BID OPENING DATE AND TIME

On: DECEMBER 22, 2009 AT: 10:30 A.M.

BID NO.	PAGE	INVITATION AND BID	BIDDER MUST COMPLETE BELOW
T0Z56370	1 OF 33	ADVERTISED	BIDDER AGREES TO COMPLY WITH ALL CONDITIONS OF THIS BID. UNSIGNED BIDS WILL NOT BE ACCEPTED.

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

DEPARTMENT	DIVISION
VARIOUS	VARIOUS

AWARDED

DATE

FOR THE PROCUREMENT COMMISSIONER

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

NAME AND ADDRESS OF FIRM

Federal EIN/Social Security Number

BUYER R. SAYLOR
K. OWENS

TITLE OF BID SMALL EQUIPMENT REPAIR SERVICES

GENERAL INFORMATION

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

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

For informational purposes only, please describe any such commitments on a separate sheet and identify the subcontractor's name, Commerce Department Office of Economic Opportunity (OEO) Certification Number, and dollar amount/ percentage of work.

BID QUESTIONS

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

BID SECURITY

When applicable, BIDDERS MUST SUBMIT BID SECURITY.

BID SIGNATURE

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

For City Use Only

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

VOLUNTARY PARTICIPATION AND COMMITMENT FORM (BID)
Please list any OEO Certified and SBA vendors that will participate in this bid, including the Primary Bidder.

Minority (MBE), Women (WBE), and Disabled (DSBE) Owned Business Enterprises[1]

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

REVISED 2-2009 OEO

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

SECTION 1: GENERAL BID SUBMISSION

1.1 **TITLE: SMALL EQUIPMENT REPAIR SERVICES**

1.2 **SCHEDULE NO: 96-02**

1.3 **CONTRACT TERM**: **02/01/2010 to 01/31/2011** ("Initial Term"), with an option to renew for up to **three (3**) additional **one (1)** year periods, ("the Renewal Term") exercisable, at the City's sole discretion, as of the expiration of the Initial Term or then current Renewal term. The City may, at its sole discretion, renew the contract for up to three (3) months at the beginning of each renewal period(s) (the "Additional Performance Period"), if a decision has been made not to renew the contract for an entire year.

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

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

1.4 **CONTRACT TYPE: REQUIREMENTS**

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

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

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

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

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

1.6 **STATEMENT OF DIRECTION:**
It is the intent of the City of Philadelphia to make an award for **Small Equipment Repair Service** for the various City agencies and departments as specified herein during the contract period.

1.7 **BID SECURITY**

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

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

Bidders already enrolled in the City's Master Bid Security Program for 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").

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 **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.

1.7.3 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".

1.8 **BID INFORMATION**:

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

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

1.9 **BID SUBMISSION**:

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

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

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

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

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

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

1.9.7 When M-BE, W-BE or DS-BE ranges are required on an Invitation and Bid, bidders are reminded that the submission of a blank " Commerce Department Office of Economic Opportunity (OEO) Solicitation and Commitment Form" will be deemed non-responsive and ineligible for an award. Bidders are reminded to read carefully and entirely the "Bidder's Guidelines relating to Executive Order
02-05".

OR

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

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

1.9.8 In accordance with the City of Philadelphia's Regulations Relating to Local Bidding Preferences for Procurement Contracts, this bid may be subject to a 5% local bid preference. In order to determine eligibility to receive the 5%

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

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

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

Prime or subcontractor's LBE Certification Number_____

If applicable:
Subcontractor's Name_____

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

1.9.9 **BID QUESTIONS OR PROBLEMS**

In preparing the bid response, should any bidder need clarification on the bid requirements, identify a discrepancy in the specifications, determine that a specified product has been discontinued or an alternate procedure is advised, etc.; then the bidder is STRONGLY encouraged to bring these issues to the attention of the Procurement Department's Public Information Unit prior to the bid opening by calling (215) 686-4720 or 4721, or by faxing (215) 686-4716. **Questions, whether phoned or faxed, should be received no later than ten (10) calendar days prior to the scheduled opening date of the Bid. The City reserves the right to only respond to those questions submitted prior to the stated deadline.** If it is in the City's best interest to do so, the bid MAY be amended to reflect the proposed changes/modifications. **Exceptions taken DO NOT obligate the City to change the specifications. The City of Philadelphia, Procurement Department will notify all bidders in writing, by addendum duly issued, of any interpretations/changes made to specifications or instructions. The City will not accept responsibility for oral instructions, suggestions or changes by any City agency.**

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

1.9.10 **CONTACT PERSON(S):**

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

Name:_____

Address:_____

City/State/ZC:_____

Telephone No.(_____)_____ Ext.:_____

Fax No.(_____)_____

E-mail address_____

State Company Web Site Address:_____

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

Name:_____

Address:_____

City/State/ZC:_____

Telephone No.(_____)_____ Ext.:_____

Fax No.(_____)_____

E-mail address_____

1.10 **BIDDER QUALIFICATION:**

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

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

Bidder shall answer all inquiries posed in Sections 1.10.2 through 1.10.4 Bidder's responses shall be in detail and identified by the appropriate Section (e.g., Item 1.10.2.1, l.10.2.2, 1.10.2.3, 1.10.3.1, 2.10.3.2, 2.10.3.3 etc.) and shall be attached with Bidder's qualification information to be included with Bid submission.

1.10.2 **General Information:**

1.10.2.1 Provide a brief history of your organization and an executive summary signed by an officer that describes your company's qualifications, ability and experience in furnishing and delivering the required service as described in this bid.

1.10.2.2 The vendor is to give the following assurances and information and covenants that as a bidder it is fully qualified to maintain the Small Equipment at the Philadelphia International Airport on a 24 Hour x 7 Day basis.

1.10.2.3 No bid shall be accepted from any bidder having less than three (3) years experience in Small Equipment repair service. The bidder is to indicate the number of years and the types of Small Equipment it has maintained.

1.10.3 **Capabilities and References**

1.10.3.1 List all contracts your company or related companies have had with the City or its other related City agencies in the last three (3) years.

1.10.3.2 List any experience in the last three (3) years in which your company or related companies failed to successfully complete a contract. List any contractual arrangements which were canceled, found to be in default, terminated for default or not renewed for poor performance.

1.10.3.3 Provide a minimum of five (5) contract entities that your firm has provided Small Equipment Repair services for within the last Three (3) years. These references should support your company's capability in meeting the repair service requirements of the size and scope of this Bid. Provide a detailed description for each contract.

1.10.3.4 The description, at a minimum, is to include the contract term, estimated annual contract value, number of employees and vehicles, nature of the work, and the name, address and telephone number of the customer's contract administrator. At the discretion of the City, these persons may be contacted.

1.10.4 **Financial Information**

1.10.4.1 A copy of your company's financial statements, including a detailed balance sheet and profit and loss statement for the last three (3) years. The City reserves the right to request audited statements.

1.10.4.2 List a minimum of three (3) supplier references, name and telephone number of a person familiar with your accounts, types of accounts, loans or lines of credit and relevant dates that accounts were established. These persons may be contacted by the City as references.

1.10.4.3 If you are a partnership or a joint venture, give the date of the formation agreement, County and State where the agreement was filed, and name of each partner. If you are a corporation,

give the date and state of incorporation and the names of the officers.

1.10.4.4 List any law suits against your company or any of your officers or partners in the last five (5) years. Bidder shall describe any pending, contemplated or on-going administrative or judicial proceedings material to Bidder's business or finances including, but not limited to, any litigation, consent orders or agreements with any state or federal regulatory agency involving Bidder or any subcontractor Bidder plans to use for the services described in this bid.

1.10.4.5 List any performance bonds that were called the last five (5) years due to unsuccessful completion of the contract.

1.10.4.6 State whether your company, subsidiaries or affiliated organizations are delinquent in payment of any debts or obligations to the City of Philadelphia or its related agencies.

1.11 **Only those Bidders who attended the Mandatory Site-Visit for Invitation and Bid No. S0-Z56370 will be eligible for award of Invitation and Bid No. T0-Z56370. Bidders shall submit their completed Mandatory Site-Visit Certification Form with Invitation and Bid No.T0-Z56370.**

Section 2: Specifications

2.1 The successful Bidder shall provide Repair services on Small Equipment currently owned by the Philadelphia International Airport (PIA), and other City agencies upon request, on a time and materials basis. It is anticipated that the attached listing of small equipment, referenced in ATTACHMENT “A”, will continually have both additions and deletions during the contract period.

2.1.1 Scheduling of Repair services will be the responsibility of the PIA Maintenance Section Supervisor, Superintendent or appropriate Staff Administrators for other City agencies that may request service during the contract period.

2.1.2 The estimated number of Technicians that may be required on-site during the various shifts at the Philadelphia International Airport as follows:

Two (2) Technicians (7:00 AM to 3:00 PM Shift, Monday through Friday)

One (1) Technician (3:00 PM to 11:00 PM Shift, Monday through Friday)

One (1) Technician (11:00 PM to 7:00 AM Shift, Monday through Friday)

And

"On-Call Service" Technicians as required during Monday through Friday:

The successful bidder shall be available to provide "On Call Service" during standard and non-standard operating hours to the City of Philadelphia. It is anticipated that "On Call Service" would only be required during inclement weather conditions (Snow, Ice and Sleet Storms Etc.). A Two (2) hour response time is required for On-Call Service and a minimum of Two (2) hours is guaranteed for "On-Call" repair services. This may be accomplished by having designated individuals on call who have the authority and knowledge, when required, to provide repairs and/or equipment replacement.

"On-Call Service" Technicians as required during Weekends/Holidays:

The successful bidder shall be available to provide "On Call Service" during standard and non-standard operating hours to the City of Philadelphia. It is anticipated that "On Call Service" would only be required during inclement weather conditions (Snow, Ice and Sleet Storms Etc.). A Two (2) hour response time is required for On-Call Service and a minimum of Two (2) hours is guaranteed for "On-Call" repair services. This may be accomplished by having designated individuals on call who have the authority and knowledge, when required, to provide repairs and/or equipment replacement.

Please Note: Security Clearance ID Badges will be required for all Technicians providing repair services at the Philadelphia International Airport.

2.1.3 During the afternoon shift and night shift, if repairs are called for and the importance of the equipment demands, the vendor may be subject to recall for repairs and/or replacement. If replacement with substitute equipment is made, the equipment substituted must be equal to the out of service equipment.

2.1.4 Should repairs on Small Equipment at PIA be deemed to take longer than Twenty-four (24) hours, a replacement piece of equipment shall be made available at no additional cost **(Please Note: This requirement shall not be applicable to other City agencies)**. Failure to provide replacement piece will result in a **$50 per day** penalty on each piece of non-replaced equipment.

In the event that it has been determined by both the City and awarded vendor that equipment has exceeded its operation capability and is beyond repair service; the City shall properly dispose of the equipment and the vendor shall not be obligated to provide substitute equipment for the failed machine.

2.1.5 The Philadelphia International Airport will make space available for the installation of a maintenance and support shop for the use of the vendor in servicing all equipment (No repairs that involve dismantling will be performed in public areas). The space will be rent free and have available utilities, limited to heat, power and light. If available, the Philadelphia International Airport will allow storage of non-use equipment in its Supply Warehouse or other designated secured areas. The City will assume no responsibility for this equipment.

