BID OPENING DATE AND TIME

On: November 18, 2013 **AT: 10:30 A.M.**

BID NO.	PAGE	INVITATION AND BID ADVERTISED	BIDDER MUST COMPLETE BELOW
T4Z59760	1 OF 37		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 : J. Manton
S. Justice

TITLE OF BID: **Medium and Heavy Duty Truck Replacement Parts**

GENERAL INFORMATION

This Invitation to Bid and Contract is issued under the Antidiscrimination Policy described in the Mayor's Executive Order 03-12.

While there are no ranges for the participation of Minority (MBE), Woman (WBE) or Disabled (DSBE) Owned Business Enterprises (collectively, M/W/DSBEs) projected for this Bid, bidders are prohibited from discriminating in their selection of subcontractors and are encouraged to use their Best and Good Faith Efforts to solicit quotes from M/W/DSBEs on an equitable basis with other firms. See the Office of Economic Opportunity (OEO) Instructions and Form which is part of this Invitation to Bid and Contract.

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 9 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

CITY OF PHILADELPHIA
OFFICE OF ECONOMIC OPPORTUNITY
ANTIDISCRIMINATION POLICY- MINORITY, WOMAN AND DISABLED OWNED BUSINESS ENTERPRISES
INSTRUCTIONS AND FORM
(SEALED BID CONTRACTS)

Under the authority of Executive Order No. 03–12, the City of Philadelphia has established an antidiscrimination policy ("Policy") relating to the participation of Minority (MBE), Woman (WBE) and Disabled (DSBE) Owned Business Enterprises in City contracts. Executive Order 03–12 is administered by the City's Office of Economic Opportunity ("OEO").

The purpose of this Policy is to provide equal opportunity for all businesses and to assure that City funds are not used, directly or indirectly, to promote, reinforce or perpetuate discriminatory practices. The City is committed to fostering an environment in which all businesses are free to participate in business opportunities without the impediments of discrimination and participate in all City contracts on an equitable basis. In accordance with the contracting requirements of the City, the City's Policy is applicable to this Invitation and Bid (hereinafter, "Bid").

For this Bid, the City has not established ranges for the participation of MBEs, WBEs and/or DSBEs (collectively, "M/W/DSBEs"), but bidder is encouraged to exercise Best and Good Faith Efforts to include M/W/DSBEs in this bid and in bidder's supply chain. "Best and Good Faith Efforts" are those efforts, the scope, intensity and appropriateness of which are designed and performed to achieve meaningful and commercially useful participation by M/W/DSBEs. An OEO Certification Registry of M/W/DSBEs is maintained by the OEO and is available online at www.phila.gov/OEO/directory. Firms owned and controlled by minority persons, women or disabled persons, which are certified as MBE, WBE, DSBE or DBE by an approved certifying agency, including the Pennsylvania Unified Certification Program, may apply to the OEO for listing in its OEO Certification Registry.

Bidder is also encouraged to identify below, any M/W/DSBEs that will be used by bidder if successful:

Company Name	Address	Certification Status (MBE, WBE or DSBE)	Type of Work/Supply Effort
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---	---	---	---
---	---	---	---
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SECTION 1: GENERAL BID SUBMISSION

1.1 **TITLE: Medium and Heavy Duty Truck Replacement Parts**

1.2 **SCHEDULE NO: 31-02**

1.3 **CONTRACT TERM**: Date of Award through twelve (12) months ("Initial Term"), with final renewal ending 06/30/2017 ("the Renewal Term") exercisable, at the City's sole discretion, as of the expiration of the Initial Term or the 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 the purchase of Medium and Heavy Duty OEM Truck Replacement Parts from one Primary and one Secondary vendor for each of the OEM Manufacturers listed in Section 5 of this Invitation and Bid.

1.7 **BID SECURITY**

1.7.1 Bid security shall be based upon **the total estimated expenditures for each Manufacturer/Brand line item that the bidder quotes.**

All bids submitted with a total greater than $32,000.01 must be accompanied by the proper Bid Security.

Bidders already enrolled in the City's Master Bid Security Program for July 1, 2013 to June 30, 2014 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, 2013 through June 30, 2014**
Bidders may qualify for the Master Bid Security Program described above for **July 1, 2013 – June 30, 2014** by submitting a check in the amount of **$140.00** 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 $32,000 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." Bid Processing Fee shall be based upon **the total estimated expenditures for each Manufacturer/Brandline item that the bidder quotes.**

1.9.7 In accordance with Chapter 17-109 of The Philadelphia Code relating to Local Bidding Preferences and the Regulations promulgated thereto, this bid may be subject to a 5% local bid preference. In order to determine eligibility to receive the 5% preference, if applicable, bidder must be certified as a Local Business Entity ("LBE") at the time of the bid opening and must submit with the bid its LBE Certification number as issued by the Procurement Department:

Bidder's LBE Certification Number_____

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

"Throughout the entirety of the contract, my company or my subcontractor(s)[1] will perform the majority of any work on the subject contract within the geographic limits of the City of Philadelphia and my company or my subcontractor(s) will maintain within the City a majority of the inventory or equipment that will be used on the contract or the amount of inventory that is customary for that industry."

