (14.2.16)	1	EA	\$ _____
5.2.17	Inspection(s) as per section 6.3	1	EA	\$ _____
5.2.18	Training as per section 9	1	EA	\$ _____
5.2.19	Provide and install a Motorola XTL 5000 two way radio, as per item 14.2.19.	1	EA	\$ _____
5.2.20	Provide and install an ICOM A110 Mobile Radio, as per item 14.2.20.	1	EA	\$ _____
			SECTION 5.2 TOTAL	\$ _____
5.3	OSHKOSH HT-SERIES SNOW TRACTOR WITH M-B 4600-TTB-CRDL OMIT Section 6.3, Inspection OMIT Section 9, Training OMIT OPTIONS (14.4.1 thru 14.4.7)	1	EA	\$ _____
	OPTIONS			
5.3.1	Spare Tire, Chassis	1	EA	\$ _____
5.3.2	Spare Tire, Broom	1	EA	\$ _____
5.3.3	Complete Spare Broom Core Assembly (14.3.3)	1	EA	\$ _____
5.3.4	Inspection(s) as per section 6.3	1	EA	\$ _____
5.3.5	Training as per section 9	1	EA	\$ _____
5.3.6	Provide and install a Motorola XTL 5000 two way radio, as per item 14.3.6.	1	EA	\$ _____

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	QUANTITY	UNIT OF MEASURE	UNIT PRICE
5.3.7			
Provide and install an ICOM A110 Mobile Radio, as per item 14.3.7	1	EA	\$ _____
	SECTION 5.3 TOTAL		\$ _____

PRICING PAGE

5.1	VAMMAS PSB 4500 OMIT Section 6.3, Inspection OMIT Section 9, Training OMIT OPTIONS (14.1.1 thru 14.1.7)	\$ _____
	OPTIONS	
	5.1.1 Spare Tire Front	\$ _____
	5.1.2 Spare Tire Rear	\$ _____
	5.1.3 Inspection(s) as per section 6.3	\$ _____
	5.1.4 Training as per section 9	\$ _____
	5.1.5 Complete Spare Broom Core Assembly (14.1.5)	\$ _____
	5.1.6 Provide an install a Motorola XTL 5000 two way radio, as per item 14.1.6	\$ _____
	5.1.7 Provide and install an ICOM A110 Mobile Radio, As per item 14.1.7	\$ _____
5.2	BOSCHUNG JETBROOM 2 AXLE BASIC UNIT OMIT Section 6.3, Inspection OMIT Section 9, Training OMIT OPTIONS (14.2.1 thru 14.2.20)	\$ _____
	OPTIONS	
	5.2.1 3 rd Axle Option	\$ _____
	5.2.2 Tipping Frame for Rear Mounted Equipment.	\$ _____
	5.2.3 Reverse Drive Camera	\$ _____
	5.2.4 Spare Tire (Front & Rear)	\$ _____
	5.2.5 Spare Tire for 3 rd Axle	\$ _____
	5.2.6 Cold Weather Package	\$ _____

- 5.2.7** Central Lube System for 2-Axles \$ _____
- 5.2.8** Central Lube System for 3-Axles \$ _____
- 5.2.9** Sweeper Blower Attachment KBGA4.2 (14') \$ _____
- 5.2.10** Central Lube System for KGBA 4.2 \$ _____
- 5.2.11** Rear Blower Unit Integral \$ _____
- 5.2.12** Summer Equipment for Version KBGA 4.2
Vacuum Sweeper Attachment with Dirt Hopper,
2 Suctions Mouths, Water Installation with
Pump Piping and Commands. \$ _____
- 5.2.13** Hand suction Hose for Summer Equipment
for Version KBGA 4.2 \$ _____
- 5.2.14** Water Recycling for Summer Equipment
for Version KBGA 4.2 \$ _____
- 5.2.15** De-Icing Equipment \$ _____
- 5.2.16** Complete Spare Broom Core Assembly (14.2.16) \$ _____
- 5.2.17** Inspection(s) as per section 6.3 \$ _____
- 5.2.18** Training as per section 9 \$ _____
- 5.2.19** Provide an install a Motorola XTL 5000 two way radio,
as per item 14.2.19. \$ _____
- 5.2.20** Provide and install an ICOM A110 Mobile Radio,
as per item 14.2.20. \$ _____

5.3	OSHKOSH HT-SERIES SNOW TRACTOR WITH M-B 4600-TTB-CRDL	
	OMIT Section 6.3, Inspection	
	OMIT Section 9, Training	
	OMIT OPTIONS (14.4.1 thru 14.4.7)	\$ _____
	OPTIONS	
5.3.1	Spare Tire, Chassis	\$ _____
5.3.2	Spare Tire, Broom	\$ _____
5.1.3	Complete Spare Broom Core Assembly (14.3.3)	\$ _____
5.3.4	Inspection(s) as per section 6.3	\$ _____
5.3.5	Training as per section 9	\$ _____
5.3.6	Provide an install a Motorola XTL 5000 two way radio, as per item 14.3.6.	\$ _____
5.3.7	Provide and install an ICOM A110 Mobile Radio, as per item 14.3.7	\$ _____
5.4	OVERAASEN RSC 200-H RUNWAY SWEEPER WITH FRONT BLOWER	
	OMIT Section 6.3, Inspection	
	OMIT Section 9, Training	
	OMIT OPTIONS (14.4.1 thru 14.4.7)	\$ _____
	OPTIONS	
5.4.1	Spare Front Tire, Mounted	\$ _____
5.4.2	Spare Rear Tire, Mounted	\$ _____
5.4.3	Complete Spare Broom Core Assembly (14.4.3)	\$ _____
5.4.4	Inspection(s) as per section 6.3	\$ _____
5.4.5	Training as per section 9	\$ _____
5.4.6	Provide an install a Motorola XTL 5000 two way radio, as per item 14.4.6.	\$ _____
5.4.7	Provide and install an ICOM A110 Mobile Radio, as per item 14.4.7.	\$ _____

VENDOR LIST

Fortbrand Services, Inc
50 Fairchild Court
Plainview, NY 11803
Attn: Peter Stearn
516-576-3200

Penn Jersey Machinery
120 Gordon Drive
Lionville, PA 19341
Attn: Jerry Fleming
610-363-9200

M-B Companies, Inc.
1200 Park Street
Chilton, WI 53014
Attn: Tom Ball
610-841-7309

SES, Inc.
1400 Powis Road
West Chicago, IL 60185
Attn: Dale lagerholm
630-231-4840

**CITY OF PHILADELPHIA
PROCUREMENT DEPARTMENT
STANDARDS DIVISION**

**No. 41-V-1N:90
supersedes 41-V-1M:89
Effective Date: 6/1/90**

SPECIFICATION



**VEHICLE EQUIPMENT & ATTACHMENTS EXCEPT:
PASSENGER VEHICLES & TRUCKS**

- (1) **SCOPE & CLASSIFICATION:**
This specification, including the technical specifications, covers the general requirements for vehicle equipment and attachments thereto. It includes, but is not limited to, such units as: Tractors, Road Graders, Rollers, Power Mowers, etc.

