

## BID OPENING DATE AND TIME

**ON: March 21, 2006**

**AT: 10:30 A.M.**

<b>BID NO.</b>  <b>T7Z52760</b>	<b>PAGE</b> <b>1</b> <b>OF</b> <b>96</b>	<b>INVITATION AND BID ADVERTISED</b>	<b>BIDDER MUST COMPLETE BELOW</b> <small>BIDDER AGREES TO COMPLY WITH ALL CONDITIONS OF THIS BID. UNSIGNIED BIDS WILL NOT BE ACCEPTED.</small>
This Invitation to Bid with your quotations must be received prior to the above cited bid opening date and time.		 BIDS MUST BE RETURNED TO  <b>CITY OF PHILADELPHIA</b> <b>PROCUREMENT DEPARTMENT</b> MUNICIPAL SERVICES BLDG. 1401 JFK BLVD, ROOM 170A PHILADELPHIA, PA 19102-1685	<b>NAME AND ADDRESS OF FIRM</b>
DEPARTMENT <b>Procurement</b>	DIVISION <b>Standards</b>		Federal EIN/Social Security Number
<small>AWARDED</small>			<b>BUYER: A. Dennis</b>
<b>DATE</b> FOR THE PROCUREMENT COMMISSIONER			

**TITLE OF BID** **Pest Control Services**

### Minority Business Enterprise Council – Anti- Discrimination Policy Executive Order 02-05 – Bidder Requirements

This Invitation to Bid is issued under the Anti-Discrimination Policy described in the Mayor's Executive Order, policy and guidelines as attached. Specific instructions must be adhered to, and forms completed. Bidders are advised to review the instructions carefully. Failure to comply may disqualify the bidder. The specified ranges represent the percentage of Minority, Woman and Disabled participation that should be attained by the Bidder.

#### Participation Ranges

M-BE:	10%	to	15%
W-BE:	5%	to	10%
DS-BE:	0%	to	0%

**Any and all questions about Executive Order 02-05 and bidder compliance should be Directed to the Minority Business Enterprise Committee office at (215) 686- 6232.**

### 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.

For City Use Only

BID SECURITY See Conditions of Bidding	MASTER BID SECURITY		CERTIFIED CHECK SUBMITTED WITH BID	
	<input type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>	AMOUNT	CHECK NUMBER

**CITY OF PHILADELPHIA  
MINORITY BUSINESS ENTERPRISE COUNCIL  
ANTIDISCRIMINATION POLICY- MINORITY, WOMEN AND DISABLED OWNED  
BUSINESS ENTERPRISES**

**FORMS, INSTRUCTIONS AND SPECIAL CONTRACT PROVISIONS<sup>1</sup>  
FOR BIDS TO BE AWARDED BY THE PROCUREMENT DEPARTMENT  
(BIDS)**

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

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

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

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

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

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<sup>1</sup> These Instructions, Forms and Special Contract Provisions relating to Mayoral Executive Order 02-05 are issued by the Office of The Minority Business Enterprise Council on an interim basis.

## **Anti-Discrimination Policy**

whether the M/W/DSBE is performing a CAF. If it is determined during the review of your Solicitation and Commitment Form that the work described on the Form does not constitute a CAF, your bid may be rejected.

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

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

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

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

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

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

### **A. RESPONSIVENESS**

1. Any bid that the MBEC determines is not responsive to the Policy will be rejected, subject to appeal by bidder as more fully discussed below. A bid responsive to the Policy is a bid which contains documentary evidence of the M/W/DSBEs that have been solicited and that

## Anti-Discrimination Policy

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

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

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

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

- If no MBE/WBE/DSBEs were solicited for the type of services or materials to be contracted, please give reason(s) why no such solicitation was made.

## Anti-Discrimination Policy

- Document all solicitations and commitments made with non-M/W/DSBEs for services or supplies incident to the performance of the contract; include copies of quotes received.
- Provide reasons for not committing with any MBE/WBE/DSBEs that submitted a quote, regardless of whether the quote was solicited by bidder.
- Provide any additional evidence pertinent to bidder's conduct relating to this bid including sufficient evidence which demonstrates to the MBEC that bidder has not engaged in discriminatory practices in the solicitation of and commitment with contract participants. In describing bidder's efforts to achieve participation within the ranges, bidder may submit any corroborating documentation (e.g., copies of advertisements for participation).