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. The Procurement Commissioner reserves the right to request any additional or clarifying information at any time prior to award of the contract, and during the performance of the contract.

1.9.8 **BID QUESTIONS OR PROBLEMS**

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

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

[1] If the Bidder relies upon subcontractor(s) to perform the majority of the work and maintain the majority of the inventory or equipment within the City, the subcontractor(s)' LBE Certification Number and most recent annual affidavit of continuing eligibility must be submitted to the Procurement Department.

1.9.9 **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_____

1.9.10 **Bidders are to submit with their bid representative sections of the price list bidder intends to use for the purposes of this bid. The representative sections must show the list price of all those items appearing in the bid in the sections upon which bidder places a bid. These representative sections may be in a hard copy or in electronic form (i.e., CD ROM, disk, etc.). At time of award, vendor must submit the manufacturer's list price book in Adobe Acrobat PDF file or CD ROM to the buyer. 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.**

1.10 **BIDDER QUALIFICATION:**

1.10.1 Bidder must demonstrate that they are fully capable of supplying and delivering directly to the City repair facilities as required and defined by the usage stated in estimated expenditures listed in Section 5 of this Invitation and Bid.

1.10.2 Bidders should submit the following reference information with their bid. References provided should be pertinent to the commodities quoted in this Invitation and Bid; and demonstrate the bidder's ability to supply and deliver to customers of the same size and scope as those listed herein.

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

SECTION 1:

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

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

SECTION 2:

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

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

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

SECTION 2: SPECIFICATIONS

2.1 The Office of Fleet Management (OFM) anticipates that it shall require replacement parts for its out of service Medium and Heavy Duty Trucks during the contract period for sixteen (16) garage locations.

It is the intent of the City of Philadelphia to award this Invitation and Bid to both a PRIMARY and SECONDARY vendor to ensure immediate delivery of the Original Equipment Manufacturer (OEM) parts to the City.

If, at any time during the contract period, the Primary vendor cannot meet the delivery requirements specified in Paragraph 2.5 of this Invitation and Bid, the City reserves the right to go to the Secondary vendor for the OEM replacement parts required by the City.

2.2 **Parts Ordering:**

The awarded vendor shall be provided a "shipping instruction" notification number by either the Shop location designee or the Central Ordering Unit authorizing the purchase or delivery. A copy of OFM location phone numbers and authorized contact information shall be provided to the vendor upon award.

The successful **PRIMARY** and **SECONDARY vendors** shall be required to provide local non-toll telephone numbers for City personnel for faxing of orders and for telephone inquiry.

TELEPHONE NUMBER/CONTACT FOR INQUIRY:

_____

_____

FAX NUMBER: _____

E-MAIL ADDRESS: _____

Both the successful Primary and Secondary vendors must be able to receive orders via Electronic E-Mail or FAX twenty-four (24) hours per day, seven (7) days per week.

2.2.1 **INVENTORY LEVELS**

Bidder must have stock of and/or access to the manufacturer's full selection of OEM replacement parts for the section of the line item bid upon and shall furnish all replacement parts packaged in the manufacturer's sealed boxes and/or cartons upon delivery to the City.

OFM staff will order the part(s) from the successful Primary vendor. The successful Secondary vendor shall be utilized only if the required part(s) cannot be obtained from the Primary vendor on a timely basis. At a minimum, the successful Primary and Secondary vendors must be able to provide information regarding ordering questions, parts availability, parts substitution, etc., during the period 7:00 AM to 7:00 PM, Monday thru Friday.

The City of Philadelphia-OFM reserves the right to notify and require the successful primary bidder to maintain a reasonable stock of those parts, specific to its fleet, that are deemed critical and/or high usage.

2.2.2 **REPORTING**

At the time the Office of Fleet Management places an order with the awarded vendor for any parts that are new or superseded, the awarded vendor shall notify OFM at the Central Ordering E-mail address below stating the shipping instruction notification number, shop location, original part number, superseded and/or new part number, and current City price.

Awarded vendor shall keep a record of those new or superseded part numbers and follow up by providing OFM Central Ordering a monthly report detailing information as stated above for any part number ordered by the Office of Fleet Management in that month.