- (2) **APPLICABLE SPECIFICATIONS:**
The following specifications, of the latest issue in effect on the date of the "Invitation to Bid," shall form a part of this specification:

Department of Transportation - Federal Motor Vehicle Safety Standards

- Department of Transportation - Federal Motor Vehicle Safety Standards
- Society of Automotive Engineers, Inc. - SAE Standards & Recommended Practices.
- Federal Department of Health, Education and Welfare - Air Pollution Control for New Motor Vehicles.
- Commonwealth of Pennsylvania - Traffic & Motor Vehicle Rules and Regulations
- Manufacturer Line - Set Ticket; shall be forwarded to the Director, Automotive Services, upon delivery of chassis to the City of Philadelphia, or if Pilot Model, inspection at the factory.
- OSHA - Latest Safety Rules & Regulations.
- American National Standard Institute (ANSI 871.4-1984).

(3) **GENERAL BIDDING CONDITIONS:**

3.1 **WARRANTY** - In addition to any policy guarantees usually extended to the general public, the contractor shall guarantee the vehicle and body, and parts thereof, against defective material, workmanship and/or faulty design for a period of one year from date of acceptable delivery to the Department of Public Property. The vendor shall replace all defective assemblies or parts without cost to the City (including labor) f.o.b. manufacturer's nearest dealer, or branch, or to the original destination, whichever is designated by the using agency. The contractor shall make immediate replacement from his plant or through his dealer or branch. Warranty shall be at least \$40.00 per hour, plus 15% parts & handling charges, when repairs are performed at City garages.

3.1.1 All warranty claims, cards, certificates, recalls, processing, and all Technical Service Bulletins or other maintenance and Warranty information shall be addressed to the "City of Philadelphia" and the various listed Using Departments' Automotive Unit. Using Departments with maintenance facilities will administer their own Manufacturers' Warranty Program. The Department of Public Property will be responsible for all other Departments.

<u>Department</u>	<u>Address</u>	<u>Phone No.</u>
Streets		
Sanitation	2601 Glenwood Avenue 19121	215-978-3968
Highway	4040 Whitaker Avenue 19124	215-685-9800
Water	1123 Adams Avenue 19124	215-685-1377
Fairmount Park	Memorial Hall - West Park 19131	215-685-0128
Human Services		
Prisons	7901 State Road 19136	215-335-8839
Commerce/Aviation	South Island Avenue 19153	215-492-3115
Police	26 th & Master Sts. 19121	215-686-3114

<u>Department</u>	<u>Address</u>	<u>Phone No.</u>
Public Property		
Shop I	11 th & Reed Sts. 19147	215-685-1857
Shop II	Front St. & Hunting Park	215-685-9100

3.2 Questionnaires included with the "Invitation and Bid" shall be completely filled out and submitted by the bidder with his bid.

3.3 **ILLUSTRATIONS AND DRAWINGS**
The bidder shall furnish with his bid, two sets of illustrations and complete data sheets to assist the purchasing and using agencies in determining whether the vehicle offered is adequate to perform the work specified.

3.4 **REPAIR PARTS AND SERVICE**
As the continuous operation of this equipment is of the utmost importance, contractor shall be able to furnish, upon request, sources of maintenance and repair parts and supplies for a period of ten (10) years.

3.5 **CERTIFICATION OF COMPLIANCE WITH SPECIFICATIONS**
The bidder shall certify with the Invitation to Bid that the vehicle, component units, and parts shall be suitable for the work to be performed; will be constructed to definite standard dimensions, with proper clearance and fits; that previously published or set ratings will not arbitrarily be raised without prior approval of the manufacturer of the actual unit and further, that the vehicle offered shall comply in every respect with the terms of the specification. In the event that the vehicle offered does not fully comply. Where NO statement is received, the successful bidder shall be required to meet every requirement of this specification and the Invitation to Bid. These specifications shall be construed as minimum. When the manufacturer's standard exceed these, the unit shall be so furnished.

(4) **REQUIREMENTS:**

4.1 **GENERAL** - Though they may not be specifically enumerated herein, all parts necessary to provide a complete and efficient vehicle shall be furnished. All parts shall conform to current engineering practices of the industry relative to design, strength, quality of material and workmanship. The City reserves the right, at its option alone, to accept vehicles with minor deviations from the specification.

4.2 **MATERIALS** - The vehicle and all parts thereof shall be made of materials which are suitable for the intended service and shall be produced by current standard manufacturing processes. The materials shall be free from characteristics or defects which effect the appearance or which may affect the proper functioning of the finished product.

4.3 **VEHICLE BODY AND CAB COLORS:**

4.3.1 City of Philadelphia - Standard Paint Colors and Lettering shall be as follows:

<u>DEPT.</u>	<u>COLOR</u>	<u>DUPONT REF.#</u>	<u>LETTERING COLOR</u>
Fire	Red	55141-U	GOLD LEAF
Police	White	92635	NONE
All Other Depts.	Safety Yellow	75306	Blue

4.3.2 All Lettering, listed above, shall be three inches high, on front doors, both sides of vehicle as follows:

**PHILADELPHIA
(NAME OF DEPT)
(VEH PROP #)**

4.3.3 All vehicles or equipment shall have 1-1/2 inch size property numbers placed on the left side of the front bumper or a like front area on the body and three inch size property numbers on the rear of the body or its rear bumper.

(NOTE): Stenciling of lettering is not acceptable.

(NOTE): On Farm Type Tractors and other Equipment not having doors, or sufficient space for lettering as required, the most practical position for lettering on each side of the vehicle shall be used. Final approval for this deviation shall be by the Director of Automotive Services, Department of Public Property.

- 4.4 **FINISH** - Surfaces and parts not having a polished metal finish shall be color coated on a rust-inhibiting primer or properly prepared undercoat. Finish color shall be as required in Section 4.3.1. All metal surfaces which are to be concealed shall be coated with a good coat of primer with rust-inhibiting properties.
- 4.5 **WORKMANSHIP** - Workmanship shall conform to current best manufacturing practices followed for vehicles of similar type and capacity. Component parts and units shall be manufactured to definite standard dimensions, with proper fits and clearance.

(5) **SHIPMENT & DELIVERY:**

- 5.1 **DELIVERY INFORMATION** - Final Delivery shall be between the hours of 8:00 AM and 4:00 PM, from Monday to Friday, excluding City holidays. Each vehicle shall be accompanied by a delivery slip which will contain the City's Bid Number, the Purchase Order Number, the Item Number (noted on the Purchase Order), and the Serial Number of each individual vehicle/equipment. Delivery shall be made to:

**DEPARTMENT OF PUBLIC PROPERTY
AUTOMOTIVE SERVICES DIVISION
FRONT AND HUNTING PARK AVENUE
PHILADELPHIA, PA 19124**

**PHONE: (215) 685-9114
PHONE (215) 685-9115**

Unless another location is designated by the Department of Public Property or in the Invitation to Bid. If the delivery location is changed after the award is made, the Department of Public Property will provide at least one week's notice.