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

- Whether the bidder's actions were motivated by considerations of race or gender or disability. The MBEC may investigate the bidder's contracting activities and business practices on similar public and private sector contracts. For example, if bidder rejects any M/W/DSBE based on price, bidder must fully document its reasons for the rejection and also demonstrate that bidder subjects non-M/W/DSBEs to the same pricing standards. MBEC will investigate whether there was any attempt at good faith negotiation of price.
- Whether M/W/DSBEs were treated as equally as other businesses in the solicitation and commitment process. For example, the MBEC will investigate whether M/W/DSBEs are given the same information, access to the bid, plans, specifications, and requirements of the contract and given adequate amount of time to prepare a quote as others who were solicited by bidder. The MBEC will also investigate whether M/W/DSBEs were accorded the same level of outreach as non-M/W/DSBEs, for example whether bidder short listed M/W/DSBEs for participation in contractor negotiated subcontract opportunities or solicited M/W/DSBEs at pre-bid meetings.
- Whether the bidder's contracting decisions were based upon policies which disparately affect M/W/DSBEs. MBEC will ascertain whether bidder selected portions of work or material needs consistent with the capacity of available M/W/DSBE subcontractors and suppliers. MBEC will consider whether bidder employed policies which facilitate the participation of M/W/DSBEs on City contracts such as segmentation of the contract, prompt payment practices or bonding assistance.

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

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

## **Anti-Discrimination Policy**

### **B. RESPONSIBILITY**

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

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

3. No privity of contract exists between the City and any M/W/DSBE subcontractor identified in any contract resulting from this Invitation and Bid. The City does not intend to give or confer upon any such M/W/DSBE subcontractor(s) any legal rights or remedies in connection with the subcontracted services under Executive Order 02-05 or by reason of any contract resulting from the Invitation and Bid except such rights or remedies that the M/W/DSBE subcontractor may seek as a private cause of action under any legally binding contract to which it may be a party.

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

### **D. ACCESS TO INFORMATION**

1. The MBEC shall have the right to make site visits to the bidder's place of business and/or job site and obtain documents and information from any bidder, subcontractor, supplier, manufacturer or contract participant that may be required in order to ascertain bidder's responsiveness and responsibility.

2. Failure to cooperate with the MBEC in its review will result in a determination that the bidder's bid is nonresponsive and its bid will be rejected.

### **E. RECORDS AND REPORTS**

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

### **F. REMEDIES**

## **Anti-Discrimination Policy**

1. The successful bidder's compliance with the requirements of Executive Order 02-05, including the fulfillment of any M/W/DSBE commitments, is material to the contract. Any failure to comply with these requirements constitutes a substantial breach of the contract. It is further understood and agreed that in the event the Director of Finance determines that the successful bidder hereunder has failed to comply with these requirements the City may, in addition to any other rights and remedies the City may have under the contract, any bond filed in connection therewith or at law or in equity, exercise one or more of the following remedies, as deemed applicable, which shall be deemed cumulative and concurrent:

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

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

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

Rev. (12/2005) JAS

<sup>1</sup> MBE/WBE/DSBEs listed above must be certified by the MBEC prior to proposal submission date.

<sup>2</sup> Failure to give reason may result in rejection of your bid. Use additional pages if necessary.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>T7Z52760</b>	PAGE OF <b>2 96</b>
		FIRM NAME (Must be filled in)	

**SECTION 1: GENERAL BID SUBMISSION**

- 1.1 **TITLE: Pest Control Services**
- 1.2 **SCHEDULE NO: 410**
- 1.3 **CONTRACT TERM: 5/1/07 to 4/30/08** (“Initial Term”), with an option to renew for up to **two (2)** additional **one (1)** year periods, plus one nine (9) month period (“the Renewal Term”) exercisable, at the City’s sole discretion, as of the expiration of the Initial Term or then current Renewal term. The City may, at its sole discretion, renew the contract for up to three (3) months at the beginning of each renewal period(s) (the “Additional Performance Period”), if a decision has been made not to renew the contract for an entire year.
- 1.3.1 The City shall exercise such sole option to renew the Contract Term by issuing a letter (the “Renewal Notice”) notifying the Contractor that the Contract is renewed for the Renewal Term or Additional Performance Period (identified by commencement and termination dates) that is specified in the Renewal Notice. The Contract shall be deemed to be renewed for such Renewal Term or Additional Performance Period, and Contractor shall be obligated to perform all terms and conditions of the Contract throughout such Renewal Term or Additional Performance Period, as of the effective date indicated on the City’s Renewal Notice, whether or not Contractor has agreed, verbally or in writing, to such renewal of the Contract term.
- 1.3.2 If an individual Performance Bond and/or Payment Bond is required under this Invitation and Bid, such bond(s) shall be and remain in full force and effect throughout the Initial Term, all Renewal Terms, any Additional Performance Period, and the period of any unexpired warranty provided or required under the Contract, without notice of Contract renewal by the City to the surety or the consent of the surety thereto. It is the sole responsibility of the Contractor to ensure that such bond(s) remain in full force and effect as provided in this Section, and failure to do so shall be an event of default pursuant to Section 16, Default, of the attached Terms and Conditions of Bidding and Contract.
- If participation in the City’s Master Performance Security Program is required under this Invitation and Bid, Contractor shall pay the required annual fee for such participation for each Renewal Term upon the issuance of the Renewal Notice.