2.2 **Response Time (For other City Agencies utilizing this contract)**

Contractor's personnel must arrive at City's site, with all necessary tools, materials and equipment required to commence work within Twenty-four (24) hours from the time the City contacts the vendor's representative until the vendor arrives at City's site.
Each occurrence of failure to meet this response time shall (may) subject contractor to liquidated damages as specified in paragraph 4.2.4.1 below.

A representative of the vendor will be available by telephone a minimum of eight (8) hours daily, five (5) days per week, to respond to support needs. A twenty-four (24) hour emergency number will be supplied for use as needed.

State vendor contact name and phone number for normal business hours:

CONTACT NAME:_____

TELEPHONE NUMBER: ( )_____

PAGER NUMBER: ( )_____

State vendor contact name and phone number for emergencies:

CONTACT NAME:_____

TELEPHONE NUMBER: ( )_____

PAGER NUMBER: ( )_____

2.3 **Work Authorization (For other City Agencies utilizing this contract)**

The vendor must prepare a written estimate of all work to be performed prior to commencement of repairs. The amount of time in which a vendor is preparing a written estimate for the repair services to be provided during the contract should be factored into the applicable hourly rates listed in Section 5, Pricing. There will be no separate charge for written estimates permitted during the contract. Estimate should include:

Estimated number of hours and parts required for repairs.

Estimated completion time of repairs

Estimated total cost for repairs

The vendor shall then contact the City Agency supervisor or his/her designee for review of the estimate of work to be performed and receive their signed authorization to proceed prior to any repairs being initiated.

Vendor technicians will only perform those repairs specifically authorized by the City Agency supervisor or his/her designee. The vendor must use the same original assigned service call number for each individual incident. Any other problems noticed by any vendor technician must be called into the City Agency supervisor or his/her designee. Upon authorization of repairs, the vendor shall complete all repairs, as per the agreed

time estimate.

2.3.1 **Variances from Estimates:**
The vendor shall be responsible for obtaining approval from the City Agency supervisor or his/her designee prior to undertaking any work not included in the original estimate. Additional work shall be submitted as a separate "supplemental" estimate that will only include additional work needed. Authorization Procedure shall be the same as above.

2.4 **Quarterly Reports**

The vendor will deliver to the PIA, any additional City agencies utilizing the contract, and the Procurement Department Buyer (Located in the Municipal Services Building – Room 120, Philadelphia Pa. 19102), a Quarterly Report of inventory, aging, planned replacement, maintenance and service of all equipment being serviced within each using agency.

2.5 **Safety**
The vendor shall, in the performance of all work, follow standard safety practices of the trades and at all times comply with the requirements of the Occupational Safety and Health Act of 1970 (OSHA).

2.6 Any equipment subject to willful damage, operational neglect, abuse or theft will be reviewed, case by case and appropriate action taken to protect the interest of both the vendor and the City.

2.7 **Warranty**
All parts used in Time and Materials repair service of currently owned City equipment to be delivered under this contract must carry the original equipment manufacturer's warranty that will commence upon acceptance of the parts by the City. During the warranty period, the vendor shall provide parts replacement to the City at no additional cost.

2.8 **New Equipment Still Under Manufacturer's Warranty:**

The vendor shall NOT be permitted to provide Repair Services on Small Equipment that is still under Original Equipment Manufacture's Warranty unless they have received prior approval from Both the using City agency and the City of Philadelphia Procurement Department (the using City agency Must contact the Procurement Department Buyer with Written Justification for repair services of Small Equipment that is still covered under the Original Equipment Manufacturer's Warranty). The vendor will NOT receive payment for these repair services rendered unless prior approval by from Both the City Using Agency and the City of Philadelphia Procurement Department has be given. These repair services shall be provided under other City contracts in which the applicable Warranties are under still under Contract.

2.9 **Contractor's Repair and/or Warranty Responsibilities shall not include:**

Work external to the equipment, changes or alterations to the physical environment of the City's site, moving or reinstallation of equipment except when required by the contract provisions or as an integral part of the repair, maintenance or repair of accessories or equipment not specifically covered under the contract without written request and approval by the plant supervisor (or City designee), and the Procurement Dept. prior to commencement of work, or repair made necessary by misuse or negligence of the City, its employees, agents, contractors or invitees.

2.10 **Malfunction / Work Order Incident Report**

Contractor shall furnish a malfunction / work order incident report to the City upon completion of each Time and Materials repair call.

The Report shall include, as a minimum, the following:

Date and Time Notified
Date and Time of Arrival
Type and Model Number of Equipment
Serial Number of Equipment
Time spent for Repair
Description of Malfunction
List of Parts Replaced.

2.11 **Service Records**

In addition to malfunction incident reports, Contractor shall maintain a complete record of all service performed on each machine, including all changes performed on site. This service record shall be kept at the City installation site or such other site as may be approved by the City in writing and shall be furnished for review if requested by the City. The service record shall be an individual record identifying each machine explicitly, with a complete history of dated service and all changes recorded therein. Such record must be submitted, quarterly, to the requisitioning City agency.

2.12 Bidders shall submit pricing for each of the following items in Section 5, "Pricing".

2.12.1 **#26089 091 001**
Labor rate per hour for repairs
to existing Small Equipment
(during service hours of
Monday through Friday
between 7:00 AM and 3:00 PM)

2.12.2 **#26089 091 002**
Labor rate per hour for repairs
to existing Small Equipment
(during service hours of
Monday through Friday
between 3:00 PM and 11:00 PM)

2.12.3 **#26089 091 004**
Labor rate per hour for repairs
to existing Small Equipment
(during service hours of
Monday through Friday
between 11:00 PM and 7:00 AM)

2.12.4 **#26089 091 003**
Labor rate per hour for "On-Call Service"
repairs to existing Small Equipment
(during service hours of Monday through
Friday between 7:00 AM and 3:00 PM)

2.12.5 **#26089 091 005**

Labor rate per hour for "On-Call Service" repairs to existing Small Equipment (during service hours of Monday through Friday between 3:00 PM and 11:00 PM)

2.12.6 **#26089 091 006**
Labor rate per hour for "On-Call Service" repairs to existing Small Equipment (during service hours of Monday through Friday between 11:00 PM and 7:00 AM)

2.12.7 **#26089 091 007**
Labor rate per hour for "On-Call Service" repairs to existing Small Equipment (during weekends and holidays between 7:00 AM and 3:00 PM)

2.12.8 **#26089 091 008**
Labor rate per hour for "On-Call Service" repairs to existing Small Equipment (during weekends and holidays between 3:00 PM and 11:00 PM)

2.12.9 **#26089 091 009**
Labor rate per hour for "On-Call Service" repairs to existing Small Equipment (during weekends and holidays between 11:00 PM and 7:00 AM)

2.12.10 **#26089 091**
PARTS SHALL BE REIMBURSED BY THE CITY AT VENDOR'S ACTUAL PURCHASE COST FROM THEIR SUPPLIER (as shown on supplier's invoice) + 13% MARK-UP (TO BE SUPPORTED BY SUPPLIER'S INVOICES). Vendor must submit a copy of original supplier's invoice with their invoice to the City. In no case shall parts cost exceed the actual cost from the supplier + 13%. No overhead, expenses, etc. shall apply to these parts costs. Any overhead, expenses, etc. must be factored into the vendor's quoted labor rates. No additional charges will be paid by the City.

If the supplier of the part/item is NOT the manufacturer, then supplier can NOT mark-up part/item cost by a greater percentage than that bid by the contracted vendor.
The City of Philadelphia reserves the right, solely and in its best interests, NOT to purchase the part/item in question of the City finds the pricing cost prohibitive.

The City of Philadelphia reserves the right, solely and in its best interest, to purchase the part/item in the open, competitive market.

Estimated Expenditures..... $200,000.00

2.13 **City-Owned Small Equipment** - **(ATTACHMENT A)**

For information purposes only, ATTACHMENT 'A' of this Invitation and Bid provides a current listing of City-Owned Small Equipment located at the Philadelphia International Airport that may require repair services on a time and materials basis.

SECTION 3: BID EVALUATION AND AWARD

3.1 **EVALUATION:**

3.1.1 Bids will be evaluated by the Procurement Department.

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

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

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

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

3.1.4 Bidders whose bids are determined to be non-responsible for reasons of bidder qualification shall be notified by the City of the reasons for the determination and may contest the finding of non-responsibility through the prescribed procedures described in paragraph 9 of "Terms and Conditions of Bidding and Contract".

3.2 **AWARD:**

3.2.1 This Invitation and Bid shall be awarded to the lowest responsive and responsible bidder based upon the total amount of Items 5.1 through 5.9 and 5.10 ($200,000 x 13% Mark-up).

3.2.2 If the 5 % local bid preference is applicable, the total bid price or total section price of the certified Local Business Entity (LBE) will be multiplied by .95 and rounded to the second decimal place. The adjusted bid price of the LBE will then be used in determining the lowest responsive and responsible bidder. If any section of the bid is awarded by line item, the 5% local bid preference will not apply to that section.

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

3.2.3 **Mandatory Pre-Award Meeting:**

A Mandatory pre-Award Meeting will be held after the Bid Opening and prior to Award with the apparent low bidder to ensure that the have met all Bidder Qualifications and are fully capable of performing the scope of services listed in this Invitation and Bid.

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

Please note however, that all awards as a result of this bid will have a minimum contract amount of $30,000.01. All awards at the $30,000.01 amount will be subject to a $50.00 Master Performance Security Fee.

Performance security shall be required for any subsequent renewal periods.

If the total award amount exceeds $500,000, the Master Performance Security 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 1.3.1 and 1.3.2 shall apply.

3.2.5 **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 in the "Description of Operations section".
- Certificate must be signed by an authorized representative of the insurance company/carrier

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

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 **Upon request of the buyer, apparent low bidder must submit the manufacturers' list price book in Adobe Acrobat PDF file or CD ROM to the buyer and to the addresses listed below. Vendor must indicate the company name and bid number on the price list. List must be submitted within seven (7) calendar days from the issuance date of the request by the buyer. Failure to submit the list within that time frame will render bidder ineligible for award.**

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

- **notify the using agency that the item cannot be found on the price list; and**
- **provide to the using agency and the Procurement Department written proof from the manufacturer of the list price of the item(s).**

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

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

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

Additional Addresses for Manufacturer's List Prices:
(to be in the either Adobe Acrobat PDF file or CD ROM)

Office of the Director of Finance
Bureau of Accounts
Municipal Services Building, 13th floor
Phila., PA 19102
Attn: Manager, Financial Verification & Accounting Section

City Controller
Municipal Services Building, 13th floor
Phila., PA 19102
Attn: Examination Supervisor

Procurement Department, Price Desk
Municipal Services Building, Room 150
Phila., PA 19102
Attn: Price Desk Clerk
email: PRICEDESK@PHILA.GOV

To any Using Agency from whom vendor receives a purchase order.

SECTION 4: CONTRACT MANAGEMENT

4.1 CITY OF PHILADELPHIA RESPONSIBILITY

Citywide

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

Order Against Contracts

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

4.1.2 Invoices shall be submitted after delivery and acceptance of the product or service by the City. The City attempts to process invoices in a timely manner. Delays can occur because of incomplete or inaccurate invoicing information. Please make sure that invoices contain the information as specified in Section 4.2.12., this is necessary to process payments to the Contractor as quickly as possible. Invoices which are not in accordance with the instructions in section 4.2.12 will be rejected for correction.