- 5.2 Where mounted equipment, such as Bodies & Accessories, are to be furnished under separate contracts, the vehicle vendor shall deliver the vehicle to the mounted equipment vendor location designated by the City. He shall secure a dated receipt for delivery with a copy for the City.

The prime vehicle bidder shall be responsible for providing a vehicle complete in accordance with all the provisions for this specification and the Invitation(s) to Bid for both the vehicle and the mounted equipment. Upon completion of the work for which he is responsible, the mounted equipment vendor shall delivery the complete unit to the City of Philadelphia. It is the responsibility, however, of the vehicle vendor to obtain State Inspection Stickers on each vehicle , and therefore, he shall make such arrangements with the mounted equipment vendor as may be mutually agreeable, which will enable the vehicle vendor to get the necessary State Inspection before final delivery to the City.

5.3 **DELIVERY CONDITIONS**

- 5.3.1 Vehicles, regardless of delivery point, shall be ready for use including all lubricants, coolant and operating fluids, as required.
- 5.3.2 Vehicles delivered with liquid cooled engines shall be winterized with permanent type antifreeze for a temperature of -30 degrees F. Battery shall be fully charged and tires properly inflated.
- 5.3.3 Timing shall be adjusted for proper operation with unleaded gasoline, unless Diesel or LPG powered. Ten (10) gallons of fuel is required; if tank capacity is less than 10 gallons, 1/2 tank full shall be provided.
- 5.3.4 Unloading and any labor, equipment or material required for its shall be the responsibility of the vendor. The City shall designate the unloading area.

(6) **INSPECTION:**

- 6.1 **STATE INSPECTION REQUIREMENTS** - If applicable, each vehicle shall pass the Vehicle Code Examination of the Department of Revenue, Commonwealth of Pennsylvania; this examination shall include exhaust gas emissions testing. When delivered, vehicle vendor shall have attached a current State Inspection Sticker in the proper location.

6.2 **CITY INSPECTION**

Vehicles shall be inspected at delivery point for condition and compliance with specifications. Final acceptance will be conditioned upon the satisfaction of these requirements.

6.3 **PRE-PRODUCTION INSPECTION**

Provide transportation and costs for two (2) persons to inspect pilot model at factory. All preparations, travel, lodging, meals or other arrangements will be made by the bidder at his own expense.

6.4 Director of Automotive Services, Department of Public Property, shall be notified when pilot or first production model is available for inspection at manufacturer's plant.

(7) **CERTIFICATES & MANUALS TO BE FURNISHED BY VENDOR:**

7.1 Operator's Handbook with each vehicle

7.2 Title Application (MV-1) executed in the name of:

**THE PHILADELPHIA MUNICIPAL AUTHORITY
C/O CITY OF PHILADELPHIA
ROOM 1140, MUNICIPAL SERVICES BUILDING
PHILADELPHIA PA 19102**

If City Purchase:

**CITY OF PHILADELPHIA
DEPARTMENT OF PUBLIC PROPERTY
ROOM 1140, MUNICIPAL SERVICES BUILDING
PHILADELPHIA, PA 19102**

Commonwealth of Pennsylvania vendors shall provide State Form MVI Application for Title" and Manufacturer's Statement of Origin.

7.3 All vendors shall provide, where applicable, Certificate of Origin and MV-1 Form required to take Title of the vehicle in Pennsylvania.

FINANCIAL RESPONSIBILITY STATEMENT

Successful bidder is to provide with each delivered vehicle a Pennsylvania "Financial Responsibility Statement" Card (MV-45) completely filled out, as per instructions thereon, for that vehicle.

(NOTE) Out-of-State vendors are not required to provide this form.

- 7.4 Each vehicle shall be photographed, complete with all equipment, for purposes of registration, if required, with the Commonwealth of Pennsylvania.
- 7.5 Vendor shall supply Director of Automotive Services, Public Property, not less than five (5) copies each (for chassis, body and accessories furnished) of Shop Manuals, Parts Catalogues, Flat Rate Manuals and Price Lists, including updating supplements, for a period of one year for each type of vehicle. The City shall pay the vendor his costs for obtaining any additional copies of the above required by the Operating Department.
- 7.6 **QUESTIONS REGARDING BID**
All questions regarding Bid Specifications should be directed to the Director of Automotive Services Division, Room 1140, M.S.B. or call Extension (215) 686-4481.
- (8) **SIGNS:**
Signs, decals, & etc. showing dealer's name and/or address, shall not be permitted on the outside of the unit.
- (9) **SCHOOLS:**
Each bidder shall arrange with the Director of Automotive Services, Department of Public Property, a formal school training program for current year vehicles and equipment bid upon. These schools shall be available for all concerned City employees, such as: Foremen, Inspectors, & Maintenance Mechanics. Public Property shall make available classroom facilities at Shop 2, Front Street & Hunting Park Avenue or another designated place.

(10) **TRAILERS:**

- 10.1 Electric brakes all wheels
- 10.2 Fenders, Steel
- 10.3 Brakes, turn signals, license plate, running lights and highway lighting kit - 12 volts, I.C.C. requirements
- 10.4 Lighting package with 6-way connectors
- 10.5 Automotive breakaway system
- 10.6 Heavy-duty hose leveling adjustable jack with eye-hitch and safety chains.
- 10.7 Reflectors
- 10.8 Back of Equipment to have black safety stripes, if applicable.
- 10.9 Rated Weight Capacity attached to trailer.

(11) **FORK LIFTS**

- 11.1 Yellow rotating beacon light arrow 532 or equal
- 11.2 Overhead protection guard for operator
- 11.3 Back up alarm

(12) **SWEEPERS, SCRUBBERS:**

- 12.1 Yellow rotating beacon light.
- 12.2 Back up alarm
- 12.3 Head, tail, instrument, brake lights and turn signals - 4 way flashers

(13) **TRACTORS, LOADERS, GOLF TYPE CARTS AND OTHER RIDER TYPE EQUIPMENT**

- 13.1 Two dual beam headlights
- 13.2 Two front and rear work lights
- 13.3 Taillights and reflectors
- 13.4 Hazard safety flashing
- 13.5 Yellow rotating beacon light
- 13.6 Back up alarm
- 13.7 Slow moving vehicle emblem.

Type: **MULTI-FUNCTION SNOW REMOVAL VEHICLES**

Spec Code: **82785a.42**

Ref. Purchase Description: **41-V-1N:90**

Vocation: **Snow Removal of Airport Runways**

INTENT: It is the intent of this specification to describe various manufactures and types of Airport Multi Function Snow Removal Vehicles with 22' plow and 20' broom (50/50 10# wire). All units must meet and comply with the following Advisory Circular AC150/5220-20 and AC150/521-5C

The following paragraphs cover all equipment, attachments and superstructures included in the modification to the standard specification(s).