Notification shall be provided to:
Michael Constantine
OFM Central Ordering Unit
100 South Broad Street, 3rd Floor
Philadelphia, PA 19102
Phone: 215-686-1846/47
Fax: 215-686-1848
Michael.Constantine@phila.gov

2.3 **WARRANTIES**

2.3.1 All parts provided shall be warranted as per the manufacturer's standard warranty.

2.3.2 Defective or failed parts shall be replaced within the manufacturer's warranty period at no cost to the City, for failed items.

2.3.3 The City shall be reimbursed by the bidder from whom the part was purchased for all labor costs incurred by the City in replacing all items as a result of a defective unit which failed during the warranty period. The manufacturer's standard rate per hour shall be used as a minimum to compute these costs.

For Warranty Repairs:

Contact Name:_____

Contact Phone Number:_____

2.3.3.1 OFM agrees that the manufacturer should and will be allowed to examine vehicles and equipment with reported failed major units prior to removal and warranty claim. This will require coordination with OFM's Materials Manager and the Bureau of Quality Assurance Warranty Officer as the manufacturer's representative(s) will not be permitted to make any repairs or modifications to the equipment on or in City facilities.

2.4 **RETURNS**

2.4.1 The return policy shall apply to both Primary and Secondary bidders.

2.4.2 For items to be returned, City staff shall inform the bidder of part number, part name, brand, quantity and location of the items. The return order shall be picked up within two (2) days of the City's notice. At the time of pickup, bidders' driver shall supply a return goods form as detailed in section 4.2.7.4. The credit invoice shall be issued within 72 hours.

The City of Philadelphia will not pay restocking charges for goods returned during the life of this contract, as long as they are active parts in the manufacturers' line.

2.5 **DELIVERY**

The successful PRIMARY and SECONDARY vendors must deliver requested items within 24 hours or two working days for non-stocked items. Those items deemed critical stocked items shall be available immediately for delivery or pickup during the hours of 7:00 AM to 7:00 PM Monday-Friday, 7:00 AM to 1:00 PM Saturday or next business day whichever is applicable.

Each delivery must be accompanied by a two (2) part delivery slip detailing the City bid number, City contract number, OFM shipping instruction number, manufacturer's part number, brand name, item description, quantity, unit price, extended price, and total price. The delivery slip must be signed by a City receiver with name and employee payroll number. One (1) copy of the delivery slip is to be left with receiver. The second copy shall be utilized as or attached to the original invoice and forwarded to the OFM accounts payable unit.

2.5.1 Successful bidder will notify the OFM Shop Location Parts Supervisor as well as the OFM Materials Manager immediately of any personnel changes (resignations, terminations, reassignments) or industry problems that may impact the ability of vendor to deliver within the time periods as defined within this Invitation and Bid.

2.5.2 Prices listed in Section 5 shall include all shipping charges to the requesting location unless otherwise specified in section 2.5.3.1.

2.5.3 All deliveries of parts for vehicles out of service (designated by a “U” prefix to purchase authorization) must be shipped by fastest way possible, to the specified location after discussion of freight charges with OFM designee.

2.5.3.1 **Special Order Items:**

If special shipping arrangements are agreed and approved by OFM, vendor shall prepay and ship showing freight charges on the invoice. Vendor shall discuss with OFM, authorized SHOP representative the available shipping options. Not all parts are needed next day. Shipment shall be by fastest way possible for each order. Shipping charges will be paid only if pre-approved and authorized by Fleet Maintenance Supervisory personnel. <u>There shall be no vendor mark- up costs on freight.</u> The charges shall be paid to the vendor at their cost to be verified by vendors supporting documents when invoicing.

2.5.4 **REPAIR FACILITY LOCATIONS**
(Please note this list is informational only. Each location does not repair the same vehicles and will not require every part listed in Section 5)

Shop Number	Address	Zip
134	100 E Hunting Park & Front	19125
159	4040 Whitaker Avenue	19124
175	8601 Ashburner & State Rd.	19136
209	NE Airport- 9800 Ashton Rd. & Grant Ave	19114
225	200 Domino Ln. & Umbria	19128
233	3275 Fox Street	19129
241	2601 Glenwood Avenue	19121
258	Warehouse Facility 26th & Master Streets	19121
282	Carbarn Fairmount Park I-76 & Montgomery Dr.	19131
290	51st & Grays Ferry	19143
308	8200 Enterprise Ave.	19153
316	PIA - 4770 Island Avenue	19153
332	Delaware & Wheatsheaf	19134
357	3033 S. 63rd Street	19125
415	3900 Richmond Street	19137
423	1117 Reed Street	19147

2.6 **Pickup by City Employees:**

The successful Primary and Secondary vendors must provide a pickup location from 7:00 AM to 7:00 PM, Monday through Friday and 7:00 AM to 1:00 PM Saturday for regular pickup of parts by City employees.