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>T7Z52760</b>	PAGE OF <b>3 96</b>
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**1.4 CONTRACT TYPE: REQUIREMENTS**

1.4.1 The following services 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 **pest control services** to be provided generally on an as-needed basis. Successful bidders are cautioned not to perform any 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.

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 perform on such purchase orders shall not take effect until the orders are issued. To simplify the contract procedure, however, the successful bidder 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 **Pest Control Services** for the Procurement department as specified herein during the contract period.

**1.7 BID SECURITY**

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

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

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		FIRM NAME (Must be filled in)	

Bidders already enrolled in the City's Master Bid Security Program for Fiscal Year 2007 (July 1, 2006 to June 30, 2008) are not required to provide Bid Security if their bid total is \$500,000.00 or less (per paragraph 8 of "Terms and Conditions of Bidding and Contract").

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

Bidders may qualify for **Fiscal Year 2007 (July 1, 2006 to June 30, 2008)** by submitting a check in the amount of **\$175.00** made payable to the City of Philadelphia. The check must be submitted, under separate cover, to the Bid Unit Supervisor at least one day prior to the first bid that the bidder wants covered under the program and is *non-refundable*. Or if, and only if, the bidder chooses to submit the check with their bid, the check **MUST** be in the form of a Certified, Treasurer's or Cashier's Check, Bank or United States Postal Money Order.

If the bidder is not enrolled and does not intend to enroll; or if the total value of the bid submitted exceeds \$500,000.00, the Master Bid Security Program is not applicable. Bidders instead **MUST** submit with their bid a refundable Certified, Treasurer's or Cashier's Check, Bank Money Order or United States Postal Money Order in the amount of **\$500.00**.

**1.8 BID INFORMATION:**

- 1.8.1 All information concerning this bid will be contained in this bid document as issued or amended.
- 1.8.2 Information provided verbally by any City official shall not be binding or relevant.

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		FIRM NAME (Must be filled in)	

**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, 1<sup>st</sup> 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 \$25,000 shall be accompanied by the proper Bid Processing Fee. The fee shall be in the form of a separate check or money order in accordance with Paragraph 17 of the “Terms and Conditions of Bidding and Contract.”
- 1.9.7 When M-BE, W-BE or DS-BE ranges are required on an Invitation and Bid, bidders are reminded that the submission of a blank “Minority Business Enterprise Council Solicitation and Commitment Form” will be deemed non-responsive and ineligible for an award. Bidders are reminded to read carefully and entirely the “Bidder’s Guidelines relating to Executive Order 02-05”.

OR

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

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

**1.9.8 LBE Certification**

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In accordance with the City of Philadelphia's Regulations Relating to Local Bidding Preferences for Procurement Contracts, this bid may be subject to a 5% local bid preference. **In order to determine eligibility to receive the 5% preference, if applicable, bidder must submit with their bid, the Local Business Entity Certification number\* as issued by the Procurement Department for the prime contractor or the applicable subcontractor.**

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

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

LBE Certification Number(s) \_\_\_\_\_

The Procurement Commissioner reserves the right to request this information as well as any additional or clarifying information at any time prior to award of the bid.

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

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

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1.9.9 **QUALIFICATIONS AND BID SUBMISSION:**

1.9.9.1 Bidder qualifications and the bid document must be submitted in two (2) separate sealed packages. One (1) package must be identified as Bidder's Qualification and show Bid No. **T7-Z5276-0** along with the name of the firm. The package must contain all of the information as requested in Paragraph 1.10. The second package must be identified as Bid Documents and show Bid No. **T7-Z5276-0** along with the name of the firm. This package must contain the fully executed bid document.

1.9.9.1.1 Qualifications and bid information must be submitted to the City of Philadelphia no later than the time and date stated for bid opening.

1.9.9.1.2 Qualifications and bid must be complete and include all information required, as described in the various portions of the bid specifications.

1.9.10 **Camp William Penn**

All bidders interested in bidding on that location must submit an on going preventive maintenance program tailored to meet the needs of this facility. (See para. 2.5.4.7 below)

1.9.11 **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.

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**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 services exactly as defined in this bid, and in accordance with the specifications and requirements as listed in this Invitation and Bid.

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1.9.12 **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 \_\_\_\_\_

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1.10 **BIDDER QUALIFICATION:**

1.10.1 **Mandatory General Requirements**

- 1.10.1.1 Bidder must demonstrate successful prior experience in the business of furnishing pest control services for accounts similar in size and complexity of the various locations listed in the Part(s) upon which the bidder submits a quotation. Substitution of experience by a subcontractor is acceptable.
- 1.10.1.2 Bidder must show a minimum gross income from its pest control business of \$250,000.00 for 2003.
- 1.10.1.3 Bidders must possess a current Pesticide Applicator's Business License with the State of Pennsylvania in Category F.
- 1.10.1.4 Bidders must have, at the time of the bid opening, a minimum of three (3) certified commercial applicators (not to include the owner of the business) working for their business.
- 1.10.1.5 Bidders must possess a "Certified Pesticide Applicator's License" with certification in Category #11 & 12, as provided for in the Pennsylvania Pest Control Act.
- 1.10.1.6 Bidders must provide evidence that termite control has been part of their pest control business for a minimum of three (3) years.
- 1.10.1.7 Bidders must not have any enforcement actions against them by the Pennsylvania Department of Agriculture for misuse of pesticides.