Appurtenances and/or accessories not herein mentioned but necessary to furnish a complete unit ready for immediate use upon delivery shall be included and conform to the best practices known in strength, quality, material and workmanship and be subject to these specifications in full. Should the manufacturer's current published data or specifications exceed these, they shall be considered minimum and be furnished. Dealer must furnish at time of delivery, for each piece of equipment being delivered, a line sheet pertaining to all components of the vehicle. This unit must supply as a minimum all standard equipment of the referenced model(s) in this specification.

All wiring shall be color or number coded throughout. All electrical circuits shall be protected by circuit breakers or fuses. All chassis-to-body wiring shall be of the **DIN / WEATHERPACK** type connections. After market wiring connections shall be crimped and soldered and covered with shrink wrap

All wiring and non hydraulic hoses and tubing throughout, shall be protected by convoluted plastic loom. All hydraulic hoses and tubing shall be protected by a nylon abrasion sleeve covering. Rubber grommets shall be supplied on all wiring and hoses when passing through any bulkheads, body panels, etc.

MUST BE FILLED IN
FIRM (VENDORS) NAME _____ BID NUMBER _____

It should be noted that the specific requirements, as outlined below, supersede and/or modify the corresponding paragraphs in the standard reference purchase description specification. It also should be noted that any deviation of a line item should be addressed in letter form and included in the bid package.

This specification is not meant to be restrictive. It is recognized that manufacturers may have used different methods to insure integrity of their system. Bidders may substitute, for evaluation, alternate systems and the testing programs or protocols they have conducted to demonstrate compliance of their product. ("Or Approved Equal" Clause)

"OR APPROVED EQUAL"

The mention in the specifications of equipment or material by brand name or by such specified description of the same as is hereby made, is intended to convey to the bidder's understanding, the degree of excellence required. Any article, equipment, or material, which will conform to the standards and excellence so established, and is of equal merit, strength, durability and appearance to perform the desired function, and are in service with other major municipalities in the United States, the Bidder is deemed eligible for offer as a substitute. The qualifications of the offering will be judged as to their conformance with these specifications. Any equipment offered other than herein specified will be subject to a competitive demonstration and evaluation by the using department. This demonstration is to be provided on request within ten (10) working days after the receipt of bids. The result of that demonstration and evaluation will be of prime importance in the recommendation to the governing body for the final contract award.

MODIFICATIONS TO THE STANDARD SPECIFICATIONS (41-V-1N:90)

3.0 GENERAL BIDDING CONDITIONS

3.1 WARRANTY (100% Parts and Labor and Travel Time, no deductible) Less wear items.

(Submit wear item list with bid BIDDER INTIALS _____)

Two (2) Full Snow Seasons Unlimited Miles / Hours, Complete Unit and All Added Equipment and Attachments.

BIDDER INTIALS _____

MUST BE FILLED IN
FIRM (VENDORS) NAME _____ BID NUMBER _____

NOTE:

All minor repairs (over four (4) labor hours) shall be performed within 2 working days, Sundays excluded.

All major repairs shall be performed within 7 working days, Sundays excluded.

All warranty work performed by City forces will be billed at the rate of \$52.00/hour.

BIDDER INITIALS _____

Transportation to and from the vendor's site, if required, is the successful bidders responsibility. If transportation is performed by City forces it will be invoiced at **\$52.00/hour**.

BIDDER INITIALS _____

If the time intervals for minor and major repairs are exceeded, **the City of Philadelphia reserves the right to perform warranty work with direct invoicing to the successful bidder, not the manufacturer.**

BIDDER INITIALS _____

Copies of Warranty Repair Orders shall be forwarded to the Office of Fleet Management within five (5) days after completion of each repair, including all cost for parts and labor.

BIDDER INITIALS _____

WARRANTY REGISTRATION

The City of Philadelphia requires the successful bidder to supply **WARRANTY REGISTRATION** of all warrantable components.

The warranty registration forms shall be supplied to the City, by the successful bidder, listing component descriptions, serial numbers and chassis serial number. Each form shall require the signature of a representative of the City (OFM), the successful bidder and the subcontractor, where applicable.

If the successful vendor or their subcontractor supply a standard warranty registration form which includes disclaimers, the City reserves the right to refuse to sign. If no other registration form can be supplied, the City shall sign the standard form as a **"REGISTRATION ONLY"**.

MUST BE FILLED IN
FIRM (VENDORS) NAME _____ BID NUMBER _____

The City recognizes only the warranty terms cited in the Invitation to Bid and agreed to in the contract awarded to the successful bidder, under Warranty, section 3.1 and Engineering Responsibility & Chronic Complaints/Failures, section 3.1.1

The City reserves the right to hold final payment until all warranty registrations are completed and a copy of such registrations supplied to OFM.

BIDDER INITIALS _____

WARRANTY REGISTRATION

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The warranty registration forms shall be supplied to the City, by the successful bidder, listing component descriptions, serial numbers and chassis serial number. Each form shall require the signature of a representative of the City (OFM), the successful bidder and the subcontractor, where applicable.

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The City reserves the right to hold final payment until all warranty registrations are completed and a copy of such registrations supplied to OFM.

BIDDER INITIALS _____

3.1.1 ENGINEERING RESPONSIBILITY & CHRONIC COMPLAINTS/FAILURES

The term **CHRONIC COMPLAINTS/FAILURES**, as used herein, shall mean that the same component, sub-component, assembly or part, such as an engine, transmission, differentials, hydraulic system, pumps, etc. including valves, controls, water pumps, high pressure water systems, etc. develops repeated defects, breakdowns, and/or malfunctions.

MUST BE FILLED IN
FIRM (VENDORS) NAME _____ BID NUMBER _____

The responsibility for the design of this equipment shall rest upon the successful vendor, and they shall consider all elements of operation for which the warranty shall apply. The successful vendor shall be responsible for the compliance and performance of each subcontractor, including all suppliers.

Where the equipment, units and/or sub-components develop **CHRONIC COMPLAINTS /FAILURES** during service operations, the successful vendor will be required to make any engineering design changes, repairs, alterations, retrofits or to make an adequate heavy duty redesign of any component so as to properly correct and continue to render continuous, durable and safe performance. Warranty periods shall be for an additional one year, measured from the completion date of any corrective measures. This additional warranty shall not expire at the end of the initial warranty period even when the correction is performed in the last days of the original, stated, warranty period.

In the event the successful vendor fails to address, or make the proper changes, repairs, modifications, retrofits, or does not render field service after written notice, or unnecessarily delays any actions, the Office of Fleet Management shall have the option of seeking appropriate restitution for loss of production.

The successful vendor shall also be subject for Loss of Use, in the form of rental, lease payments, or a \$200.00 per day fee, while a vehicle is rendered unserviceable or out-of-service.