State pickup Location Here:_____

2.7 **Training:**

The successful primary bidder shall, in coordination with the major manufacturers, make training available to designated City staff to include:

- holding technical update and information clinics.
- locating, setting up, holding, supplying, advising and registering City employees for any training offered by manufacturers.
- provision of manufacturer's 1-800 technical information phone numbers.

Except for travel expenses outside the area, which is to be paid for directly by the City, all training and information requirements shall be provided at no additional charge to the City.

2.8 **Pricing:**

In Section 5, "Pricing", bidders shall state a Discount to Manufacturer's List Price or a Mark-up to Vendor's Acquisition Cost for Medium and Heavy Duty OEM Replacement Parts. A discount is preferred, but a mark up to acquisition cost will be considered for those items where a price list is not available.

2.8.1 **Discount:**

Discounts will remain firm for the entire period of the contract to include any subsequent renewal and/or extension period(s). The Manufacturer's List Price shall be the current published price list at the time of the bid opening and must remain in effect for a period of twelve months or the length of this contract. Upon renewal of the contract the successful bidder may provide the price sheet in effect at that time and that price sheet shall remain in effect for twelve months or contract period.

When offering a discount bidder must state the manufacturer's price list bidder is quoting from and the date of the price list for each Manufacturer/Brand line item bid upon in Section 5 "Pricing":

Price List Quoting From:

Date of Price List:

2.8.2 **Mark Up to Acquisition Cost:**
PARTS SHALL BE REIMBURSED BY THE CITY AT VENDOR'S ACTUAL ACQUISITION COST FROM THEIR SUPPLIER (as shown on supplier's invoice) + MARK-UP % (TO BE SUPPORTED BY SUPPLIER'S INVOICES). Vendor must submit supplier's original invoice with their invoice to the City. In no case shall parts cost exceed the actual cost from the supplier + vendor's mark-up %. Vendor may not increase (nor may supplier increase their pricing) greater than the quoted mark-up. No overhead, expenses, etc. shall apply to these parts cost. No additional charges will be paid by the City.

The City of Philadelphia reserves the right, solely and in its best interest, NOT to purchase the part/item in question if 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.

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 bid will result in two (2) awards to two (2) bidders (1 Primary and 1 Secondary) per brand line item in each section (See Section 5 "Pricing"). Vendor is not required to bid entire contract to receive an award on any line item(s) bid.

Awards will be made based on highest DISCOUNT or lowest percentage MARK-UP to vendors cost to the City that bidder provides for each brand bid.

Bids which appear to be unbalanced will be dis

3.2.2 If the 5 % local bid preference is applicable, the total bid 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 the bid is awarded as a whole, the 5% local bid preference is applicable. If the bid is awarded by line item, the 5% local bid preference is not applicable.

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 $32,000.00 and awarded as a whole or by section.

3.2.3 **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 $32,000.01. All awards at the $32,000.01 amount will be subject to a $50.00 Master Performance Security Fee.

Performance security shall be required for any subsequent renewal periods.

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

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

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

3.2.5 **INSURANCE:**

Insurance is a requirement for this bid in accordance with Paragraph 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 **Upon request of the buyer, apparent low bidder must submit the manufacturers' list price book where applicable 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

Office of Fleet Management
100 South Broad St., 3rd Floor
Phila. PA 19102
Attn: Bob Razler
Administrative Officer
Email: Robert.Razler@phila.gov

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

SECTION 4: CONTRACT MANAGEMENT

4.1 CITY OF PHILADELPHIA RESPONSIBILITY:

4.1.1 The Office of Fleet Management will be notified by Procurement of award(s) and will be provided with vendor(s), vendor contact(s) and applicable pricing. All award notifications shall be in writing.

4.1.2 OFM shall order the parts it requires under a Direct Purchase Authorization. Should any one part be in excess of $7,500.00, OFM shall, with the approval of the Procurement Department, create a formal purchase order. At the time OFM requires a purchase order, they shall contact the Standards Division of Procurement at (215) 686-4724 to request a code number to be assigned to the applicable BPO.

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

4.1.4 **ADD-ONS**

The City reserves the right to add, delete or change locations; or to acquire other types of Replacement Parts that the vendor can supply that are similar to, but not specifically listed in the vendor's price book. The procedure for such acquisitions shall be as follows:

If the items to be acquired are contained on the price list submitted by the vendor, but are not specifically listed on the bid, no letter is required. The items will be paid for at the discount listed in Section 5: Pricing. If the items are not contained on the price list, the vendor must submit a letter on vendor's letterhead, listing the bid number, the period of the contract, the item(s) with full descriptions and specifications and the price to the City. The City, however, reserves the right to accept or reject the letter and to acquire the supplies or materials in the open market. If the letter is accepted by the City, it will automatically become part of the vendor's contract.