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1.10.1.8 Bidders must submit with their bid the name address and telephone number of an entomologist that will be utilized during the life of this contract.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Contact Person: \_\_\_\_\_

This consultant must have, as a minimum, a bachelor's degree in entomology and work experience in Integrated Pest Management (IPM). Attach a copy of the entomologist consultant's resume to this bidder's qualification.

1.10.1.9 Bidders must have the necessary staff and capability to furnish the record keeping required under Section 2 of this Bid.

1.10.2 **FINANCIAL INFORMATION:** Please provide the following information for your company and/or partners. Vendors are to identify each submission of required information to its applicable paragraph.

1.10.2.1 A copy of your company's financial statements detailing balance sheet and profit and loss statement for the last three (3) years. We reserve the right to request audited statements.

1.10.2.2 List bank reference(s), name and telephone number of a person familiar with your accounts, types of accounts, loans or lines of credit and relevant dates that accounts were established. These persons will be called by the City as references.

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- 1.10.2.3 If you are a partnership or a joint venture, give the date of agreement, County and State where agreement was filed, and name and address of each partner. If you are a corporation, give the date and state of organization and the names and addresses of the officers.
- 1.10.2.4 List all bankruptcy filings against you, your company or related companies in the last seven years.
- 1.10.2.5 Bidders are advised that the City of Philadelphia may require a performance bond as part of the resulting contract. List the Surety companies which have heretofore issued performance bonds to you for prior contracts. Give names and addresses of each Surety company, amount of each bond and the term of each bond. List any performance bonds that were called the last five years due to unsuccessful completion of the contract.
- 1.10.2.6 Bidder is to state if the company, or any partners or officers of the company are delinquent in payment of any debts or obligations to the City of Philadelphia.

1.10.3 **CAPABILITIES AND EXPERIENCE**

- 1.10.3.1 Provide a brief history of your organization and an executive summary signed by an officer that describe your company's qualifications, ability and experience in furnishing pest control services. Bidder(s) must demonstrate that it has sufficient experience in accounts of similar size and scope of the various locations listed in the Part(s) upon which the bidder submits a quotation.
- 1.10.3.2 List all contracts your company or related companies have had with the Federal, State, City or its related agencies in the last three years.
- 1.10.3.3 List your largest institutional, industrial and

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commercial customers (minimum of three [3]).  
List the Company name, address, phone number and contact person and state the length and approximate dollar amount of each contract. These customers will be contacted as references.

- 1.10.3.4 List any experience in the last three years in which you, your company or related companies failed to successfully complete a contract. List any contractual arrangements which were canceled or not renewed for poor performance.
- 1.10.3.5 Provide a narrative that details your ability to provide customer service support for an account of this size. The City will require a central point of contact to be used by all ordering agencies to inquire about scheduling of services, emergency call backs, etc.
- 1.10.3.6 Furnish details (e.g., number and type of personnel to be employed for this contract, etc.) on your capability to provide services described in Section 2 herein required on a regular routine schedule, using the same personnel for any one "Part" awarded (i.e., the same applicator will be responsible for a particular area throughout the length of the contract) and to provide all emergency services required.
- 1.10.3.7 Provide a summary of your ability to comply with the reporting procedures described herein and in Procurement Dept. Spec. 26-E-1i:99.

1.10.4

**MANDATORY SITE INSPECTION**

**Bidders must conduct site inspections on all departments (for the purposes of this bid, departments have been separated and divided into the "Parts" described below and in Section 5, "Pricing") on which they are placing a bid.**

**The Using Agencies will choose the sites that they deem to be appropriate for inspection and will be responsible to**

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**ensure that the bidder inspects these sites. Upon completion of the inspection the designated representative of the Using Agency shall sign and date the Site Inspection Certificate.**

**Bidders shall examine, in detail, the site of the work to be done, shall acquaint himself/herself with conditions affecting the work and, if applicable, shall take his/her own measurements for which he/she will be held responsible.**

**All signed Site Inspection Certificates must be returned with the "Bidder's Qualification" document. Bidder will be ineligible for award for any "Part(s)" for which no signed "Site Inspection Certificate" has been produced.**

**On the next page you will find the "SITE INSPECTION CERTIFICATE". Please make copies of this page and have one certificate signed by the appropriate departmental contact person for each "Part" on which you are placing a bid.**

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**SITE INSPECTION CERTIFICATE**

**(to be submitted with Bidder Qualification Package)**

Bidder(s) MUST contact the contact person listed for each department listed in section 2 to make arrangements to visit the site for inspection.