3.4 REPAIR PARTS AND SERVICE

PREVENTIVE MAINTENANCE INSTRUCTIONS

In addition to the manuals specified above, the vendor shall furnish an equal number of condensed Preventive Maintenance Instructions for all parts of the unit. These instructions shall consist of manufacturers' recommendations for periodic lubrication, cleaning and other preventive maintenance services, and shall be made up in a compact form covering the particular unit delivered.

RECOMMENDED SPARE PARTS

The vendor shall furnish with each service manual a list of recommended spare parts. The list shall include all necessary data for ordering the parts, even if originally furnished by other manufacturers.

The vendor warrants that he shall maintain or have maintained a stock of repair parts

MUST BE FILLED IN

FIRM (VENDORS) NAME _____ BID NUMBER _____

within the Philadelphia Metropolitan area at inventory levels for the period described hereafter:

The manufacturer shall supply, through a dealer, a published price list for spare parts required to support the units to be manufactured hereunder for ten (10) years from the date of delivery of the last unit.

Technical and field service support shall be provided by the vendor, if necessary. This support shall be by personnel qualified to advise on training, repair and maintenance of the equipment. The technical representatives shall be available in the Philadelphia Metropolitan area when required by the City.

The repair or shop manuals shall include but not be limited to detailed drawings, electric, pneumatic and/or hydraulic schematics, piping diagrams and other pertinent information.

4.0 REQUIREMENTS

4.3.1 PAINT

FAA Approved Safety Yellow as per Advisory Circular AC150.521.-5C

4.3.2 OMIT

4.3.3 OMIT

4.6 ADDITIONAL REQUIRMENTS

The manufacturer shall be responsible for conducting tests to ensure that its snow and ice control equipment meets the operational and performance requirements it advertises and that are required by this bid. All current EPA emissions requirements shall be meet on all units. Certified records of these compliance tests shall be submitted by the manufacturer with the bid. Equipment tests shall be conducted on standard production models and not on specially constructed prototypes. The manufacturer shall also provide detailed drawings, torque calculation and any other details necessary to validate the ability of the proposed equipment to meet the performance standards contained herein.

The selected equipment shall at a minimum perform snow plowing and sweeping operations simultaneously. Options for other functions should also be presented if such options are manufacturer designed, supported, and warranted and of sufficient capacity and reliability so as to be commercially viable.

MUST BE FILLED IN
FIRM (VENDORS) NAME _____ BID NUMBER _____

The units may be either a single frame unit or may be a carrier vehicle with a front mounted displacement plow attached through a fifth wheel connection to a towed type sweeper. The integration of multi-piece units shall be seamless with integrated engineering design to perform such that the system is stable, reliable, easy to operate and control. The cab shall be ergonomically designed with attention to all details to promote safe convenient operations including but not limited to controls which shall be conveniently located, clearly labeled and as simple as possible, visibility including wind shield defrosters and range of visibility must be considered, heating system shall create relatively uniform temperatures in the cab and maximum cab noise measured at the operators seat with defrost and heating systems operating should be less than 85 dba. The carrier (operators area) design shall provide 360 degree visibility. The plow ends shall be visible at all times regardless of plow configuration. The control system should allow the operator to use the displacement plow, sweeper and blower independently or together and shall provide automated pre-settings to accommodate typical circumstances encountered at PHL.

All snow plows, carrier vehicles and snow sweepers shall conform to the minimum specifications required by FAA AC 150/5220-20.

The plow shall be power reversible and may be continuous or sectional but must be of simple durable construction. The plow shall employ rubber bits. The nominal plow width shall be as described. The plow shall be mounted through a fully automatic quick disconnect such that the plow can be fully mounted and dismounted from the cab.

Equipment must be able to reliably and safely operate on runway and taxiway surfaces with two (2) inches of accumulated snow at speeds of 28-30 mph. The cleaned surface shall be free of snow and slush and bare pavement and pavement markings shall be continuously visible.

Pre Construction Meeting shall be held at the Philadelphia International Airport.

BIDDER INITIALS _____

MUST BE FILLED IN
FIRM (VENDORS) NAME _____ BID NUMBER _____

PROTOTYPES AND EXPERIENCE

The airport requires this specified pieces of equipment in order to maintain the airfield during large and small snow events. It will be a central and critical element in the fleet and in the effort to accomplish the airport’s published snow plan.

Experience building machines of this nature is mandatory as is a track record of recent manufacture and in-service record for machines comparable and similar to that specified. Therefore, location and contact lists are required in the bid package to enable the airport to contact at least 10 airports that have taken delivery of similar equipment from the bidder within the last two years. Bids received without including such location and contact list will be considered non responsive and will not be considered.

BIDDER INITIALS _____

Vendor must supply a detailed specification for each unit bid.

BIDDER INITIALS _____

The City of Philadelphia shall conduct its own operational, performance, and capacity tests on equipment prior to acceptance. The manufacturer will have the opportunity to witness the performance of these tests, but interpretation of results is the sole responsibility of the purchaser. The test shall be conducted on the first unit delivered and any subsequent units as the City may deem appropriate. If a unit fails any test the manufacturer shall have six months to make modifications acceptable to the City to allow the unit to pass the failed test. If such modifications are unsuccessful the unit shall be rejected and replaced with a new unit. If any test is failed more than twice the City reserves the right to terminate the purchased agreement.

5.0 SHIPMENT AND DELIVERY

5.1 Delivery Information - Final Delivery shall be made between the hours of 8:00 AM and 3:30 PM, Monday through Friday, except City Holidays. Each unit shall be accompanied by a Delivery Slip which will contain the City's Bid Number, Item Number, Purchase Order Number, and Serial Number of the Unit.

VENDOR MUST NOTIFY OFM, THIRTY (30) DAYS PRIOR TO MAKING ANY DELIVERY.

DELIVERY CONTACT PERSON: PETER BAKER (215-686-1877)
BUD LIPSKI (215-686-1875)
OFFICE OF FLEET MANAGEMENT
100 S. BROAD STREET, 3RD FLOOR
PHILADELPHIA, PA 19110

MUST BE FILLED IN
FIRM (VENDORS) NAME _____ BID NUMBER _____

DELIVERY LOCATION: OFFICE OF FLEET MANAGEMENT
SHOP 415
3895-99 RICHMOND STREET
PHILADELPHIA, PA 19137
PHONE (215) 685 - 1232

5.4 Pennsylvania State Inspection (IF REQUIRED)

Each vehicle shall pass the Vehicle code Examination of the Department of Transportation, Commonwealth of Pennsylvania; when delivered, chassis vendor shall have attached current State Inspection Stickers in the proper location.

5.5 Exhaust Emissions Inspection (IF REQUIRED)

All vehicles with GVW's subject to the provisions of the Pennsylvania Department of Transportation exhaust emission regulations must meet said requirements and have the appropriate sticker affixed to the windshield, along with the State Vehicle Inspection Sticker, when the vehicle is delivered to the City.