4.2 **VENDOR RESPONSIBILTY:**

4.2.1 The successful Primary and Secondary bidders may provide parts only after receipt of a shipping instruction document from the Office of Fleet Management. All orders must be in writing. The successful Primary and Secondary bidders shall not accept verbal delivery requests until after receipt of an authorization document from OFM.

4.2.2 The successful Primary and Secondary bidders may provide only parts that have been incorporated into the contract at the costs quoted or are reflected on a shipping instruction or purchase order (for line item orders over $7,500.00).

4.2.3 In the event that the successful Primary or Secondary bidder receives an order for parts not specifically listed in their awarded section of their pricing book, they must notify the Office of Fleet Management, Materials Manager and refuse to deliver.

4.2.4 Should parts be delivered that are not specifically incorporated and priced into the contract, and/or be delivered without Shipping Instructions, the City shall have no obligation for payment.

4.2.5 For delivery of parts, the successful Primary and Secondary bidders shall honor and be paid for orders placed until the close of business of the date of contract expiration. Delivery of parts may occur following contract expiration, so long as the order was placed prior to the contract expiration date.

4.2.6 **DELIVERY TIMES:**
Delivery times shall be made in accordance with paragraph 2.5 of this Invitation and Bid.

4.2.6.1 **Liquidated Damages:**
Liquidated Damages in the amount of $100.00/day per each delivery, may be applied in the event of continuous failure to meet the delivery times specified in paragraph 2.5 or the delivery times agreed upon, between the successful vendor and the City, at the time of placement of the order.

4.2.7 **Invoices/Packing Slips/Credit Memos/Credit Returned Goods Form:**

4.2.7.1 **INVOICES**

Upon delivery and receipt authorization by OFM parts personnel, the vendor shall invoice, with separate invoices for each delivery. Original invoices should be mailed to the following location:

OFM Accounts Payable
100 South Broad Street, 3rd Floor
Philadelphia, Pa 19102
Attn: Wanda Shepard, Accounts
Payable Supervisor

One copy of Invoice clearly marked as "ORIGINAL" should be submitted to accounts payable and contain the following information:

- Vendor FIN
- Invoice number
- Invoice date
- Shop Number and Location
- OFM Shipping Instruction/Release Number

- Bid Number
- Part Description
- Part Identification by part number
- List price/acquisition cost
- Mark up or Discount
- Invoice Total Amount

In order to ensure correct scanning and processing of invoice, all information should be clearly identifiable and in the same location on invoice consistently.

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 III above).

4.2.7.2 **PACKING SLIPS**

Packing slips shall be signed by OFM personnel and vendor delivery agent then left at OFM Shop Location. OFM Shop location will forward signed slips to Accounts Payable.

All slips for parts shall have the signature and payroll ID number of the authorized/designated OFM personnel.

It is imperative that all slips reference vendor invoice number. Drop shipments from third party shipping agents or vendor's slips that do not match original invoice will require vendor to print a copy of invoice and forward to the OFM delivery location after receipt of order. OFM parts supervisor or designee will match delivery slips with packing invoice and forward to OFM accounts payable for payment.

Invoice copies sent to OFM shop locations are considered to be packing slips and will not be used for payment processing.

An original invoice copy must still be sent to the OFM accounts payable unit.

This process will ensure proper document identification matching by OFM Scanning System.

4.2.7.3 **CREDIT MEMOS**

One copy of original credit memo should be forwarded to the OFM Accounts Payable location as stated in section 4.2.7.1.

Credit Memos should be clearly marked as "CREDIT" and should list the letters "CM" after the credit memo number. All credits should contain the following information:

- Vendor FIN
- Credit invoice number followed by "CM"
- Date
- Shop Number and Location
- Returned Goods Sheet form number
- OFM Shipping instruction/release number from original order.
- Original purchase invoice number
- Bid Number
- Part Description
- Part Identification by part number
- Credit Total Amount preceded by a minus (-).

4.2.7.4 **CREDIT RETURNED GOODS FORM**

Upon pick up or return of cores and/or part(s), a credit returned goods form supplied by the vendor shall be signed by OFM Parts Supervisor or designee and vendor delivery agent. If vendor does not issue such form, an OFM supplied form shall be utilized.

It is imperative that all return goods forms reference vendor credit memo number. If vendor's return slip(s) does not match Credit Memo or OFM form utilized, it will be required of vendor to print a copy of credit memo and forward to the OFM delivery location. OFM parts supervisor will match credit memo with return goods form and forward to OFM accounts payable for credit.