4.1.3 Invoices submitted shall be processed for payment upon the City's acceptance of the subject product and/or service.

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

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

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

4.2 VENDOR RESPONSIBILITY

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

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

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

4.2.4 **VIOLATION OF CONTRACT**

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

4.2.4.1 **Liquidated Damages**:

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

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

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

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

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

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

(i) bring this to the immediate attention of the Procurement Dept., and

(ii) notify the ordering agency in writing and refuse to deliver.

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

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

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

4.2.9 For all invoices submitted, vendor must agree that all pricing can be verified in the price lists submitted after award and on file in Finance, the Controller's office and Procurement (see Section 3, paragraph 3.2.6 above).

Vendor must agree that all pricing can be verified in the price list(s) submitted after award as per Paragraph 3.2.6 above. Vendor must submit copies of all amendments, updates, etc. to the appropriate address listed in Paragraph 3.2.6 above.

4.2.10 **Approval of Work**
All completed work shall be approved by the ordering department prior to approval for payment. Work must be completed in a first class workmanlike manner to the absolute satisfaction of the City. The cost of any faulty or inadequate workmanship or parts will not be paid for by the department and must be assumed by the Contractor.

4.2.11 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.

4.2.12 **Invoices/Receipts**

4.2.12.1 Successful bidder(s) agrees not to invoice more than once per month per purchase order.

4.2.12.2 One invoice shall be submitted for labor (vendor should place an “L” [for labor] at the end of the invoice number submitted to the City); a separate invoice shall be submitted for parts (vendor should place a “P” at the end of the invoice number [for Parts]).

4.2.12.3 Invoices should be sent in triplicate to each ordering department.

4.2.12.3.1 One (1) original and two (2) copies of fully itemized invoices.

4.2.12.3.2 All receipts for parts shall have the signature and payroll ID number of the authorized/designated City personnel.

4.3 **PRICE INCREASE OR DECREASE:**

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

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

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

or

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

For each renewal period the price increase and/or decrease shall be based upon the **percent (%) change** in the Index for All Urban Consumers – Philadelphia of the Consumer Price Index as published by the U.S. Department of Labor, Bureau of Labor Statistics and as indicated by the Mid-Atlantic CPI Announcement for October of the **applicable year of the renewal.**

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

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

Failure to notify the City within the time frame specified in Paragraph 4.3.1 will result in a commensurate delay in implementing the price change.

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

SECTION 5: PRICING

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

NOTE:
Unit Price(s) quoted below (Section 5: Pricing), will prevail in case of any discrepancy(ies) between Unit Price and "Amount" and will be the determining factor in establishing applicable contract amount(s)/award.

		Quantity	Unit of Measure	Unit Price	Total Amount
5.1	**#26089 091 001** Labor rate per hour for repairs to existing Small Equipment (during service hours of Monday through Friday between 7:00 AM and 3:00 PM)	3,000	HR	$_____	$_____
5.2	**#26089 091 002** Labor rate per hour for repairs to existing Small Equipment (during service hours of Monday through Friday between 3:00 PM and 11:00 PM)	3,500	HR	$_____	$_____
5.3	**#26089 091 004** Labor rate per hour for repairs to existing Small Equipment (during service hours of Monday through Friday between 11:00 PM and 7:00 AM)	2,000	HR	$_____	$_____

		Unit of	Unit	Total

	Quantity	Measure	Price	Amount
5.4 **#26089 091 003** Labor rate per hour for "On-Call Service" repairs to existing Small Equipment (during service hours of Monday through Friday between 7:00 AM and 3:00 PM)	20	HR	$_____	$_____
5.5 **#26089 091 005** Labor rate per hour for "On-Call Service" repairs to existing Small Equipment (during service hours of Monday through Friday between 3:00 PM and 11:00 PM)	20	HR	$_____	$_____
5.6 **#26089 091 006** Labor rate per hour for "On-Call Service" repairs to existing Small Equipment (during service hours of Monday through Friday between 11:00 PM and 7:00 AM)	20	HR	$_____	$_____
5.7 **#26089 091 007** Labor rate per hour for "On-Call Service" repairs to existing Small Equipment (during weekends and holidays between 7:00 AM and 3:00 PM)	20	HR	$_____	$_____

Quantity	Unit of Measure	Unit Price	Total Amount

5.8 **#26089 091 008**
Labor rate per hour for "On-Call Service"
repairs to existing Small Equipment
(during weekends and holidays
between 3:00 PM and 11:00 PM)

20 HR $_____ $_____

5.9 **#26089 091 009**
Labor rate per hour for "On-Call Service"
repairs to existing Small Equipment
(during weekends and holidays
between 11:00 PM and 7:00 AM)

20 HR $_____ $_____

5.10 **#26089 091**
PARTS SHALL BE REIMBURSED BY THE CITY AT VENDOR'S ACTUAL PURCHASE COST FROM THEIR SUPPLIER (as shown on supplier's invoice) + 13% MARK-UP (TO BE SUPPORTED BY SUPPLIER'S INVOICES). Vendor must submit a copy of original supplier's invoice with their invoice to the City. In no case shall parts cost exceed the actual cost from the supplier + 13%. No overhead, expenses, etc. shall apply to these parts costs. Any overhead, expenses, etc. must be factored into the vendor's quoted labor rates. No additional charges will be paid by the City.

If the supplier of the part/item is NOT the manufacturer, then supplier can NOT mark-up part/item cost by a greater percentage than that bid by the contracted vendor.
The City of Philadelphia reserves the right, solely and in its best interests, NOT to purchase the part/item in question of the City finds the pricing cost prohibitive.

The City of Philadelphia reserves the right, solely and in its best interest, to purchase the part/item in the open, competitive market.

Estimated Expenditures..... $200,000.00

Extended Total Bid Amount $_____
(Unit Price X Quantity for
all items plus estimated

expenditures for parts)

Attachment "A"

City-Owned Small Equipment

At

Philadelphia International Airport

Machine Inventory-Philadelphia International Airport

Eagle#	Machine Type	Mfg	Model	Mfg Serial	Purchase Date	Customer Name	Location
1052	All Other	Aztec	N/A	gz0151008	1/1/1990	Philadelphia Airport	shop hallway
1094	All Other	Agrotec	ask5257	5189	1/1/1990	Philadelphia Airport	overseas terminal
1068	All Other	Other	ezpour 400dp	1cem1225y1418147	1/1/1990	Philadelphia Airport	bldg/gnd garage
1006	All Other	Cushman	minute miser	lm5089	1/1/1990	Philadelphia Airport	office corridor
1095	All Other	Franklin Trailers	N/A	TA08176M92DX	1/1/1990	Philadelphia Airport	overseas terminal
1103	All Other	Host	n/a	N/A	1/1/1990	Philadelphia Airport	F/O
1153	All Other	Minuteman International, Inc.	C2512042	R7502010851	1/1/1990	Philadelphia Airport	F Bag
1043	All Other	Minuteman International, Inc.	c25120	r7502010848	1/1/1990	Philadelphia Airport	shop hallway
1019	All Other	Other	pm5030	05511	1/1/1990	Philadelphia Airport	locker corridor
1087	All Other	Spider	4530D	856	1/1/1990	Philadelphia Airport	bldg/gnd garage
1058	All Other	Nobles, Inc. Tennant Sales & Service	4300	2141	1/1/1990	Philadelphia Airport	bldg/gnd garage
1074	All Other	Nobles, Inc. Tennant Sales & Service	4300	1646	1/1/1990	Philadelphia Airport	bldg/gnd garage

1066	All Other	ProChem Professional Chemicals Corp.	pal651h	014-01-99	1/1/1990	Philadelphia Airport	terminal c
1067	All Other	ProChem Professional Chemicals Corp.	pal651h	013-01-99	1/1/1990	Philadelphia Airport	terminal c
1804	All Other	Other	Charger Repair	None	N/A	Philadelphia Airport	
1172	All Other	ProChem Professional Chemicals Corp.	line lazer	n/a	N/A	Philadelphia Airport	paint shop
1812	All Other	Taylor Dunn	b2-48	122214	N/A	Philadelphia Airport	N/A
1272	All Other	ProChem Professional Chemicals Corp.	233-725	BA2508	N/A	Philadelphia Airport	paint shop
1255	All Other	ProChem Professional Chemicals Corp.	233-725	BA2879	N/A	Philadelphia Airport	paint shop
1810	All Other	ProChem Professional Chemicals Corp.	248862	BA0585	N/A	Philadelphia Airport	paint shop
1811	All Other	ProChem Professional Chemicals Corp.	248862	BA0824	N/A	Philadelphia Airport	paint shop
1815	All Other	Gillette	G-P-25-B	LB16-6B	N/A	Philadelphia Airport	N/A
1816	All Other	Homelite	176A35-1C	162590097	N/A	Philadelphia Airport	N/A
1395	All Other	Other	1P950C	02000	N/A	Philadelphia Airport	N/A

1814	All Other	Briggs & Stratton	326437	89032814	N/A	Philadelphia Airport	N/A
1222	All Other	Cushman	898336B	99004365	N/A	Philadelphia Airport	N/A
9901	All Other	Other	None	None	N/A	Philadelphia Airport	N/A
9902	All Other	Other	None	None	N/A	Philadelphia Airport	N/A
9903	All Other	Other	None	None	N/A	Philadelphia Airport	N/A
1818	All Other	Brush Bandit	90XP	002931	N/A	Philadelphia Airport	N/A
1864	All Other	John Deere			N/A	Philadelphia Airport	piant shop
1355	All Other	Taylor Dunn	B2-48-TT	148155	N/A	Philadelphia Airport	AIRPORT TERMINALS
1840	All Other	Minuteman International, Inc.	bglc411pse	92-7-1230	N/A	Philadelphia Airport	
1264	All Other	Other	tra/rem	2m9keb6012h10201	N/A	Philadelphia Airport	N/A
1232	All Other	Other	cmp8-9H	12643	N/A	Philadelphia Airport	
1268	All Other	Minuteman International, Inc.	BGLC411PSE	n/a	N/A	Philadelphia Airport	N/A
1258	All Other	Minuteman International, Inc.	BGLC411PSE	n/a	N/A	Philadelphia Airport	
1261	All Other	Minuteman International, Inc.	BGLC411PSE	n/a	N/A	Philadelphia Airport	N/A
2758	All Other	Ingersoll rand	P-175B-W-D	186404-U90317	N/A	Philadelphia Airport	Pavement and Grounds