5.6 City Acceptance Inspection - City Inspection of delivered vehicles will be conducted at the specified delivery point. It will be conditioned upon the satisfaction of all of the requirements of this specification and the Invitation to Bid.

Upon **final delivery to the City**, any vehicle(s) not meeting the requirements of the specification and the Invitation to Bid will be rejected. All rejected vehicles must be removed from the City's equipment delivery location within 48 hours of notification to the bidder / vendor.

BIDDER INITIALS _____

Upon **final delivery to the City**, in addition to liquidated damages (if applicable), the City at its sole discretion will charge the vendor / successful bidder a re-inspection fee of **\$150.00** for each occasion a vehicle(s) / equipment not meeting the requirements of the specification and the Invitation. This re-inspection fee will be assessed each occasion a unit must be re-inspected.

This re-inspection fee will be deducted from the invoice for unit(s) not meeting the requirements of the specification and the Invitation to Bid.

BIDDER INITIALS _____

MUST BE FILLED IN
FIRM (VENDORS) NAME _____ BID NUMBER _____

6.0 INSPECTION

6.3 Provide the Office of Fleet Management pilot inspection at the manufacture plant, for one person on each inspection trip. The successful bidder shall incur all expenses for lodging, meals, and transportation (transportation will be via air if more than 125 miles one way).

7.0 CERTIFICATIONS & MANUALS (PER ORDER)

7.2 Provide the necessary documents for the City to take Title to the vehicle in accordance with the Pennsylvania Motor Vehicle Code. **ALL THE ITEMS, INVOICE (STATE ORIGINAL), MSO, MV-1, ETC) ARE TO BE HAND DELIVERED FOURTEEN (14) DAYS PRIOR TO DELIVERY TO:**

**CITY OF PHILADELPHIA
OFFICE OF FLEET MANAGEMENT
PETE BAKER / BUD LIPSKI
100 S. BROAD STREET, 3RD FLOOR
PHILADELPHIA, PA 19110**

7.4 REQUIRED

7.5 Operation, Maintenance and Repair Data
Prior to the delivery of the first units, the vendor shall forward directly to the Office of Fleet Management, Maintenance, Operating and Repair manuals and Parts Lists as specified below. The manuals shall be shipped separately to OFM 100 S. Broad Street 3rd Floor, Philadelphia, Pa. 19110 and not with the units. All manuals shall be in the form of neatly bound books, with durable covers, and shall be properly identified with the manufacturer's name, model and serial number of the equipment.

The operating and maintenance or shop manuals shall be the latest manufacturer's handbooks, covering in detail the recommended operating, maintenance and service procedures.

Where components or equipment of several manufacturers have been used in manufacturing the unit, the manuals shall include operating, maintenance and repair information and parts lists of all manufacturers covering all of the components used. Where the vendor or manufacturer uses components manufactured by other in building equipment which he sells under his own trade name, he shall furnish the parts numbers and full data of the original manufacturers of all components used, where possible, as well as the part numbers he may assign to these components as being parts of his product.

MUST BE FILLED IN
FIRM (VENDORS) NAME _____ BID NUMBER _____

7.5.1 Two (2) sets of manuals shall be furnished for each unit delivered. each manual shall cover chassis, superstructure, engine, transmission, differential, hydraulic system and all other added equipment. Operating Instructions and schematics including:

- | | |
|--------------------------|--------------------------|
| Maintenance Instructions | Emission Diagrams |
| Repair Instruction | Electric Wiring Diagrams |
| Parts Information | Collision |

Provide an eight-year subscription to all manufacturer issued Service Bulletins (two for each vehicle supplied under this order)

7.5.2 Preventive Maintenance Instructions

In addition to the manuals specified above, the vendor shall furnish an equal number of condensed Preventive Maintenance Instructions for all parts of the unit. These instructions shall consist of manufacturers' recommendations for periodic lubrication, cleaning and other preventive maintenance services, and shall be made up in a compact form covering the particular unit delivered.

7.5.3 Recommended Spare Parts

The vendor shall furnish with each service manual a list of recommended spare parts. The list shall include all necessary data for ordering the parts, even if originally furnished by other manufacturers.

The vendor warrants that they shall maintain or have maintained a stock of repair parts within the Philadelphia Metropolitan area at inventory levels for the period described hereafter:

The manufacturer shall supply, through a dealer, a published price list for spare parts required to support the units to be manufactured hereunder for ten (10) years from the date of delivery of the last unit.

Technical and field service support shall be provided by the vendor, if necessary. This support shall be by personnel qualified to advise on training, repair and maintenance of the equipment. The technical representatives shall be available in the Philadelphia Metropolitan area when required by the City.

The repair or shop manuals shall include but not be limited to detailed drawings, electric, pneumatic and/or hydraulic schematics, piping diagrams and other pertinent information.

7.6 QUESTIONS REGARDING BID

MUST BE FILLED IN

FIRM (VENDORS) NAME _____ BID NUMBER _____

All questions regarding Bid Specification should be directed to the Office of Fleet Management.

Bud Lipski, 215-686-1875 / E-Mail - bud.lipski@phila.gov

Pete Baker, 215-686-1877 / E-Mail - pete.baker@phila.gov

8.0 SIGNS

Signs, decals, etc. showing dealers name and/or address, shall not be permitted on the outside of the unit.

8.1 Manufacturers name(s), address and striping shall be removed before delivery.

9.0 SCHOOLS - INSTRUCTIONS AND TRAINING

The vendor shall furnish three (3) DVD training disks, covering the following subjects (if available):

- Operator Training
- Routine Maintenance
- Preventive Maintenance

If the vendor does not have DVD training videos available at the time, it shall be acceptable to the City that the vendor tape the training sessions at the time of the training, making three (3) copies available to the City.

In addition, the vendor shall instruct City employees in the operation, servicing and maintenance of the units or equipment delivered at the following City facilities and at such times as the City may designate, all within thirty days after final acceptance of the first unit.

Operators Provide five (5) days (8 hours per-day) of training.
Training location will be Philadelphia International Airport.

Technicians Provide five (5) days (8 hours per-day) of training.
Training location will be Philadelphia International Airport.

Training shall be provided by a qualified factory authorized service representative. The factory representative shall be prepared and qualified to make all necessary adjustments to the units if needed. The vendor shall supply all necessary training materials.

10 Through 13 OMIT

14 MULTI-FUNCTION SNOW REMOVAL VEHICLES

MUST BE FILLED IN
FIRM (VENDORS) NAME _____ BID NUMBER _____

14.1 VAMMAS PSB 4500

“ALL STANDARD EQUIPMENT SHALL BE SUPPLIED”

Plus the following optional equipment:

Lighting Package, Rear Camera, Cold Weather Packege, Central Lube System

OPTIONS

14.1.1 Spare Tire Front

14.1.2 Spare Tire Rear

14.1.3 Inspection(s) as per section 6.3

14.1.4 Training as per section 9

14.1.5 Complete Spare Broom Core Assembly.

14.1.6 Provide an install a Motorola XTL 5000 two way radio.
Radio must be purchased via the City’s Vendor for warranty and programming issues.