4.2.8 **PAYMENT**

Processing of the invoice payment(s) is the responsibility of the OFM, not the Procurement Department, however the payment and actual release of the check involves the process of several City agencies. OFM does not release checks for payment. The successful vendor should bring any problems concerning payments to the attention of Wanda Shepard, the OFM Accounts Payable Supervisor at 215-686-1893, or Robert Razler, the OFM Administrative Officer at 215-686-1856, who will advise the awarded vendor on the status of their payment.

4.2.8.1 Invoice(s) shall be submitted after delivery and acceptance of the product(s) by the City. The City attempts to process invoices in a timely manner. Delays can occur because of incomplete or inaccurate invoicing and packing slip information. Please make sure that invoice(s) contain the information referenced in paragraphs 4.2.7.1 through 4.2.7.4 of this Invitation and Bid.

4.2.8.2 Checks will only be made payable to the company name as shown on the contract number; the invoice packing slips must reflect this same company name as the "pay to". **Any changes in company name, address, or payment information should be brought to the immediate attention of the Procurement Department, Public Information Unit.**

4.2.8.3 Should a part be required for an emergency or "unit down" repair, OFM may request the vendor to utilize special expedited shipping. OFM shall reimburse the vendor at their cost for this request. Vendor shall submit their backup invoicing from their carrier with original invoice.

4.3 **PRICE INCREASE/DECREASE**

The successful primary and secondary bidders shall hold their initial prices for the first **THREE (3) MONTHS** of the contract. After that time, the awarded vendor(s) may submit updated pricing as received from the OEM on all superseded and new part numbers. **If a part has not been superseded there may not be any increase in price during the initial contract period.**

Upon receipt of a notice of contract renewal, but no later than 90 days prior to the next renewal period, the successful Primary and Secondary bidders shall submit to the City (OFM, Finance, and City Controller at the addresses listed in section 3.2.6.), the latest pricing disc for the manufacturer(s) awarded under this bid. This price change mechanism shall be utilized for the life of the contract to include any subsequent renewal period and/or extension period(s).

The successful Primary and Secondary bidders must submit three copies of the revised price sheets to the below address:

Bob Razler,
Administrative Officer
Office of Fleet Management
100 South Broad St, 3rd Fl
Philadelphia, PA . 19102
robert.razler@phila.gov

The Office of Fleet Management will forward revised price list copies to Procurement, Finance, and City Controller.

Any and all discount reductions that the bidder does renegotiate as a result of his contract will be passed on to the City via a "price increase/decrease" letter to amend the contract pricing. This price change mechanism shall be utilized for the life of the contract to include any subsequent renewal period and/or extension period(s).

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

SECTION 5: PRICING:
Under no circumstances should federal tax be included, as the City is exempt therefrom. Discounts and Mark-ups quoted must be F.O.B. Destination and allow for shipping costs. Freight charges will only be allowed and paid as stated in section 2.5.3.1.

Discount:
Discounts will remain firm for the entire period of the contract to include any subsequent renewal and/or extension period(s). The Manufacturer's List Price shall be the current published price list at the time of the bid opening and must remain in effect for a period of twelve months or the length of this contract. Upon renewal of the contract the successful bidder may provide the price sheet in effect at that time and that price sheet shall remain in effect for twelve months or contract period.

Bidders shall use the manufacturer's price list and submit quotes from the suggested retail list column. A bidder offering quotes from various other lists or price columns will be disqualified.

Bidder(s) must state the manufacturer's price list bidder is quoting from and the date of the price list for each Manufacturer / Brand line item bid upon below.

Mark-up:
PARTS SHALL BE REIMBURSED BY THE CITY AT VENDOR'S ACTUAL ACQUISITION COST FROM THEIR SUPPLIER (as shown on supplier's invoice) + MARK-UP % (TO BE SUPPORTED BY SUPPLIER'S INVOICES).

Vendor must submit original supplier's invoice with their invoice(s) to the City. In no case shall parts cost exceed the actual cost from the supplier + MARK-UP %. Vendor may not increase (nor may supplier increase their pricing) greater than the quoted mark-up. No overhead, expenses, etc. shall apply to these parts costs. No additional charges will be paid by the City.

The City of Philadelphia reserves the right, solely and in its best interests, NOT to purchase the part/item in question if 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.