2793	All Other	Milwaukee Electric tool corp.	cat.no.6014	662-59814	N/A	Philadelphia Airport	N/A
2759	All Other	Milwaukee Electric tool corp.	cat.no. 6367 CBIF	632-14926	N/A	Philadelphia Airport	N/A
2763	All Other	taylor dunn	R3-80-48	161640	N/A	Philadelphia Airport	N/A
2764	All Other	taylor dunn	R3-80-48	161637	N/A	Philadelphia Airport	
1235	All Other	minuteman	C25120-12 750201	R7502010842	N/A	Philadelphia Airport	N/A
2761	All Other	taylor dunn	R3-80-48	161641	N/A	Philadelphia Airport	
2766	All Other	taylor dunn	R3-80-48	161639	N/A	Philadelphia Airport	N/A
2760	All Other	taylor dunn	R3-80-48	161642	N/A	Philadelphia Airport	N/A
2789	All Other	taylor dunn	R3-80-48	161638	N/A	Philadelphia Airport	N/A
2768	All Other	Horton	M/R-10	n/a	N/A	Philadelphia Airport	N/A
2788	All Other	Dayton	3C99B	05k98	N/A	Philadelphia Airport	
2835	All Other	Graco	Line Lazer	BA0777	N/A	Philadelphia Airport	N/A
10112	All Other	Robin	EX170D520116813	2298381	N/A	Philadelphia Airport	N/A
11137	All Other	Pad and Bonnet order	N/A	N/A	N/A	Philadelphia Airport	
11138	All Other	Vac Bag orders	N/A	N/A	N/A	Philadelphia Airport	N/A
11162	All Other	Stow/Vibe	VPC110B	9301220	N/A	Philadelphia Airport	
11167	All Other	Ingersoll Rand	175	186404-u90-317	N/A	Philadelphia Airport	N/A
11169	All Other	Lincoln	225 G7	N/A	N/A	Philadelphia Airport	N/A
11173	All Other	Ex-Cell	EXGBVE7010-3	9912241841	N/A	Philadelphia Airport	N/A
11150	Autoscrubber, Ride-On	Nobles	MSSR	103670601	N/A	Philadelphia Airport	Warehouse

2787	Autoscrubber, Ride-On	Nobles	Speed Scrub Rider	SSR-10337074	N/A	Philadelphia Airport	N/A
2774	Autoscrubber, Ride-On	Nobles	SPEEDSCRUBRIDER	SSR-10337075	N/A	Philadelphia Airport	N/A
2775	Autoscrubber, Ride-On	Nobles	SPEEDSCRUBRIDER	10337072	N/A	Philadelphia Airport	N/A
2776	Autoscrubber, Ride-On	Nobles	SPEEDSCRUBRIDER	10337073	N/A	Philadelphia Airport	
	Autoscrubber, Ride-On	Nobles, Inc. Tennant Sales & Service	Rider Scrubber, Nobles Speedscrub W/Fast	10274546	3/24/2006	Philadelphia Airport	n/a
	Autoscrubber, Ride-On	Nobles, Inc. Tennant Sales & Service	Rider Scrubber, Nobles Speedscrub W/Fast	10274547	3/24/2006	Philadelphia Airport	n/a
1841	Autoscrubber, Ride-On	Nobles, Inc. Tennant Sales & Service	Rider Scrubber, Nobles Speedscrub W/Fast	SSR-10274549	3/24/2006	Philadelphia Airport	n/a
	Autoscrubber, Ride-On	Nobles, Inc. Tennant Sales & Service	Rider Scrubber, Nobles Speedscrub W/Fast	SSR10265487	7/28/2006	Philadelphia Airport	n/a
1869	Autoscrubber, Ride-On	Nobles, Inc. Tennant Sales & Service	MSSR	SRR-10274546	N/A	Philadelphia Airport	
1873	Autoscrubber, Ride-On	Nobles, Inc. Tennant Sales & Service	MSSR	SSR-10274547	N/A	Philadelphia Airport	

1867	Autoscrubber, Ride-On	Nobles, Inc. Tennant Sales & Service	MSSR	SSR-10265487	N/A	Philadelphia Airport	
1209	Autoscrubber, Ride-On	Wind	QFATB	6000375	N/A	Philadelphia Airport	
1169	Autoscrubber, Ride-On	Wind	flex-3	1000107084	N/A	Philadelphia Airport	
1114	Autoscrubber, Ride-On	Wind	Flex 3	1000107085	1/1/1990	Philadelphia Airport	A East
1115	Autoscrubber, Ride-On	Wind	Flex 3	1000107083	1/1/1990	Philadelphia Airport	A East
1117	Autoscrubber, Ride-On	Wind	Flex 3	1000107082	1/1/1990	Philadelphia Airport	A East
1013	Autoscrubber, Ride-On	Wind	qfatb	6000081	1/1/1990	Philadelphia Airport	locker corridor
1014	Autoscrubber, Ride-On	Wind	qfatb	6000084	1/1/1990	Philadelphia Airport	locker corridor
1000	Autoscrubber, Ride-On	Wind	0FA1B	1000043496ET	1/1/1990	Philadelphia Airport	office corridor
1001	Autoscrubber, Ride-On	Wind	0FATB	1000044065ET	1/1/1990	Philadelphia Airport	office corridor
--------	Autoscrubber, Walk-Behind	ProChem Professional Chemicals Corp.	Saturn 245	N/A	1/1/1990	Philadelphia Airport	shop hallway
1050	Autoscrubber, Walk-Behind	ProChem Professional Chemicals Corp.	Saturn 245	N/A	1/1/1990	Philadelphia Airport	shop hallway
1861	Autoscrubber, Walk-Behind	ProChem Professional Chemicals Corp.	saturn 245	N/A	N/A	Philadelphia Airport	

1048	Burnisher, Battery	ProChem Professional Chemicals Corp.	Meteor	10481	1/1/1990	Philadelphia Airport	shop hallway
1194	Burnisher, Electric	Alto US Inc.		808161	N/A	Philadelphia Airport	airport
1176	Burnisher, Propane	Eagle Floor Care, Inc.	fh500v	16184	N/A	Philadelphia Airport	b,tremin al
1187	Burnisher, Propane	Eagle Floor Care, Inc.	27" propane burnishier	0304-24630	N/A	Philadelphia Airport	N/A
1178	Burnisher, Propane	Eagle Floor Care, Inc.	27" propane burnisher	00-16186	N/A	Philadelphia Airport	N/A
1175	Burnisher, Propane	Eagle Floor Care, Inc.	27	0304-24629	N/A	Philadelphia Airport	
1837	Burnisher, Propane	Eagle Floor Care, Inc.	680578	0609-34678	N/A	Philadelphia Airport	
1854	Burnisher, Propane	Eagle Floor Care, Inc.	680578	0609-34688	N/A	Philadelphia Airport	N/A
1263	Burnisher, Propane	Eagle Floor Care, Inc.	680578	0609-34686	N/A	Philadelphia Airport	N/A
1265	Burnisher, Propane	Eagle Floor Care, Inc.	680578	0609-34682	N/A	Philadelphia Airport	N/A
1353	Burnisher, Propane	Eagle Floor Care, Inc.	680578	0609-34681	N/A	Philadelphia Airport	N/A
1392	Burnisher, Propane	Eagle Floor Care, Inc.	680578	0609-34679	N/A	Philadelphia Airport	N/A
1004	Burnisher, Propane	Other	303776 type 1130-a1	96030811	1/1/1990	Philadelphia Airport	office corridor
1110	Burnisher, Propane	Eagle Floor Care, Inc.	680578	0304-24627	1/1/1990	Philadelphia Airport	A East
1111	Burnisher, Propane	Eagle Floor Care, Inc.	680578	00-16187	1/1/1990	Philadelphia Airport	A East
1113	Burnisher, Propane	Eagle Floor Care, Inc.	680578	0304-24628	1/1/1990	Philadelphia Airport	A East

1142	Burnisher, Propane	Eagle Floor Care, Inc.	680578	00-16185	1/1/1990	Philadelphia Airport	B Bag
1148	Burnisher, Propane	Eagle Floor Care, Inc.	680578	0304-2463	1/1/1990	Philadelphia Airport	D Bag
1101	Burnisher, Propane	Eagle Floor Care, Inc.	680578	00-16189	1/1/1990	Philadelphia Airport	F/O
1064	Burnisher, Propane	Eagle Floor Care, Inc.	20E	00-16190	1/1/1990	Philadelphia Airport	Office Cord
1099	Burnisher, Propane	Eagle Floor Care, Inc.	20E	00-16188	1/1/1990	Philadelphia Airport	Office Cord
1107	Burnisher, Propane	Alto US Inc.	Class 27	N/A	1/1/1990	Philadelphia Airport	A/E9
1109	Burnisher, Propane	Alto US Inc.	Class 27	1110	1/1/1990	Philadelphia Airport	A/E9
1044	Burnisher, Propane	Alto US Inc.	Class 27	N/A	1/1/1990	Philadelphia Airport	shop hallway
1051	Burnisher, Propane	Alto US Inc.	303772	98082711	1/1/1990	Philadelphia Airport	shop hallway
2783	Burnisher, Propane	Eagle Soltutions	680578	0701-35452	N/A	Philadelphia Airport	N/A
2784	Burnisher, Propane	Eagle Solutions	680578	0701-35451	N/A	Philadelphia Airport	N/A
2785	Burnisher, Propane	Eagle Solutions	680578	0701-35459	N/A	Philadelphia Airport	N/A
2786	Burnisher, Propane	Eagle Solutions	680578	0701-35460	N/A	Philadelphia Airport	N/A
2782	Burnisher, Propane	Eagle Solutions	680578	0701-35453	N/A	Philadelphia Airport	
1007	Burnisher, Ride-On	Nilfisk-Advance	56420000	1661590	1/1/1990	Philadelphia Airport	locker corridor
1010	Burnisher, Ride-On	Nilfisk-Advance	56420000	1668149	1/1/1990	Philadelphia Airport	locker corridor
1011	Burnisher, Ride-On	Nilfisk-Advance	56420000	1494187	1/1/1990	Philadelphia Airport	locker corridor

1012	Burnisher, Ride-On	Nilfisk-Advance	56420000	1668150	1/1/1990	Philadelphia Airport	locker corridor
1015	Burnisher, Ride-On	Nilfisk-Advance	56420000	1387305	1/1/1990	Philadelphia Airport	locker corridor
1016	Burnisher, Ride-On	Nilfisk-Advance	56420000	1494189	1/1/1990	Philadelphia Airport	locker corridor
1017	Burnisher, Ride-On	Nilfisk-Advance	56420000	1668148	1/1/1990	Philadelphia Airport	locker corridor
1002	Burnisher, Ride-On	Nilfisk-Advance	56420000	1494188	1/1/1990	Philadelphia Airport	office corridor
1005	Burnisher, Ride-On	Nilfisk-Advance	56420000	1387292	1/1/1990	Philadelphia Airport	office corridor
1241	Burnisher, Ride-On	Pioneer/Eclipse Corporation	Burnisher, P/E Ride On Pioneer RXL40	64464	4/27/2006	Philadelphia Airport	n/a
1851	Burnisher, Ride-On	Pioneer/Eclipse Corporation	Burnisher, P/E Ride On Pioneer RXL40	64465	4/27/2006	Philadelphia Airport	n/a
2196	Burnisher, Ride-On	Pioneer/Eclipse Corporation	Burnisher, P/E Ride On Pioneer RXL40	63985	4/17/2006	Philadelphia Airport	n/a
2197	Burnisher, Ride-On	Pioneer/Eclipse Corporation	Burnisher, P/E Ride On Pioneer RXL40	64462	4/17/2006	Philadelphia Airport	n/a
1248	Burnisher, Ride-On	Nilfisk-Advance	2700	1668151	N/A	Philadelphia Airport	N/A
1185	Burnisher, Ride-On	Nilfisk-Advance	2700	1494003	N/A	Philadelphia Airport	N/A
1196	Burnisher, Ride-On	Nilfisk-Advance	2700	1386579	N/A	Philadelphia Airport	Locker Cord
1866	Carpet Dryer	Wind	AM3	20007988	N/A	Philadelphia Airport	
1871	Carpet Dryer	Wind	AM3	20008240	N/A	Philadelphia Airport	