This form MUST be signed and dated by:  
(or designee), to certify that the below vendor has inspected the area.

**FAILURE TO VISIT THE SITE WILL DISQUALIFY YOUR BID**

**Vendor:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER: ( ) \_\_\_\_\_

**Contact Person:**

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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## **SECTION 2: GENERAL SPECIFICATIONS/REQUIREMENTS**

### **2.1 GENERAL INFORMATION:**

- 2.1.1 This bid makes reference to Procurement Department Specifications. Copies of these specifications and the "Pest Control Service Report" (PCSR) are attached.
- 2.1.2 A bidder desiring additional specifications may obtain them from the Information Counter, Room 170 MSB, 1401 JFK Blvd., Phila., PA 19102.
- 2.1.3 Bidders are requested to retain Procurement Department Specifications for future reference.
- 2.1.4 Using agencies will endeavor to keep the awarded bidder updated (within 60 days) as to any location closings or temporary relocations.

### **2.2 PEST CONTROL TREATMENTS**

- 2.2.1 All Pest Control Treatments shall be in accordance with Procurement Dept. Spec. 26-E-1i:99 and all Termite Extermination Services, if required, shall be in accordance with Procurement Dept. Spec. 26-E-3a:90. For the purposes of this bid, the insurance requirements in the Procurement Spec. are deleted and the insurance requirements listed in Para. 3.4 shall prevail.
  - 2.2.1.1 All individual treatment given each site shall be comprehensive and shall meet all applicable laws, codes and regulations. The Environmental Health Services of the Philadelphia Dept. of Public Health has the responsibility to review and approve all chemicals, materials and methods of application utilized in pest control and/or extermination operations on City property.
  - 2.2.1.2 The successful bidder(s) shall furnish all tools, equipment, materials and labor required to furnish comprehensive pest control and/or extermination on the properties listed herein.

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2.2.1.3 Inspections shall be over the entire site for all sites listed in this bid, or to be included at a later date (see Section 4, para. 4.1.4, "Add Ons"), at least once per month, unless otherwise stated in this bid.

2.2.2 Representatives of the Environmental Health Service, Vector Control, will periodically monitor and at the request of the site manager those sites which have undergone treatment to check for compliance with the contract and adherence to the methods and materials required. In those instances where it is found that the contractor has failed to perform adequately, the City will seek remedial action allowed under the terms of the contract. Should contractor fail to provide satisfactory performance, the City reserves the right under the contract to seek satisfactory service on the open market or from Environmental Health Services and to surcharge the defaulting contractor with the difference in cost and to remove his/her name from the City's bid list.

2.2.3 **Contractor's Personnel**

2.2.3.1 All personnel shall be physically able to do their assigned work and shall be free from any communicable disease.

2.2.3.2 All personnel shall be capable employees, thoroughly trained and qualified in the work assigned to them. Throughout the life of the contract. All contractor personnel providing on-site pest control service must meet all State requirements for training, certification and licensing as commercial pesticide applicators. Uncertified individuals working under the supervision of a certified applicator will not be permitted to provide service under the terms of the contract.

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2.2.3.3 Contractor must agree to assign the same personnel to any one location or locations within any "Part", and to maintain the continuity of the personnel assignments throughout the contract. In those instances where a person or persons leaves the employ of the contractor during the course of the contract, contractor will then assign another employee to their location(s) for the remainder of the contract.

The intent of this requirement is to have competent personnel, fully cognizant of all conditions affecting their assigned location, on duty all throughout the period of the contract, inspecting and treating, as required, the same areas.

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

2.2.3.5 The Procurement Commissioner may request the contractor to transfer from the work crew employees who are found to be incompetent, prone to excessive tardiness, absenteeism or theft.

2.3.3.6 The contractor's employees shall be subject to such security clearance as the City deems is required.

2.3.3.7 The contractor shall require that all of his/her employees wear suitable uniforms during the time that they are on City property, identifying the employee as being in the employ of the contractor. Also, each employee must carry an identification badge or card to present for admittance into a building or other property after official working hours of the building or property's occupants. The contractor shall determine and provide additional personal protection equipment required for the safe performance of work.

Protective clothing and products must meet Occupational Safety and Health Administration

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(OSHA) standards.

- 2.2.3.8 The contractor shall prohibit his/her employees from disturbing papers on desks, opening desk drawers or using telephones or other office equipment provided for official City use.

2.2.4 **Integrated Pest Management**

- 2.2.4.1 It is the intent of the Procurement Department Specifications in this bid to describe a comprehensive Integrated Pest Management (IPM) program, the type of pest control services that will be required from the contractor(s) who receive contracts from this bid. The goal of IPM is to deliver effective pest control while, at the same time, reducing the volume and toxicity of pesticides used. IPM is a process for achieving long term, environmentally sound pest control through the use of a wide variety of technological and management practices.