5.1 **TRUCKS**

		EST EXPENDITURES	DISCOUNT or MARK UP TO ACQUISITION	
5.1.1	**32822 002** Ford	$100,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			
5.1.2	**32822 000** Chevrolet	$50,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			
5.1.3	**32822 001** GMC	$10,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			
5.1.9	**32822 113** Gruman Olson	$3,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			
5.1.10	**32822 109** Wittke Sprinter	$3,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			

		EST EXPENDITURES	DISCOUNT or MARK UP TO ACQUISITION	
5.1.11	**32822 123** Lenco Armoured	$3,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			
5.1.13	**32822 124** Vactron	$5,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			

5.2 **BUSES**

5.2.1	**32822 102** Beaver Motor Coach	$3,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			
5.2.2	**32822 046** Thomas Bus	$3,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			

		EST EXPENDITURES	DISCOUNT or MARK UP TO ACQUISITION
5.3	**TOW TRUCK**		
5.3.1	**32822 093** Isuzu	$3,000.00	-_____% +_____
	Price List Quoting From: _____		
	Date of Price List: _____		
5.3.2	**32822 019** Iveco	$3,000.00	-_____% +_____
	Price List Quoting From: _____		
	Date of Price List: _____		
5.4	**BUCKET TRUCK/CRANE**		
5.4.1	**32822 026** Modern Hylift	$3,000.00	-_____% +_____
	Price List Quoting From: _____		
	Date of Price List: _____		
5.4.2	**32822 062** TECO	$3,000.00	-_____% +_____
	Price List Quoting From: _____		
	Date of Price List: _____		
5.4.3	**32822 077** ALTEC	$3,000.00	-_____% +_____
	Price List Quoting From: _____		
	Date of Price List: _____		

		EST EXPENDITURES	DISCOUNT or MARK UP TO ACQUISITION	
5.4.4	**32822 065** Highranger	$3,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			
5.4.5	**32822 105** Lift All	$3,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			
5.4.8	**32822 128** Keystone	$3,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			
5.4.9	**32822 129** Walden	$3,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			
5.4.10	**32822 073** Asplundh	$4,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			

		EST EXPENDITURES	DISCOUNT or MARK UP TO ACQUISITION	
5.4.14	**32822 133** Terex	$3,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			
5.4.16	**32822 135** Scott Crane	$3,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			

5.5 **BODIES**

5.5.1	**32822 024** Dempster Dumpster	$3,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			
5.5.2	**32822 078** J & J Body	$3,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			
5.5.4	**32822 055** Morgan	$3,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			

		EST EXPENDITURES	DISCOUNT or MARK UP TO ACQUISITION	
5.5.7	**32822 088** Summit	$3,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			
5.5.8	**32822 090** Supreme	$3,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			
5.5.9	**32822 107** Theile	$2,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			
5.5.10	**32822 034** Techweld	$3,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			
5.5.11	**32822 115** Utilimaster	$3,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			

		EST EXPENDITURES	DISCOUNT or MARK UP TO ACQUISITION	
5.5.12	**32822 111** Swab Wagon	$3,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			
5.5.14	**32822 116** Kramis Kustom Body	$3,000.00	-_____%	_____
	Price List Quoting From: _____			
	Date of Price List: _____			
5.5.16	**32822 091** Ottawa	$3,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			
5.5.17	**32822 101** Workhorse	$3,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			
5.5.18	**32822 047** Boyertown	$3,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			

		EST EXPENDITURES	DISCOUNT or MARK UP TO ACQUISITION
5.5.19	**32822 114** SMF (Structural Metal Fabricators)	$3,000.00	-_____% +_____

Price List Quoting From: _____

Date of Price List: _____

5.6 **COMPACTORS**

5.6.4	**32822 032** Wayne	$3,000.00	-_____% +_____

Price List Quoting From: _____

Date of Price List: _____

5.7 **TRAILERS**

5.7.3	**32822 008** Spector (Spectec)	$5,000.00	-_____% +_____

Price List Quoting From: _____

Date of Price List: _____

5.7.5	**32822 036** Eager Beaver Trailer	$3,000.00	-_____% +_____

Price List Quoting From: _____

Date of Price List: _____

		EST EXPENDITURES	DISCOUNT or MARK UP TO ACQUISITION	
5.7.6	**32822 137** Sommerset Trailer	$2,000.0	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			
5.7.7	**32822 138** Rollback Trailer	$1,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			

5.9 **TRUCK EQUIPMENT AND ACCESSORIES**

5.9.1	**32822 119** AMIDA (Light tower)	$3,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			
5.9.2	**32822 120** BOSS (Light tower)	$3,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			
5.9.3	**32822 061** Mobile Aerial Tower	$3,000.00	-_____%	+_____
	Price List Quoting From: _____			
	Date of Price List: _____			