1130	Carpet Dryer	Wind	AM3	20007984	1/1/1990	Philadelphia Airport	AB Roll Out
1131	Carpet Dryer	Wind	AM3	20007987	1/1/1990	Philadelphia Airport	AB Roll Out
1137	Carpet Dryer	Wind	AM3	20008241	1/1/1990	Philadelphia Airport	AB Roll Out
1138	Carpet Dryer	Wind	AM3	20008173	1/1/1990	Philadelphia Airport	AB Roll Out
1135	Carpet Dryer	Dayton	AM3	28993	1/1/1990	Philadelphia Airport	AB Roll Out
1136	Carpet Dryer	Dayton	AM3	28993	1/1/1990	Philadelphia Airport	AB Roll Out
2773	Carpet Dryer	century	400-26	1000064903	N/A	Philadelphia Airport	
10110	Carpet Dryer	CFR	CFR 500DX	102413	N/A	Philadelphia Airport	
10111	Carpet Dryer	CFR	CFR 500DX	102412	N/A	Philadelphia Airport	
11168	Carpet Dryer	windsor	2000	20007986	N/A	Philadelphia Airport	
14255	Carpet Dryer	Prochem	65-950536	1000087422	N/A	Philadelphia Airport	N/A
11170	Carpet Dryer	MinuteMan	C-42000-01	BCH442000012371	N/A	Philadelphia Airport	N/A
1364	Carpet Extractor, Ride-On	Nobles	Strive-Rider	STRVRD-10376826	N/A	Philadelphia Airport	N/A
1396	Carpet Extractor, Ride-On	Nobles	Strive Rider	STRVRD-10376827	N/A	Philadelphia Airport	N/A
2772	Carpet Extractor, Ride-On	Nobles	MSTRIVERIDER	STRVRD-10309550	N/A	Philadelphia Airport	N/A
2769	Carpet Extractor, Ride-On	Nobles	MSTRIVERIDER	10309551	N/A	Philadelphia Airport	N/A

2777	Carpet Extractor, Walk-Behind	Nobles	609640	10098766	N/A	Philadelphia Airport	N/A
11156	Carpet Extractor, Walk-Behind	Nobles	609640	10056668	N/A	Philadelphia Airport	
11176	Carpet Extractor, Walk-Behind	Nobles	609640	609640-10100510	N/A	Philadelphia Airport	N/A
11194	Carpet Extractor, Walk-Behind	Nobles	609640	N/A	N/A	Philadelphia Airport	
11207	Carpet Extractor, Walk-Behind	Nobles	609640	NRC1500007823HDU	N/A	Philadelphia Airport	Locker Cord.
14207	Carpet Extractor, Walk-Behind	Nobles	609640	10419366	N/A	Philadelphia Airport	
14208	Carpet Extractor, Walk-Behind	Nobles	609640	10421572	N/A	Philadelphia Airport	
14209	Carpet Extractor, Walk-Behind	Nobles	609640	10420338	N/A	Philadelphia Airport	
14210	Carpet Extractor, Walk-Behind	Nobles	609640	10419363	N/A	Philadelphia Airport	
14211	Carpet Extractor, Walk-Behind	Nobles	609640	10421367	N/A	Philadelphia Airport	
14212	Carpet Extractor, Walk-Behind	Nobles	609640	10419365	N/A	Philadelphia Airport	

14213	Carpet Extractor, Walk-Behind	Nobles	609640	10419945	N/A	Philadelphia Airport	
14214	Carpet Extractor, Walk-Behind	Nobles	609640	10420337	N/A	Philadelphia Airport	
1056	Carpet Extractor, Walk-Behind	Wind	cmd20	1000106811	1/1/1990	Philadelphia Airport	shop
1057	Carpet Extractor, Walk-Behind	Wind	cmd20	1000044192	1/1/1990	Philadelphia Airport	shop
1145	Carpet Extractor, Walk-Behind	Nobles, Inc. Tennant Sales & Service	609640	1500008011	1/1/1990	Philadelphia Airport	C Bag
1146	Carpet Extractor, Walk-Behind	Nobles, Inc. Tennant Sales & Service	609640	1500007821	1/1/1990	Philadelphia Airport	C Bag
1055	Carpet Extractor, Walk-Behind	Nilfisk-Advance	261000	1170929	1/1/1990	Philadelphia Airport	shop
1034	Carpet Extractor, Walk-Behind	Nilfisk-Advance	261000	N/A	1/1/1990	Philadelphia Airport	shop hallway
1035	Carpet Extractor, Walk-Behind	Nilfisk-Advance	261000	1170923	1/1/1990	Philadelphia Airport	shop hallway
1038	Carpet Extractor, Walk-Behind	Nilfisk-Advance	263501	1123584	1/1/1990	Philadelphia Airport	shop hallway

1122	Carpet Extractor, Walk-Behind	Nobles, Inc. Tennant Sales & Service	609640	1500007816	1/1/1990	Philadelphia Airport	A East Bag Claim
1123	Carpet Extractor, Walk-Behind	Nobles, Inc. Tennant Sales & Service	609640	1500007631	1/1/1990	Philadelphia Airport	A East Bag Claim
1139	Carpet Extractor, Walk-Behind	Nobles, Inc. Tennant Sales & Service	609640	609640-10056656	1/1/1990	Philadelphia Airport	AB Roll Out
1154	Carpet Extractor, Walk-Behind	Nobles, Inc. Tennant Sales & Service	609640	N/A	1/1/1990	Philadelphia Airport	F Bag
1155	Carpet Extractor, Walk-Behind	Nobles, Inc. Tennant Sales & Service	609840	N/A	1/1/1990	Philadelphia Airport	F Bag
1104	Carpet Extractor, Walk-Behind	Nobles, Inc. Tennant Sales & Service	609640	N/A	1/1/1990	Philadelphia Airport	F/O
1105	Carpet Extractor, Walk-Behind	Nobles, Inc. Tennant Sales & Service	609640	N/A	1/1/1990	Philadelphia Airport	F/O
1106	Carpet Extractor, Walk-Behind	Nobles, Inc. Tennant Sales & Service	609640	N/A	1/1/1990	Philadelphia Airport	F/O

1100	Carpet Extractor, Walk-Behind	Nobles, Inc. Tennant Sales & Service	609640	NR1500007827	1/1/1990	Philadelphia Airport	Office Cord
1045	Carpet Extractor, Walk-Behind	Nobles, Inc. Tennant Sales & Service	609640	nrc1500007870hdu	1/1/1990	Philadelphia Airport	shop hallway
1046	Carpet Extractor, Walk-Behind	Nobles, Inc. Tennant Sales & Service	609640	nrc1500007820hdu	1/1/1990	Philadelphia Airport	shop hallway
1047	Carpet Extractor, Walk-Behind	Nobles, Inc. Tennant Sales & Service	609640	N/A	1/1/1990	Philadelphia Airport	shop hallway
1193	Carpet Extractor, Walk-Behind	Nobles, Inc. Tennant Sales & Service	609640	nrc150007hdu	N/A	Philadelphia Airport	A East
1164	Edger	Pacific	ME-6	99599	1/1/1990	Philadelphia Airport	E-4 Terminal
1102	Edger	Pacific	ME-6	99603	1/1/1990	Philadelphia Airport	F/O
1053	Edger	Pacific	me6	99602	1/1/1990	Philadelphia Airport	shop hallway
1054	Edger	Pacific	me6	99596	1/1/1990	Philadelphia Airport	shop hallway
1090	Edger	Little Wonder	fa130d	N/A	1/1/1990	Philadelphia Airport	bldg/gnd garage
2762	Floor Machine, Dual Speed	Clarke	CFP-2000	FF2011	N/A	Philadelphia Airport	N/A

2675	Floor Machine, Dual Speed	Clarke	CFP-2000	FF2009	N/A	Philadelphia Airport	N/A
2765	Floor Machine, Dual Speed	Clarke	CFP-2000	FF2009	N/A	Philadelphia Airport	N/A
2767	Floor Machine, Dual Speed	Clarke	CFP-2000	FF2017	N/A	Philadelphia Airport	N/A
2781	Floor Machine, Dual Speed	Clarke	CFP-2000	FF2008	N/A	Philadelphia Airport	N/A
2792	Floor Machine, Single Speed	Graco	G-1520-HD	0320024332	N/A	Philadelphia Airport	N/A
2791	Floor Machine, Single Speed	Graco	G-1520-HD	0320024340	N/A	Philadelphia Airport	N/A
1133	Floor Machine, Single Speed	Kent/Euroclean	KF-204SL	N/A	1/1/1990	Philadelphia Airport	AB Roll Out
1119	Floor Machine, Single Speed	Other	G-20	N/A	1/1/1990	Philadelphia Airport	A East
1126	Floor Machine, Single Speed	Other	g1520-hd	320024338	1/1/1990	Philadelphia Airport	AB Roll Out
1127	Floor Machine, Single Speed	Other	g1520-hd	320024333	1/1/1990	Philadelphia Airport	AB Roll Out
1128	Floor Machine, Single Speed	Other	g1520-hd	120010909	1/1/1990	Philadelphia Airport	AB Roll Out

1144	Floor Machine, Single Speed	Other	G-20	40007164	1/1/1990	Philadelphia Airport	B Bag
1150	Floor Machine, Single Speed	Hawk	G-20	40007162	1/1/1990	Philadelphia Airport	D Bag
1161	Floor Machine, Single Speed	Other	G-20	120010910	1/1/1990	Philadelphia Airport	E-4 Terminal
1151	Floor Machine, Single Speed	Other	G-20	20002761	1/1/1990	Philadelphia Airport	F Bag
1118	Floor Machine, Single Speed	Vic	8m-17	3024866	1/1/1990	Philadelphia Airport	A East
1358	Floor Machine, Single Speed	ProChem Professional Chemicals Corp.	g-1520-hd	0320024334	N/A	Philadelphia Airport	ddolly
1366	Floor Machine, Single Speed	ProChem Professional Chemicals Corp.	Saturn245	492233	N/A	Philadelphia Airport	N/A
1230	Floor Machine, Single Speed	ProChem Professional Chemicals Corp.	g-1520hd	0320024331	N/A	Philadelphia Airport	ddolly
1231	Floor Machine, Single Speed	ProChem Professional Chemicals Corp.	g-1520hd	0320024336	N/A	Philadelphia Airport	ddolly
1259	Floor Machine, Single Speed	Other	8m-17	00024830	N/A	Philadelphia Airport	N/A