Control techniques shall include a combination of pest monitoring, good sanitation practices, education, appropriate solid waste management, building maintenance, alternative physical, mechanical and biological pest control, and, as a last resort, the use of pesticides according to a predetermined hierarchy of pest management choices, formulations and application techniques, which will minimize the exposure and potential risk to people and the environment.

- 2.2.4.2 Within ten (10) working days of the effective date of the contract, the contractor(s) shall conduct a thorough, initial inspection of each building or site awarded to him/her.

The purpose of this inspection is for the contractor to identify problem areas and any equipment, structural features, or management practices that

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are contributing to pest infestations. Access to the building spaces shall be coordinated with the designated contact person(s), listed below, for each "Part" of the award. The designated contact person will inform the contractor of any restrictions or areas requiring special scheduling.

- 2.2.4.3 Prior to the initiation of service, the contractor shall submit to the contact person a Pest Control Plan which will utilize the attached "PCSR" as part of the plan to document contractor's findings, recommendations, etc. The contact person will approve or disapprove the plan, and upon final acceptance by the City, the contractor will initiate service.

The initial plan is due within five (5) working days after the inspection; the decision as to acceptance will be made by City personnel within five (5) working days. The contractor must begin work within five (5) working days of acceptance of the plan. If the initial plan is not approved by the City, the contractor has three (3) working days to revise the plan.

- 2.2.4.4 The plan shall consist of five (5) parts:
- (i) Proposed methods for control, including labels and Material Safety Data Sheets (MSDS Sheets) for all pesticides to be used. A list of brand names of rodent bait boxes, insect and rodent trapping devices, pest monitoring devices and any other control devices or equipment should also be included.
  - (ii) A proposed pest population level referred to as a predetermined tolerance threshold, if thresholds exist for the given pest.
  - (iii) A service schedule for each building or site. Frequency of contractor visits shall depend on the specific pest control needs of each premise, but in no case

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shall the frequency of visits be less than one time per month.

- iv) A description of any structural or operational changes that would facilitate the pest control effort.
- (v) A copy of the Commercial Pesticide Applicator License for every contractor representative who will be performing on-site service under the contract.

2.2.4.5 It shall be the responsibility of the contractor to carry out the work of the contract according to the approved Pest Control Plan for each building or site. The contractor shall receive the approval of the designated contact person and/or Vector Control for each "Part" prior to the implementation of any subsequent changes to the approved Pest Control Plan, including any additions or replacements to the pesticide list and to on-site personnel.

2.2.4.6 The contractor shall not apply any pesticide product that has not been included in the Pest Control Plan or approved in writing by the designated contact person or Vector Control. Pesticide applications shall be according to need, not by schedule. As a general rule, application of pesticides in any area inside or outside the premises shall not occur unless visual inspections or monitoring devices indicate the presence of pests in that specific area.

2.2.4.7 Preventive pesticide treatments of areas determined to be at high risk for infestation by insects or rodents, through inspection at the onset of the contract or as part of the maintenance program, are acceptable. These applications must

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be approved, in writing, by the designated contact person or Vector Control and may be monitored by Vector Control throughout the contract period.

2.2.4.8 The contractor may not store any pesticide product on City property.

2.2.4.9 The City reserves the right to evaluate the progress of the contract in terms of effectiveness and safety, and to require such changes as are deemed to be necessary. The contractor must agree to take prompt action to correct all identified deficiencies.

2.2.5 **Quality Control Program:**

2.2.5.1 The contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. The quality control program must include the regular use of the "PCSR". Within five (5) working days prior to starting the work of the contract, the contractor shall submit to the designated contact persons a copy of his/her program. The program shall include, but not be limited to, the following:

(i) an inspection system covering all the services stated in this contract. A check list to be used in inspecting contract performance during regularly scheduled or unscheduled inspections. The name(s) of the individual(s) who will perform the inspections.

(ii) The check list shall include every area of the operation to be serviced by the contractor as well as every task required to be performed.

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(iii) A system for identifying and correcting deficiencies in the quality of services before the level of performance becomes unacceptable and/or the City, through the designated contact person or Vector Control, points out the deficiencies.

(iv) A file for all inspections conducted by the contractor and all corrective action taken. This file shall be maintained locally and made available to the City upon request.

2.2.5.2 Structural modification for pest control, including the application of caulk and other sealing materials will not be the responsibility of the contractor; however, the contractor shall be responsible for notifying their designated contact person(s) in writing about any structural, sanitary or procedural modifications deemed necessary to eliminate pest food, water, harborage or access.

2.2.5.3 The contractor, upon receiving two (2) "less than satisfactory" ratings of the same nature in the same treatment area, must document all procedures done, to date, and establish the extent of the pest level. If pest levels are outside predetermined tolerance thresholds (if thresholds exist for the given pest), the entomologist should be consulted within 72 hours of notification to evaluate if contractor has utilized all appropriate methods to remedy the problem.

Recommendations made by the entomologist must be effectively implemented within five (5) calendar days of receiving the rating report.