		EST EXPENDITURES	DISCOUNT or MARK UP TO ACQUISITION
5.9.6	**32822 071** ASF	$3,000.00	-_____% +_____
	Price List Quoting From: _____		
	Date of Price List: _____		
5.9.9	**32822 118** Link MFG.	$3,000.00	-_____% +_____
	Price List Quoting From: _____		
	Date of Price List: _____		
5.9.10	**32822 117** American Roll Off	$3,000.00	-_____% +_____
	Price List Quoting From: _____		
	Date of Price List: _____		
	Extended Total Bid Amount (Estimated expenditures for parts with applicable discount or mark-up factored in)		$ _____

BIDDER TO STATE HOW PRODUCT(S), SUPPLIES AND/OR PARTS ARE TO BE DELIVERED TO THE CITY OF PHILADELPHIA: (E.G. ON-SITE DELIVERY VIA AWARDED VENDOR'S TRUCK, UNITED PARCEL, U.S. POSTAL SERVICE ETC.)._____

TYPE OF TRANSPORT: _____

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
Te. 215 686 6365

IN YOU ARE INTERESTED IN RECEIVING YOUR PAYMENTS ELECTRONICALLY RATHER THAN BY CHECK PLEASE SEE ATTACHED LETTER & ACH VENDOR ENROLLMENT AND CHANGE FORM.

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 states as the Bid opening. INDICATE BID NUMBER AND OPENING DATE ON ENVELOPE.
- Note the City Anti-Discrimination Policy. If Department of Commerce Office of Economic Opportunity (OEO) Participation is required be sure to fill out all appropriate forms. If you have questions call OEO at (215) 683-2000.
- 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 the bid.

CITY OF PHILADELPHIA
PROCUREMENT DEPARTMENT
Public Information Unit

This Is Not A Right To Know Request. This form cannot be used to submit a Right To Know Request. *See* City of Philadelphia Open Records Policy: http://www.phila.gov/privacy/pdfs/finalcityopenrecords.pdf

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: _____
_____
Email 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.

YOUR REQUEST CANNOT BE PROCESSED IF YOU DO NOT PROVIDE THE ABOVE ITEMS

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

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, 2013 – June 30, 2014

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

Dear Vendor:

The Philadelphia City Charter requires that each bid submission over $32,000 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 $32,000 up to $500,000.

To file for coverage under the Bid Security Program, for the period **July 1, 2013 to June 30, 2014**, complete the enclosed application and return it with a check for **$140.00.** 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**" **2013 – 2014** 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: _____

E Mail Address: _____

Telephone No: (___)_____**Fax No:** (___)_____

☐ A. Check payable to the City of Philadelphia in the amount of $140.00 for 7/1/13 to 6/30/14

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

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
$ 32,000.00 or less	No Check Required
$ 32,000.01 – $ 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
$ 32,000.00 or less	No Check Required
$ 32,000.01 – $ 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 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.

*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 $32,000 shall become contracts binding upon the City upon written notice of award by the Procurement Commissioner. Awards of contracts in amounts greater than $32,000 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 $32,000. If the amount of the contract to be awarded is greater than $32,000 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 Income and Receipts 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 31 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 Managing Director's Office (MDO) may grant a partial or total waiver of Chapter 17–1300 based on specific stipulated reasons elaborated in Section 17–1304.

30. PROTECTION OF DISPLACED CONTRACT WORKERS. If this bid is for the furnishing of the following services, Security, Janitorial, Building Maintenance, Food and Beverage, Hotel or Non–Professional Health Care Services, then this bid is subject to the "Protection of Displaced Contract Workers" Law, Chapter 9–2300 of the Philadelphia Code. The successful Bidder, if it is a Successor Contractor is required, among other things, to retain certain service employees of the Predecessor Contractor for a ninety day period.

31. EQUAL BENEFITS. If this is a Service Contract, as defined in Philadelphia Code Section 17–1901(4), for an amount in excess of $250,000, Contractor shall, for employees providing services under the Service Contract who reside in the City or employees who are non-residents subject to City wage tax under Philadelphia Code Section 19–502(b), extend the same employment benefits the Contractor extends to spouses of its employees to life partners of such employees. By submission of its Bid, Contractor so acknowledges and certifies its compliance with Chapter 17–1900 of the Philadelphia Code and shall notify its employees of the employment benefits available to life partners pursuant to Chapter 17–1900. Following the award of a contract subject to Chapter 17–1900 and prior to execution of the contract by the City, Contractor shall certify that its employees have received the required notification of the employment benefits available to life partners and that such employment benefits will actually be available, or that the Contractor does not provide

employment benefits to the spouses of married employees.

Contractor's failure to comply with the provisions of Chapter 17–1900 or any discrimination or retaliation by the Contractor against any employee on account of having claimed a violation of Chapter 17–1900 shall be a material breach the Service Contract.

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 $32,000, 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)**