1242	Floor Machine, Single Speed	Kent/Euroclean	kf-204sl	96235206	N/A	Philadelphia Airport	d-dolly
1211	Floor Machine, Single Speed	Other	g-1520-hd	0320024333	N/A	Philadelphia Airport	N/A
1824	Floor Machine, Single Speed	ProChem Professional Chemicals Corp.	g-20	0120010904	N/A	Philadelphia Airport	N/A
1858	Lift	Other	2034HT	8102023	N/A	Philadelphia Airport	
2144	Lift	Alto US Inc.	TMG 25	TMG24815759570	N/A	Philadelphia Airport	
2142	Lift	Alto US Inc.	TMG 25	TMG24816179570	N/A	Philadelphia Airport	
2143	Lift	Alto US Inc.	TMG 25	TMG24816189570	N/A	Philadelphia Airport	
1281	Lift	Genie Industries	6S1930	28856	N/A	Philadelphia Airport	N/A
1808	Lift	Other	pm5030	05497	N/A	Philadelphia Airport	N/A
1809	Lift	Genie Industries	tmz-50	t5002-224	N/A	Philadelphia Airport	N/A
1830	Lift	Genie Industries	AWP-2515DC	3800-16150	N/A	Philadelphia Airport	N/A
1823	Lift	Genie Industries	GS-1930	29984	N/A	Philadelphia Airport	N/A
1821	Lift	Other	2034HT	8102025	N/A	Philadelphia Airport	N/A
2780	Lift	Clark	CMP40D	CMP450D01989588	N/A	Philadelphia Airport	N/A
13255	Lift	Genie	Z30/20N	Z30N07-10021	N/A	Philadelphia Airport	N/A
11209	Lift	Clark	N/A	TM247-0-56-8125FB	N/A	Philadelphia Airport	Warehouse

14196	Lift	Genie	ES40D	1529	N/A	Philadelphia Airport	N/A
13251	Lift	Genie	GS-1930	GS3007A-91886	N/A	Philadelphia Airport	N/A
22	Outdoor Equipment, Summer	Redmax	BC3401DL	NA	N/A	Philadelphia Airport	N/A
11185	Outdoor Equipment, Summer	Redmax	BC3401DL	7057152	N/A	Philadelphia Airport	N/A
7050724	Outdoor Equipment, Summer	Redmax	BC3401DL	7050724	N/A	Philadelphia Airport	N/A
11210	Outdoor Equipment, Summer	Redmax	643l18-d	70507103	N/A	Philadelphia Airport	
11179	Outdoor Equipment, Summer	Red Maxx	BC3401DL	71108654	N/A	Philadelphia Airport	N/A
11180	Outdoor Equipment, Summer	Red Maxx	BC3401DL	71108672	N/A	Philadelphia Airport	N/A
11186	Outdoor Equipment, Summer	Red Maxx	BC3401DL	71108661	N/A	Philadelphia Airport	N/A
11187	Outdoor Equipment, Summer	Red Maxx	BC3401DL	71108651	N/A	Philadelphia Airport	N/A
11188	Outdoor Equipment, Summer	Red Maxx	BC3401DL	71108659	N/A	Philadelphia Airport	N/A
11189	Outdoor Equipment, Summer	Red Maxx	BC3401DL	71108673	N/A	Philadelphia Airport	N/A

11190	Outdoor Equipment, Summer	Red Maxx	BC3401DL	71108676	N/A	Philadelphia Airport	N/A
11190	Outdoor Equipment, Summer	Red Maxx	BC3401DL	71108676	N/A	Philadelphia Airport	N/A
11191	Outdoor Equipment, Summer	Red Maxx	BC3401DL	71108670	N/A	Philadelphia Airport	N/A
11192	Outdoor Equipment, Summer	Red Maxx	BC3401DL	71108657	N/A	Philadelphia Airport	N/A
11193	Outdoor Equipment, Summer	Red Maxx	BC3401DL	71108652	N/A	Philadelphia Airport	N/A
11195	Outdoor Equipment, Summer	Redmax	BC3401DL	71108662	N/A	Philadelphia Airport	N/A
11195	Outdoor Equipment, Summer	Redmax	BC3401DL	71108662	N/A	Philadelphia Airport	N/A
11196	Outdoor Equipment, Summer	Redmax	BC3401DL	71108660	N/A	Philadelphia Airport	N/A
11197	Outdoor Equipment, Summer	Redmax	BC3401DL	71108667	N/A	Philadelphia Airport	N/A
11199	Outdoor Equipment, Summer	Redmax	BC3401DL	71108653	N/A	Philadelphia Airport	N/A
11200	Outdoor Equipment, Summer	Redmax	BC3401DL	71108666	N/A	Philadelphia Airport	N/A

11201	Outdoor Equipment, Summer	Redmax	BC3401DL	71108671	N/A	Philadelphia Airport	N/A
11202	Outdoor Equipment, Summer	Redmax	BC3401DL	71108656	N/A	Philadelphia Airport	N/A
11203	Outdoor Equipment, Summer	Redmax	BC3401DL	71108677	N/A	Philadelphia Airport	N/A
11204	Outdoor Equipment, Summer	Redmax	BC3401DL	71108663	N/A	Philadelphia Airport	
11205	Outdoor Equipment, Summer	Redmax	BC3401DL	71108655	N/A	Philadelphia Airport	N/A
70507144	Outdoor Equipment, Summer	Redmax	BC3401DL	70507144	N/A	Philadelphia Airport	N/A
14266	Outdoor Equipment, Summer	John Deere	CS52	TCCS52X000753	N/A	Philadelphia Airport	N/A
14265	Outdoor Equipment, Summer	John Deere	CS52	TCCS52X000985	N/A	Philadelphia Airport	N/A
DONT USE	Outdoor Equipment, Summer	Red Max	BC3401DL	00000001	N/A	Philadelphia Airport	
11183	Outdoor Equipment, Summer	Red Max	711086**	00000001	N/A	Philadelphia Airport	
DONT USE	Outdoor Equipment, Summer	Red Max	711086--	000002	N/A	Philadelphia Airport	

13237	Outdoor Equipment, Summer	Red Max	G34L18-D	70507115	N/A	Philadelphia Airport	P/G'S
13238	Outdoor Equipment, Summer	Red Max	G34L18-D	70507005	N/A	Philadelphia Airport	P/G'S
13239	Outdoor Equipment, Summer	Red Max	G34L18-D	70506993	N/A	Philadelphia Airport	P/G'S
13240	Outdoor Equipment, Summer	Red Max	G34118-D	11203995	N/A	Philadelphia Airport	P/G'S
13241	Outdoor Equipment, Summer	Red Max	G34L18-D	41203935	N/A	Philadelphia Airport	P/G'S
13242	Outdoor Equipment, Summer	Red Max	3G34L18-D	70507107	N/A	Philadelphia Airport	P/G'S
13243	Outdoor Equipment, Summer	Red Max	3400DL	70507147	N/A	Philadelphia Airport	N/A
13244	Outdoor Equipment, Summer	Red Max	3400DL	70507038	N/A	Philadelphia Airport	N/A
13245	Outdoor Equipment, Summer	Red Max	G34L18-D	70507139	N/A	Philadelphia Airport	Paveme nt & Grounds
11140	Outdoor Equipment, Summer	Redmax	3401DL	70507032	N/A	Philadelphia Airport	
11141	Outdoor Equipment, Summer	Redmax	3400DL	70506983	N/A	Philadelphia Airport	

11142	Outdoor Equipment, Summer	Redmax	3400DL	7050702	N/A	Philadelphia Airport	
11144	Outdoor Equipment, Summer	Redmax	3400DL	70507103	N/A	Philadelphia Airport	
11145	Outdoor Equipment, Summer	Redmax	3400DL	70506980	N/A	Philadelphia Airport	
11146	Outdoor Equipment, Summer	Redmax	3400DL	70507121	N/A	Philadelphia Airport	
11143	Outdoor Equipment, Summer	Redmax	3400DL	70507112	N/A	Philadelphia Airport	
11198	Outdoor Equipment, Summer	Sprayer	11198	11198	N/A	Philadelphia Airport	N/A
11153	Outdoor Equipment, Summer	Redmax	3400	70507024	N/A	Philadelphia Airport	
2778	Outdoor Equipment, Summer	John Deere	CS52	TCCS52X000338	N/A	Philadelphia Airport	N/A
2779	Outdoor Equipment, Summer	John Deere	CS52	TCCS52X000397	N/A	Philadelphia Airport	N/A
1174	Outdoor Equipment, Summer	Stihl	MS440	N/A	N/A	Philadelphia Airport	N/A
1253	Outdoor Equipment, Summer	Redmax	G310TS	500030	N/A	Philadelphia Airport	

1173	Outdoor Equipment, Summer	Stihl	MS440	N/A	N/A	Philadelphia Airport	N/A
1322	Outdoor Equipment, Summer	Red Maxx	SC3400dl	N/A	N/A	Philadelphia Airport	bldg/gnd garage
1369	Outdoor Equipment, Summer	Red Maxx	weed trimmer	N/A	N/A	Philadelphia Airport	N/A
1376	Outdoor Equipment, Summer	Red Maxx	bc3401dl	n/a	N/A	Philadelphia Airport	N/A
1370	Outdoor Equipment, Summer	Red Maxx	bc3401dl	n/a	N/A	Philadelphia Airport	N/A
1190	Outdoor Equipment, Summer	Red Maxx	g31cts	003290	1/22/2001	Philadelphia Airport	
1371	Outdoor Equipment, Summer	Red Maxx	bc341d1	41204088	N/A	Philadelphia Airport	
1240	Outdoor Equipment, Summer	Echo		n/a	N/A	Philadelphia Airport	
1377	Outdoor Equipment, Summer	Red Maxx	BC3401DL	41204105	N/A	Philadelphia Airport	P&G
1372	Outdoor Equipment, Summer	Red Maxx	BC3401DL	41204069	N/A	Philadelphia Airport	P&G
1381	Outdoor Equipment, Summer	Red Maxx	G34L	41204078	N/A	Philadelphia Airport	A-Pier

1384	Outdoor Equipment, Summer	Redmax	n/a	n/a	N/A	Philadelphia Airport	
1374	Outdoor Equipment, Summer	Red Maxx	n/a	n/a	N/A	Philadelphia Airport	N/A
1378	Outdoor Equipment, Summer	Red Maxx	n/a	n/a	N/A	Philadelphia Airport	N/A
2647	Outdoor Equipment, Summer	Batts Inc	N/A	991526	N/A	Philadelphia Airport	
2643	Outdoor Equipment, Summer	Batts Inc	N/A	991519	N/A	Philadelphia Airport	
2644	Outdoor Equipment, Summer	Batts Inc	N/A	991518	N/A	Philadelphia Airport	
2645	Outdoor Equipment, Summer	Batts Inc	N/A	991517	N/A	Philadelphia Airport	
1380	Outdoor Equipment, Summer	Redmax	sc3400dl	n/a	N/A	Philadelphia Airport	
1236	Outdoor Equipment, Summer	ProChem Professional Chemicals Corp.	Line Driver	BA2719	N/A	Philadelphia Airport	N/A
1239	Outdoor Equipment, Summer	ProChem Professional Chemicals Corp.	Line Lazer	N/A	N/A	Philadelphia Airport	N/A