Any treatment area receiving three (3) consecutive "less than satisfactory" ratings of the same nature in the treatment area may result in the

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contractor's being declared in default of the contract. Default may result in termination of the contract, entitling the City to all rights and remedies allowed under the terms of the contract and by law.

### 2.3 **TERMITE EXTERMINATION SERVICES**

- 2.3.1 This service shall be performed on an "as-needed" basis only. In no case shall termite extermination be performed without the prior approval of the using agency and Vector Control.
- 2.3.2 The vendor receiving an order for this service shall visit the site to be exterminated and shall then submit a price to the City, on vendor's letterhead, stating a price per linear foot for the service and itemizing any other necessary costs, based upon vendor's then current charges. All pricing must be equal to those charged to the vendor's most favored customers.
- 2.3.3 The City reserves the right to accept or reject the letter and to authorize treatment or to seek bids for service in the open market.

### 2.4 **PRICING STRUCTURE**

- 2.4.1 To be eligible for award, bidders must state a unit price per month for all locations listed in any "Part" (i.e., Parts I through XIII described below and listed in Section 5, "Pricing") for which bidder wishes to be considered for award. It is not necessary, however, that bidder bid all parts.
  - 2.4.1.1 The monthly prices to be quoted in Section 5 "Pricing," must include all required visits to the sites listed on the bid. If two or four visits per month are required for any one site, for example, all visits must be covered under the monthly price.
- 2.4.2 In "Pricing", Section 5, bidders will state:
  - 2.4.2.1 Their hourly rate for all services to be performed under the terms of this contract (Item 5.1.14 for City's information purposes only).
  - 2.4.2.2 Based upon this all inclusive hourly rate and contractors' inspection of the area and his/her

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determination of the number of hours required to complete the work of the contract, bidders will then state their monthly, all inclusive rate for inspections and, if necessary, treatments, for each location listed.

In no case shall this monthly rate be increased because of the contractor's failure to identify the conditions existing at the site. This monthly rate will be the sole compensation to the contractor for services performed.

**2.5 LOCATIONS, CONTACT PERSONS, BY "PART":**

**2.5.1 PART I - Fire Department**  
**Contact Person: Joy Ferris**  
**Phone # 686-4969**

**2.5.1.1 20150 002 710**  
All Fire Stations with the exception of the Fire Department Administration Building. For the purposes of this bid, all Fire Stations shall be deemed to be the same size. The locations are as follows:

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<u>ENGINE</u>	<u>LOCATION</u>	
1	711 S. Broad Street	(19147)
2	2426-32 N. 2nd Street	(19133)
3	Moyamensing & Washington Avenue	(19147)
5	43rd & Market Streets (to include L&I office)	(19104)
6	Belgrade & Huntingdon Streets	(19125)
7	Kensington & Castor Avenues	(19124)
8	4th & Arch Streets	(19106)
9	Germantown Ave. & Carpenter Lane	(19119)
10	12th & Reed Streets	(19147)
11	6th & South Streets	(19147)
12	4445 Main Street	(19127)
13	1541-47 Parrish Sts.	(19130)
14	Foulkrod & Darrah Sts.	(19124)
* M15	Delaware & Washington Avenues	(19121)
16	Belmont Avenue & Viola Street	(19104)
18	8205 Roosevelt Blvd.	(19152)
19	Cheltenham Avenue & Baynton Street	(19144)
20	10th & Cherry Streets	(19107)
22	Comly & Academy Roads	(19154)
24	20th & Federal Streets	(19146)
25	Boudinot Street & Hart Lane	(19134)
27	19th & Oxford Streets	(19121)
28	Belgrade & Ontario Streets	(19134)
29	4th Street & Girard Avenue	(19123)
* M32	Passyunk Ave. & Schuylkill River	(19134)
33	Richmond & Kirkbride Streets	(19137)
34	28th & Thompson Streets	(19121)
35	Ridge & Midvale Avenues	(19129)
36	7818 Frankford Avenue	(19136)
37	Highland Ave. & Shawnee St.	(19118)
38	Old State Rd. & Longshore Avenue	(19135)
39	Ridge Ave. & Cinnaminson Street	(19128)
40	65th Street & Woodland Avenue	(19142)
41	61st & Thompson Streets	(19151)
43	2110 Market Street	(19103)
44	3420 Haverford Avenue	(19104)