Motorola Inc,
Joe Papania
Senior Account Manager
8 Ternberry Court
Turnersville, NJ 08012
Phone 1-856-228-3137
Fax 1-856-228-3139
E-Mail joe.papania@motorola.com

14.1.7 Provide and install an ICOM A110 Mobile Radio 118-137 MZ with an antenna, speaker and external speaker.

MUST BE FILLED IN
FIRM (VENDORS) NAME _____ BID NUMBER _____

**14.2 BOSCHUNG JETBROOM 2 AXLE BASIC UNIT
“ALL STANDARD EQUIPMENT SHALL BE SUPPLIED”**

OPTIONS (PRICED SEPARATLY)

- 14.2.1 3rd Axle Option
- 14.2.2 Tipping Frame for Rear Mounted Equipment.
- 14.2.3 Reverse Drive Camera
- 14.2.4 Spare Tire (Front & Rear)
- 14.2.5 Spare Tire for 3rd Axle
- 14.2.6 Cold Weather Package
- 14.2.7 Central Lube System for 2-Axles
- 14.2.8 Central Lube System for 3-Axles
- 14.2.9 Sweeper Blower Attachment KBGA4.2 (14'), Multi Blade Snow Plow MF10.3 (21')
- 14.2.10 Central Lube System for KGBA 4.2
- 14.2.11 Rear Blower Unit Integral
- 14.2.12 Summer Equipment for Version KBGA 4.2
Vacuum Sweeper Attachment with Dirt Hopper,, 2 Suctions Mouths,
Water Installation with Pump Piping and Commands.
- 14.2.13 Hand suction Hose for Summer Equipment for Version KBGA 4.2
- 14.2.14 Water Recycling for Summer Equipment for Version KBGA 4.2

MUST BE FILLED IN
FIRM (VENDORS) NAME _____ BID NUMBER _____

- 14.2.15** De-Icing Equipment - Liquid spreader with double spinner disc system. "back pack" system with 2 spinner discs, one on each side at vehicle end.
Back pack includes:
Compartment for electrical and hydraulically elements preparation and admission to the liquid tank on the Jetbroom

Liquid tank made of resistant material for different liquid chemicals used on airport surfaces.
- 14.2.16** Complete Spare Broom Core Assembly.
- 14.2.17** Inspection(s) as per section 6.3.
- 14.2.18** Training as per section 9.
- 14.2.19** Provide an install a Motorola XTL 5000 two way radio.
Radio must be purchased via the City's Vendor for warranty and programming issues.
Motorola Inc,
Joe Papania
Senior Account Manager
8 Ternberry Court
Turnersville, NJ 08012
Phone 1-856-228-3137
Fax 1-856-228-3139
E-Mail joe.papania@motorola.com
- 14.2.20** Provide and install an ICOM A110 Mobile Radio 118-137 MZ with an antenna, speaker and external speaker.

MUST BE FILLED IN
FIRM (VENDORS) NAME _____ BID NUMBER _____

**14.3 OSHKOSH HT-SERIES SNOW TRACTOR WITH M-B 4600-TTB-CRDL
22' MOLDBOARD / 20' SWEPT PATH BROOM ASSEMBLY
"ALL STANDARD EQUIPMENT SHALL BE SUPPLIED"**

Oshkosh HT Tractor

Air Conditioning, National Premium Heated Driver's Seat With 3-Way Air Adjustable Lumbar Support, Deluge System, Heated Windshield, Lubrication Data Plate, Caterpillar C-13 Engines Rated At 470 HP (1,550 Lb/Ft Torque), Allison GEN IV 4500 Transmission 4 Speed, 29K Front Axle, 26K Rear Axle, ALL STEER Electronic All-Wheel Steering System, Driver Controlled And Automatic Lock/Unlock Transfer Case Differentials, 200 Amp High-Output Alternator, HID Lighting, On-Board Battery Charger, Single Side Fuel Fill, Pintle Hitch, 16R20 Michelin XZL Tires, Engine Block Heater, 1500 Watts, Battery Heater, 300 Watts, Cold Weather Package, Central Lube System.

M-B 4600-TTB-CRDL

Plow Controls, Trailer Air, Trailer Electric, Ballast, Air Blower, Backup Hydraulic Package, Snow Shed Hood, Automatic Pattern Adjustments, Vibrator, Side Marker Lights LED, Battery Charger, Hydraulic Tank Heater, Battery Heater, Broom Engine Blocker, Broom Engine Ether Starting Assist, Rear Camera Display, Central Drain Group, Hydrostatic Pressure Gauge, Anti-Icing Package, Central Drain Group, Broom Bristles Requirements 50/50 10lb Wire, Cold Weather Package, Central Lube System.

OPTIONS (PRICED SEPARATLY)

- 14.3.1** Spare Tire, Chassis
- 14.3.2** Spare Tire, Broom
- 14.3.3** Complete Spare Broom Core Assembly.
- 14.3.4** Inspection(s) as per section 6.3
- 14.3.5** Training as per section 9

MUST BE FILLED IN
FIRM (VENDORS) NAME _____ BID NUMBER _____

- 14.3.6 Provide an install a Motorola XTL 5000 two way radio.
Radio must be purchased via the City’s Vendor for warranty and programming issues.

Motorola Inc,
Joe Papania
Senior Account Manager
8 Ternberry Court
Turnersville, NJ 08012
Phone 1-856-228-3137
Fax 1-856-228-3139
E-Mail joe.papania@motorola.com

- 14.3.7 Provide and install an ICOM A110 Mobile Radio 118-137 MZ with an antenna, speaker and external speaker.

**14.4 OVERAASEN RSC 200-H RUNWAY SWEEPER WITH FRONT BLOWER
“ALL STANDARD EQUIPMENT SHALL BE SUPPLIED”**

Plus the following optional equipment:
Cold Weather Package, Central Lube System.

OPTIONS (PRICED SEPARATLY)

- 14.4.1 Spare Front Tire, Mounted
- 14.4.2 Spare Rear Tire, Mounted
- 14.2.3 Complete Spare Broom Core Assembly.
- 14.4.4 Inspection(s) as per section 6.3
- 14.4.5 Training as per section 9
- 14.4.6 Provide an install a Motorola XTL 5000 two way radio.
Radio must be purchased via the City’s Vendor for warranty and programming issues.
Motorola Inc,
Joe Papania
Senior Account Manager
8 Ternberry Court
Turnersville, NJ 08012
Phone 1-856-228-3137
Fax 1-856-228-3139
E-Mail joe.papania@motorola.com

MUST BE FILLED IN
FIRM (VENDORS) NAME _____ BID NUMBER _____

- 14.4.7** Provide and install an ICOM A110 Mobile Radio 118-137 MZ with an antenna, speaker and external speaker.