1204	Outdoor Equipment, Summer	ProChem Professional Chemicals Corp.	N/A	N/A	N/A	Philadelphia Airport	N/A
1205	Outdoor Equipment, Summer	ProChem Professional Chemicals Corp.	Line Driver	BA2680	N/A	Philadelphia Airport	N/A
2808	Outdoor Equipment, Summer	Lowthers Small Engine, Inc.	Saw, Concrete Cast Allluminum MK2024	582318	11/8/2006	Philadelphia Airport	n/a
12787	Outdoor Equipment, Summer	Redmax	BC3401DL	n/a	N/A	Philadelphia Airport	
1278	Outdoor Equipment, Summer	Redmax	BC3401DL	n/a	N/A	Philadelphia Airport	Paveme nt and Grounds
1077	Outdoor Equipment, Summer	Red Maxx	sc3400dl	N/A	1/1/1990	Philadelphia Airport	bldg/gnd garage
1078	Outdoor Equipment, Summer	Red Maxx	sc3400dl	N/A	1/1/1990	Philadelphia Airport	bldg/gnd garage
1079	Outdoor Equipment, Summer	Red Maxx	sc3400dl	N/A	1/1/1990	Philadelphia Airport	bldg/gnd garage
1059	Outdoor Equipment, Summer	Red Maxx	sc3400dl	N/A	1/1/1990	Philadelphia Airport	shop
1060	Outdoor Equipment, Summer	Red Maxx	sc3400dl	N/A	1/1/1990	Philadelphia Airport	shop

1061	Outdoor Equipment, Summer	Red Maxx	sc3400dl	N/A	1/1/1990	Philadelphia Airport	shop
1062	Outdoor Equipment, Summer	Red Maxx	sc3400dl	N/A	1/1/1990	Philadelphia Airport	shop
1063	Outdoor Equipment, Summer	Red Maxx	sc3400dl	N/A	1/1/1990	Philadelphia Airport	shop
1076	Outdoor Equipment, Summer	Snapper	331314BE	9411114e	1/1/1990	Philadelphia Airport	bldg/gnd garage
1080	Outdoor Equipment, Summer	Echo	srm210	N/A	1/1/1990	Philadelphia Airport	bldg/gnd garage
1081	Outdoor Equipment, Summer	Echo	srm210	N/A	1/1/1990	Philadelphia Airport	bldg/gnd garage
1082	Outdoor Equipment, Summer	Echo	srm210	N/A	1/1/1990	Philadelphia Airport	bldg/gnd garage
1091	Outdoor Equipment, Summer	Little Wonder	N/A	244852	1/1/1990	Philadelphia Airport	bldg/gnd garage
1088	Outdoor Equipment, Summer	Giant Vac	856	856	1/1/1990	Philadelphia Airport	bldg/gnd garage
1084	Outdoor Equipment, Summer	Giant Vac	856	856	1/1/1990	Philadelphia Airport	bldg/gnd garage
1085	Outdoor Equipment, Summer	Giant Vac	856	856	1/1/1990	Philadelphia Airport	bldg/gnd garage

1086	Outdoor Equipment, Summer	Giant Vac	856	856	1/1/1990	Philadelphia Airport	bldg/gnd garage
1089	Outdoor Equipment, Summer	Giant Vac	856	856	1/1/1990	Philadelphia Airport	bldg/gnd garage
1096	Outdoor Equipment, Summer	Giant Vac	83K	93220779	1/1/1990	Philadelphia Airport	overseas terminal
1097	Outdoor Equipment, Summer	Giant Vac	83K	N/A	1/1/1990	Philadelphia Airport	overseas terminal
1098	Outdoor Equipment, Summer	Giant Vac	83K	N/A	1/1/1990	Philadelphia Airport	overseas terminal
1030	Pallet Jack	Wesco	5500 lb	0301ws-1081	1/1/1990	Philadelphia Airport	locker corridor
1849	Pallet Jack	Jungheinrich/Multiton	ELEAC4527X48	03094428	N/A	Philadelphia Airport	warehouse
1288	Pallet Jack	Jungheinrich/Multiton	eieac4527x48	03115164	N/A	Philadelphia Airport	ddolly
1269	Pallet Jack	Jungheinrich/Multiton	eleac4527x48	0304426	N/A	Philadelphia Airport	ddolly
1863	Pallet Jack	Jungheinrich/Multiton	ELE AC 4527x48	03094425	N/A	Philadelphia Airport	Warehouse
1296	Pallet Jack	Jungheinrich/Multiton	ELE AC 4527x48	03094426	N/A	Philadelphia Airport	
14232	Pallet Jack	Dayton	4YX96	001	N/A	Philadelphia Airport	Warehouse
13252	Pallet Jack	Vestil	EPT-2547-30	031589	N/A	Philadelphia Airport	N/A
13253	Pallet Jack	Vestil	EPT-2547-30	080830	N/A	Philadelphia Airport	N/A
1262	Pressure Washer	Aladdin	4530d	58391	N/A	Philadelphia Airport	N/A

1352	Pressure Washer	Aladdin	ZDHS3008O1C6AL	15016486	N/A	Philadelphia Airport	N/A
1256	Pressure Washer	Aladdin	4530B	58391	N/A	Philadelphia Airport	N/A
1092	Pressure Washer	Other	N/A	N/A	1/1/1990	Philadelphia Airport	bldg/gnd garage
1147	Pressure Washer	Other	Monsoon	8351	1/1/1990	Philadelphia Airport	C Bag
1025	Snow Thrower	John Deere	724d	m0724dx202809	1/1/1990	Philadelphia Airport	locker corridor
1026	Snow Thrower	John Deere	724d	m0724dx202815	1/1/1990	Philadelphia Airport	locker corridor
1027	Snow Thrower	John Deere	724d	m0724dx202922	1/1/1990	Philadelphia Airport	locker corridor
1028	Snow Thrower	John Deere	724d	m0724dx202817	1/1/1990	Philadelphia Airport	locker corridor
1021	Snow Thrower	Snapper	17243	75076231	1/1/1990	Philadelphia Airport	locker corridor
1860	Snow Thrower	Other	31a-611d129	N/A	N/A	Philadelphia Airport	N/A
1215	Snow Thrower	Snapper	17243	75076214	N/A	Philadelphia Airport	d dolly
1216	Snow Thrower	Other	31a-611d129	1f300b30379	N/A	Philadelphia Airport	ddolly
1218	Snow Thrower	Snapper	17243	75076216	N/A	Philadelphia Airport	ddolly
1202	Snow Thrower	Snapper	17243	75076611	N/A	Philadelphia Airport	ddolly
1228	Snow Thrower	Snapper	17243	75077234	N/A	Philadelphia Airport	ddolly
1229	Snow Thrower	Snapper	17243	75076236	N/A	Philadelphia Airport	ddolly
1018	Stripping Machine	Other	2800	N/A	1/1/1990	Philadelphia Airport	locker corridor

1125	Stripping Machine	Eagle Floor Care, Inc.	680433	30424582	1/1/1990	Philadelphia Airport	AB Roll Out
10113	Stripping Machine	Aztec	Sidewinder 30	E#89606-10-08CCK	N/A	Philadelphia Airport	PHL
11158	Stripping Machine	Aztec	N/A	0102441	N/A	Philadelphia Airport	
10116	Sweeper, Push	Sweepster	C36TWCDS	9849062	N/A	Philadelphia Airport	Warehou se
10115	Sweeper, Push	Sweepster	C36TWCDS	9849065	N/A	Philadelphia Airport	Warehou se
1022	Sweeper, Push	Sweepster Attachments, LLC	c36twcds	9849066	1/1/1990	Philadelphia Airport	locker corridor
1023	Sweeper, Push	Sweepster Attachments, LLC	c36twcds	9849061	1/1/1990	Philadelphia Airport	locker corridor
1024	Sweeper, Push	Sweepster Attachments, LLC	c36twcds	9849064.00000001	1/1/1990	Philadelphia Airport	locker corridor
1040	Sweeper, Push	Nilfisk-Advance	467215	1136566	1/1/1990	Philadelphia Airport	shop hallway
1036	Sweeper, Push	Nilfisk-Advance	467215	1136567	1/1/1990	Philadelphia Airport	shop hallway
1813	Sweeper, Push	Sweepster Attachments, LLC	36TDWPD	9551015	N/A	Philadelphia Airport	N/A
2646	Sweeper, Push	Sweepster Attachments, LLC	LXD03B	942648	N/A	Philadelphia Airport	
1842	Sweeper, Ride-On	Wind	rrb47	n/a	N/A	Philadelphia Airport	
1167	Sweeper, Ride-On	Wind	RRB47	10000292820	1/1/1990	Philadelphia Airport	AB Roll Up

1003	Sweeper, Ride-On	Nilfisk-Advance	411002	a123936	1/1/1990	Philadelphia Airport	office corridor
1008	Sweeper, Ride-On	Nilfisk-Advance	411002	a123934	1/1/1990	Philadelphia Airport	locker corridor
1009	Sweeper, Ride-On	Nilfisk-Advance	411002	a123940	1/1/1990	Philadelphia Airport	locker corridor
1116	Sweeper, Ride-On	Wind	Radius 47	1000282994	1/1/1990	Philadelphia Airport	A East
1124	Sweeper, Ride-On	Wind	RRB47	1000297661	1/1/1990	Philadelphia Airport	AB Roll Out
132339	Sweeper, Ride-On	Eagle Power	1050E	80000014882	N/A	Philadelphia Airport	PHL Warehous e
10109	Tractor	John Deere	1565 AWD	TC1565D060256	N/A	Philadelphia Airport	
13235	Tractor	Bobcat	942237E	94223701684	N/A	Philadelphia Airport	Paveme nt and Grounds
13236	Tractor	BOBCAT	942237E	94233701791	N/A	Philadelphia Airport	Paveme nt and Grounds
11823	Tractor	John Deere	1565 AWD	TC1565D060254	N/A	Philadelphia Airport	
11822	Tractor	John Deere	1565 AWD	TCRG758070019	N/A	Philadelphia Airport	
10108	Tractor	John Deere	1565	TCRG758070271	N/A	Philadelphia Airport	N/A
1070	Tractor	Other	925008	7042656	1/1/1990	Philadelphia Airport	bldg/gnd garage
1072	Tractor	Other	925008	7042670	1/1/1990	Philadelphia Airport	bldg/gnd garage
1069	Tractor	Other	924423	006130	1/1/1990	Philadelphia Airport	bldg/gnd garage

1071	Tractor	Other	924423	006133	1/1/1990	Philadelphia Airport	bldg/gnd garage
1073	Tractor	Other	Hillsider	6400	1/1/1990	Philadelphia Airport	bldg/gnd garage
1093	Tractor	Case	1840	u9144937	1/1/1990	Philadelphia Airport	bldg/gnd garage
1075	Tractor	John Deere	3tn75rj	ch30330016192	1/1/1990	Philadelphia Airport	bldg/gnd garage
1181	Tractor	Hustler	hillsider 6400	04010308	N/A	Philadelphia Airport	N/A
1182	Tractor	Hustler	hillsider 6400	04010307	N/A	Philadelphia Airport	N/A
1819	Tractor	John Deere	4115	H421317	N/A	Philadelphia Airport	N/A
1832	Vacuum, Backpack	Wind	9295E61059	10015549	N/A	Philadelphia Airport	
1157	Vacuum, Backpack	Wind	VP10	10015754	1/1/1990	Philadelphia Airport	E-4 Terminal
1158	Vacuum, Backpack	Wind	VP10	10021327	1/1/1990	Philadelphia Airport	E-4 Terminal
1083	Vacuum, Backpack	Redmax	EB431	631905	1/1/1990	Philadelphia Airport	bldg/gnd garage
1041	Vacuum, Hip	Kent/Euroclean	011486-3	962460934	1/1/1990	Philadelphia Airport	shop hallway
1149	Vacuum, Upright	Kent/Euroclean	12DC	n/a	1/1/1990	Philadelphia Airport	D Bag
1159	Vacuum, Upright	Kent/Euroclean	PS16	N/A	1/1/1990	Philadelphia Airport	E-4 Terminal
1152	Vacuum, Upright	Kent/Euroclean	KC-280	9628961818	1/1/1990	Philadelphia Airport	F Bag
1162	Vacuum, Upright	Maytag Corporation/Hoover	U5280940	20200106507	1/1/1990	Philadelphia Airport	E-4 Terminal
1163	Vacuum, Upright	Maytag Corporation/Hoover	U5280940	20200106496	1/1/1990	Philadelphia Airport	E-4 Terminal

1134	Vacuum, Upright	Other	N/A	1000091494	1/1/1990	Philadelphia Airport	AB Roll Out
1817	Vacuum, Upright	Electrolux Home Care Products LTD	KC-165MU	1000226	N/A	Philadelphia Airport	N/A
1208	Vacuum, Upright	Electrolux Home Care Products LTD	SC886	N/A	N/A	Philadelphia Airport	N/A
1853	Vacuum, Upright	Nilfisk-Advance	select vac	1751634	N/A	Philadelphia Airport	N/A
1207	Vacuum, Upright	Electrolux Home Care Products LTD	SC889	961349533	N/A	Philadelphia Airport	
1855	Vacuum, Upright	Nilfisk-Advance	566482243	1870348243	N/A	Philadelphia Airport	
1856	Vacuum, Upright	Electrolux Home Care Products LTD	n/a	n/a	N/A	Philadelphia Airport	AIRPORT TERMINALS
2770	Vacuum, Upright	sanitare	sc887	0633014766	N/A	Philadelphia Airport	N/A
2790	Vacuum, Upright	Hoover	C2075-070	N/A	N/A	Philadelphia Airport	N/A
13256	Vacuum, Upright	Nobles	614219	155557	N/A	Philadelphia Airport	Locker Cord.
11133	Vacuum, Upright	Nobles	614219	155562	N/A	Philadelphia Airport	N/A
11157	Vacuum, Upright	Nobles	614219	155565	N/A	Philadelphia Airport	N/A
11152	Vacuum, Upright	Nobles	614219	157427	N/A	Philadelphia Airport	N/A

11149	Vacuum, Upright	Nobles	N/A	155557	N/A	Philadelphia Airport	N/A
42023	Vacuum, Upright	Advance	56704200	2019857	N/A	Philadelphia Airport	
11163	Vacuum, Upright	Sanitaire	SC887	0633014771	N/A	Philadelphia Airport	
14230	Vacuum, Upright	Sanitaire	SC684	0434046705	N/A	Philadelphia Airport	
11212	Vacuum, Upright	sanitare	sc887	0633014767	N/A	Philadelphia Airport	
11217	Vacuum, Upright	mercury	muv-12	1201420	N/A	Philadelphia Airport	N/A
13247	Vacuum, Upright	Nilfisk	56648094	1383204	N/A	Philadelphia Airport	
1234	Vacuum, Upright	Nilfisk advance	56648093	1753123	N/A	Philadelphia Airport	N/A
14234	Vacuum, Upright	sanitaire	sc887	0633014765	N/A	Philadelphia Airport	N/A
14267	Vacuum, Upright	sanitaire	sc887	0633014757	N/A	Philadelphia Airport	N/A
11165	Vacuum, Upright	Nobles	614219	155618	N/A	Philadelphia Airport	
14228	Vacuum, Wide-Area	windsor	00	10125050000997	N/A	Philadelphia Airport	N/A
14199	Vacuum, Wide-Area	Allstar	Jav280	1000091605	N/A	Philadelphia Airport	N/A
1848	Vacuum, Wide-Area	Kent/Euroclean	KC-280	962861821	######### #	Philadelphia Airport	B TERMINAL
1390	Vacuum, Wide-Area	Other	jav280		N/A	Philadelphia Airport	
1203	Vacuum, Wide-Area	Kent/Euroclean	kc-28	962861815	N/A	Philadelphia Airport	

1049	Vacuum, Wide-Area	Wind	wav	1000106992	1/1/1990	Philadelphia Airport	shop hallway
1037	Vacuum, Wide-Area	Kent/Euroclean	kc280	962861814	1/1/1990	Philadelphia Airport	shop hallway
1039	Vacuum, Wide-Area	Kent/Euroclean	kc280	962861824	1/1/1990	Philadelphia Airport	shop hallway
1143	Vacuum, Wide-Area	Kent/Euroclean	KC-280	962861823 KC-280	1/1/1990	Philadelphia Airport	B Bag
1132	Vacuum, Wide-Area	Wind	WAV	1000106991	1/1/1990	Philadelphia Airport	AB Roll Out
1112	Vacuum, Wide-Area	Windsor	N/A	1000106993	1/1/1990	Philadelphia Airport	
1160	Wet/Dry Vacuum, Battery	Nobles, Inc. Tennant Sales & Service	608688	N159E00037509DV	1/1/1990	Philadelphia Airport	E-4 Terminal
1141	Wet/Dry Vacuum, Battery	Nobles, Inc. Tennant Sales & Service	608688	N159e00037668	1/1/1990	Philadelphia Airport	B Bag
1020	Wet/Dry Vacuum, Electric	Nobles, Inc. Tennant Sales & Service	608688	n159e00037496du	1/1/1990	Philadelphia Airport	locker corridor
1029	Wet/Dry Vacuum, Electric	Nilfisk-Advance	gm625	026404br1300	1/1/1990	Philadelphia Airport	shop hallway
1120	Wet/Dry Vacuum, Electric	Wind	t720tp	N/A	1/1/1990	Philadelphia Airport	A East
1121	Wet/Dry Vacuum, Electric	Wind	t720tp	N/A	1/1/1990	Philadelphia Airport	A East

1033	Wet/Dry Vacuum, Electric	Wind	t720tp	n01233	1/1/1990	Philadelphia Airport	shop hallway
1165	Wet/Dry Vacuum, Electric	Mastercraft Industries, Inc.	DA-1512	M03073315	1/1/1990	Philadelphia Airport	A-Dolly
1156	Wet/Dry Vacuum, Electric	Mastercraft Industries, Inc.	DA1512	M03D73356	1/1/1990	Philadelphia Airport	E-4 Terminal
1166	Wet/Dry Vacuum, Electric	Minuteman International, Inc.	239085	39310179	1/1/1990	Philadelphia Airport	A-Dolly
1129	Wet/Dry Vacuum, Electric	Mytee Products, Inc.	915-6	V71424	1/1/1990	Philadelphia Airport	AB Roll Out
1140	Wet/Dry Vacuum, Electric	Dayton	6z768b	N/A	1/1/1990	Philadelphia Airport	B Bag
1809	Wet/Dry Vacuum, Electric	nobles tennant	608688	n159e00037506du	N/A	Philadelphia Airport	
1809	Wet/Dry Vacuum, Electric	nobles tennant	608688	n159e00037506du	N/A	Philadelphia Airport	
11164	Wet/Dry Vacuum, Electric	Nilfisk Advance	GM 625	004036BR1503	N/A	Philadelphia Airport	N/A
11177	Wet/Dry Vacuum, Electric	Nobles	EV15	N15E00037668DU	N/A	Philadelphia Airport	N/A
11148	Wet/Dry Vacuum, Electric	Advance	GM625	026396BR1300	N/A	Philadelphia Airport	N/A

11154	Wet/Dry Vacuum, Electric	Nilfisk Advance	GM625	004033RB1503	N/A	Philadelphia Airport	
11155	Wet/Dry Vacuum, Electric	Nilfisk Advance	GM625	004034BR1503	N/A	Philadelphia Airport	

Attention Bidder:

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

Exhibits
Drawings
Attached specifications
Attached documents

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

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

INSTRUCTIONS FOR GETTING PAID BY THE CITY OF PHILADELPHIA

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

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

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

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

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

BIDDERS GUIDELINES*

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

- Read the entire bid so that you fully understand all the requirements.
- All bids must be submitted to the City no later than the time and date stated as the bid opening.
- Note the City Anti-Discrimination Policy. If 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

Revised 09/08

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

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

Hugh Ortman
Procurement Commissioner

Master Bid Security Program for Service, Supplies and Equipment Bids
Period of Coverage: July 1, 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.# _____

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

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

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)

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

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

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.

*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;

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

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

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

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

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

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

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

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

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

f. The Procurement Department's determination that the Contractor is not a responsible bidder on the Invitation and Bid, where such determination is made, and is based upon, information received after award of the Contract and/or after execution of the Contract by the Procurement Commissioner and/or after satisfaction of any or all other conditions of a binding Contract set forth in Section 2 above.

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

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

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

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

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

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

installed and ready for test. The balance shall be paid only after the equipment is tested and found to be satisfactory by the City. If the equipment must be tested, but installation is not required to be made by the supplier or if the equipment must be installed but testing is not required, and the installation or testing is delayed through no fault of the contractor, contractor shall be 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 of or failure to conform to this certification may, at the option of the City, result in the withholding of payments otherwise due to subcontractor for services rendered in connection with the Contract and, if such breach or failure is not resolved to the City's satisfaction within a reasonable time frame specified by the City in writing, may result in the offset of any such indebtedness against said payments otherwise due to subcontractor and/or the termination of subcontractor for default (in which case subcontractor shall be liable for all costs, losses and other damages resulting from the termination)."

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

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

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

GENERAL INFORMATION

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

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

25. NONDISCRIMINATION.

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

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

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

a. Gifts. Executive Order No. 02-04 prohibits City employees from soliciting or accepting anything of value from any person or entity seeking to initiate or maintain a business relationship with the City of Philadelphia, its departments, boards, commissions, and agencies. Bidder understands and agrees that if it offers anything of value to a City official or employee under circumstances where the receipt of such item would violate the provisions of this Executive Order shall be subject to sanctions with respect to future City Contracts. Such sanctions may range from disqualification from participation in a particular Contract to debarment, depending on the nature of the violation. All bidders, agents or intermediaries who are solicited for gifts or gratuities by City employees are urged to report these incidents to the Inspector General, Aramark Tower, Third Floor, 1101 Market Street, Philadelphia, PA 19107.

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

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

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

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

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

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

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

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

29. PHILADELPHIA 21st CENTURY MINIMUM WAGE STANDARD. If Contractor is an Employer, as defined 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 $25,000, date and sign the bid here, with the original signatures, in ink.

This _____day of_____20

(Signature of Owner, Partner)	**(Type or Print Name and Title)**
(Business Name of Bidder)	
(Address, including Zip Code)	**(Telephone Number, including Area Code)**

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

This_____day of_____20

CORPORATE SEAL

	(Corporate or Business Name of Bidder)
(Address, including Zip Code)	**(Telephone Number, including Area Code)**
(Signature of President or Vice President)	**(Signature of Secy., Asst. Secy., Treas. or Asst. Treas.)**
(Type or Print Name and Title)	**(Type or Print Name and Title)**

APPROVED AS TO FORM	**CONTRACT EXECUTION**
(Assistant City Solicitor)	**(Procurement Commissioner)**