MUST BE FILLED IN
FIRM (VENDORS) NAME _____ BID NUMBER _____

OFM SPEC CODE 82785a.42

PRIME CONTRACTOR'S PAYMENT TO OEO SUBCONTRACTORS FORM

Prime Contractor: _____
Bid Number: _____
Contract Number: _____
Purchase Order Number: _____
Invoice Number: _____
Invoice Date: _____



Name of Subcontractor	Work/Supply Effort	OEO Category			Percentage of Invoice Due	Dollar Amount Due
		MBE	WBE	DSBE		

Note: If this invoice does not encompass any work/supply effort performed by an M/W/DSBE, complete only the top portion of this form and check the box below.

NO PAYMENT DUE TO SUBCONTRACTOR ON THIS INVOICE.

In accordance with the OEO instructions, Forms and Contract Provisions which are a part of the Contract, I agree to promptly pay my M/W/DSBE subcontractors no later than five (5) days after my receipt of payment from the City. I represent that the statements contained herein are true and correct and are made under penalty of law, 18 Pa.C.S. 4904.

Prime Contractor's Signature: _____

Date: _____

Attention Bidder:

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

Exhibits

Drawings

Attached specifications

Attached documents

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



CITY OF PHILADELPHIA

INSTRUCTIONS FOR GETTING PAID

BY THE CITY OF PHILADELPHIA

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

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

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

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

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

BIDDERS GUIDELINES*

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

- Read the entire bid so that you fully understand all the requirements.
- All bids must be submitted to the City no later than the time and date stated as the bid opening.
- Note the City Anti-Discrimination Policy. If Office of Economic Opportunity Participation is required be sure to fill out all appropriate forms. If you have questions call OEO 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 **\$10.00 fee, company check or money order only, no personal checks or cash, for each bid number requested.** Please be advised that bid tabulations **are not available** by telephone. If you have any questions, Please call 215-686-4755 or 215-686-4756.

BID RESULTS REQUEST FORM

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

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:

- Company 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

COMPANY CHECK OR MONEY ORDER ONLY



CITY OF PHILADELPHIA

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

Hugh Ortman
Procurement Commissioner

Master Bid Security Program for Service, Supplies and Equipment Bids Period of Coverage: July 1, 2009 – June 30, 2010

(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 \$30,000 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 \$30,000 up to \$500,000.

To file for coverage under the Bid Security Program, for the period **July 1, 2009 to June 30, 2010**, 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**" **2009– 2010** 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 7/1/09 to 6/30/10
DO NOT SEND CASH. NO PERSONAL CHECKS.

Internal Use Only

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



CITY OF PHILADELPHIA

Office of the Director of Finance
Room 1330, Municipal Services Bldg.
1401 John F. Kennedy Boulevard
Philadelphia, Pa 19102-1685

Rob Dubow
Director of Finance

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

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

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

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

Vendor Information Payment Reference Guide

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



CITY OF PHILADELPHIA

PROCUREMENT DEPARTMENT
120 Municipal Services Building
Philadelphia, Pa 19102-1685

Hugh Ortman
Procurement Commissioner

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 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.

You are urged 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.

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

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
\$ 30,000.00 or less	No Check Required
\$ 30,000.01 - \$ 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
\$ 30,000.00 or less	No Check Required
\$ 30,000.01 - \$ 100,000.00	\$ 10.00
\$ 100,000.01 - \$ 300,000.00	\$ 30.00
\$ 300,000.01 - \$ 500,000.00	\$ 50.00
\$ 500,000.01 - \$1,000,000.00	\$100.00
\$1,000,000.01 - \$2,000,000.00	\$200.00
\$2,000,000.01 - \$3,000,000.00	\$300.00
\$3,000,000.01 - \$4,000,000.00	\$400.00
\$4,000,000.01 - \$5,000,000.00	\$500.00
\$5,000,000.01 or more	\$600.00

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

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

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

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

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

EVALUATION AND AWARD

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

8. RESPONSIVENESS. Subject to the right of the Procurement Commissioner to waive non-responsiveness 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 non-responsive and shall be rejected, except where the Procurement Commissioner, in his/her sole discretion, determines that the non-responsiveness is not material to the Invitation and Bid or that a waiver of the non-responsiveness 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 non-responsiveness shall be final and any bid rejected as non-responsive 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 \$30,000 shall become contracts binding upon the City upon written notice of award by the Procurement Commissioner. Awards of contracts in amounts greater than \$30,000 shall not become contracts binding upon the City until after written notice of award is made and until after all of the following conditions have been satisfied:

- a. Successful bidder posts sufficient performance security, as required in the Invitation and Bid, within the time specified in the written notice of award;
- b. Successful bidder posts a payment bond or other payment security, if and as required by the Invitation and Bid, within the time specified in the written notice of award;

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

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

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

e. Execution of the Contract by the Procurement Commissioner.

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

14. PERFORMANCE SECURITY. The City of Philadelphia requires performance security for contracts greater than \$30,000. If the amount of the contract to be awarded is greater than \$30,000 but less than or equal to \$500,000, the successful bidder is required to participate in the City's Master Performance Security Program by paying to the City a non-refundable fee of \$5.00 per thousand dollars of the contract amount for firm limit contracts and \$4.00 per thousand dollars of the contract amount for requirements contracts, or as otherwise specified. If the amount of the contract to be awarded is in excess of \$500,000 the successful bidder is required to furnish an individual performance bond, issued by a surety approved by the City on a form prepared by the City's Law Department and in the amount specified in the notice of contract award. The successful bidder is also required to pay a bond preparation fee to the City's Law Department in an amount prescribed by Chapter 17-700 of The Philadelphia Code; a schedule of such fees may be obtained from the Procurement Department's Public Information Office.

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

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

(a) WORKERS COMPENSATION AND EMPLOYERS LIABILITY

(1) Workers' Compensation – Statutory limits

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

(3) Other states insurance including Pennsylvania

(b) GENERAL LIABILITY INSURANCE

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

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

(c) AUTOMOBILE LIABILITY

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

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

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

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

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

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

TAX MATTERS

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

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

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

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

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

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

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

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

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

GENERAL INFORMATION

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

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

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.

TERMS AND CONDITIONS OF BIDDING AND 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 in Philadelphia Code Section 17-1302(5) and 17-1303, Contractor shall comply with the minimum compensation standards by providing to those employees an hourly wage, excluding benefits, at least 150 percent of the federal minimum wage, and health benefits to each full-time, non-temporary, non-seasonal covered Employee, as more fully set forth at Philadelphia Code Chapter 17-1300. By submission of its Bid, Contractor so acknowledges and certifies its compliance with Chapter 17-1300 and shall promptly provide to the City, at its request, all documents and information further verifying its compliance with the requirements of this Chapter. 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 Chapter 17-1300 based on specific stipulated reasons elaborated in Section 17-1304.

**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 \$30,000, 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)