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**ENGINE****LOCATION**

45	26th & York Streets	(19132)
46	Frankford & Linden Avenue	(19114)
47	3031 Grays Ferry Avenue	(19146)
49	13th & Shunk Streets	(19148)
50	Park Avenue & Cambria Street	(19132)
51	5931 Old York Road	(19141)
52	Jackson & Van Kirk Streets	(19135)
53	4th Street & Snyder Avenue	(19148)
54	63rd Street & Lancaster Avenue	(19151)
55/Warehouse	Front & Luzerne Streets	(19140)
56	Rhawn Street & Verree Road	(19111)
57	56th & Chestnut Streets	(19139)
58	812 Hendrix Street	(19116)
59	Hunting Park Ave. & Schuyler St.	(19140)
60	2301 S. 24 <sup>TH</sup> Street	(19145)
61	Rising Sun & Somerville Avenue	(19120)
62	Bustleton Avenue & Bowler Street	(19115)
63	1210 Oak Lane Avenue	
64	Rising Sun Avenue & Benner Street (to include L&I office)	(19111)
66	Ridge Ave. South of Shawmont Ave.	(19128)
68	52nd St. & Willows Avenue	(19143)
69	82nd St. & Tinicum Ave.	(19153)
70	Foulkrod & Langdon Streets	(19124)
71	Loretto & Cottman Avenue	(19111)
72	1127 Loudon Street	(19141)
73	76th Street & Ogontz Avenue	(19130)
78	Phila. International Airport	(19153)

**LOCATION**

EAP Employee Assistance Program 611 No. 2nd Street	(19123)
Fire Museum 2nd & Quarry St.	
Fire Academy and Two (2) Trailers State Rd. & Pennypack	

\* M - ADVANCED LIFE SUPPORT UNIT (ALS)

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Fire Department Administration Bldg (FAB).  
3rd & Spring Garden Streets

- 2.5.2      **PART II - PUBLIC PROPERTY**  
**Contact Person: Joy Ferris**  
**Phone # 686-4969**
- 2.5.2.1      **20150 002 760**  
CITY HALL  
All inspections and treatments will be at the  
discretion of the Building Services Manager.
- 2.5.2.2      **20150 002 770**  
AUTO SHOP 1 -  
1117 Reed Street  
Locker Rooms (2),  
Lunch Room & Office  
Area.
- 2.5.2.3      **20150 002 772**  
CARPENTER SHOP  
2505-07 Snyder Avenue
- 2.5.2.4      **20150 002 775**  
MUNICIPAL CENTER  
22nd & Somerset Sts.
- 2.5.2.5      **20150 002 776**  
MUNICIPAL CENTER  
Welsh Rd. & Roosevelt Blvd.
- 2.5.2.6      **20150 002 777**  
MUNICIPAL CENTER  
11th & Wharton Sts.  
(Entire Building - include L&I  
Office & Police 3rd & 4th Districts)
- 2.5.2.7      **20150 002 778**  
MAYOR'S SERVICE CENTER  
415 W. Girard Avenue
- 2.5.2.8      **20150 002 009**  
POLICE STABLE

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>T7Z52760</b>	PAGE OF <b>29 96</b>
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1700 Pattison Avenue  
(15,000 sq. ft.) behind  
Guard House

2.5.2.9     **20150 002 781**  
Thomas Eakins House  
1729 Mt. Vernon St

2.5.2.10   **20150 002 782**  
Transfreight  
3033 S. 63<sup>rd</sup> St. (63<sup>rd</sup> & Passyunk Ave).

2.5.2.11   **20150 002 015**  
Police Academy  
8501 State Road

2.5.2.12   **20150 002 014**  
L & I  
2501 South St.

2.5.2.13   **20150 002 761**  
EMS Operations  
3061 Island Ave

2.5.2.14   Please note that the facility at Front & Westmoreland Sts. is now vacant. Should the City decide to reoccupy that facility, the Department of Public Property will notify the successful bidder. Upon such notification, the successful bidder shall proceed in accordance with para. 2.2.4.3 above.

2.5.3     **PART III - POLICE DEPARTMENT**  
**Contact Person: Joy Ferris**  
**Phone # 686-4969**

2.5.3.1     **20150 002 750**  
All Police Stations with the exception of the Police Administration Building. For the purposes of this bid, all Police Stations shall be deemed to be the same size. The locations are as follows:

**Police Districts**

1st District - 24th & Wolf Streets

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2nd & 15th District - Harbison & Levick Streets  
3rd and 4th District - 11th & Wharton Sts.  
5th District - Ridge Avenue & Cinnaminson  
6th District - 11th & Winter Streets  
7th District - including Administration Building  
Bustleton and Bowler Sts.  
8th District - Red Lion and Academy Roads  
9th District - 21st & Pennsylvania Avenue  
12th District - 65th & Woodland Avenue  
14th District - Haines Street, Wolf St. & Germantown Avenue  
16th District - 39th & Lancaster Avenue  
17th District - 20th & Federal Sts.  
18th District - 55th & Pine Streets  
19th District - 61st & Thompson Streets  
22nd & 23rd Districts - 17th & Montgomery Avenue  
24th & 25th Districts - 3901 Whitaker Avenue

**Police Districts**

26th District - Girard & Montgomery  
35th District - North Broad St. & Champlost Avenue  
39th District - 22nd & Hunting Park Avenue  
92nd District - Lincoln Avenue & Gypsy Lane  
Center City District - 925 Filbert Street  
Auto Pound - 7990 Penrose Ferry Road  
Police Warehouse - 660 E. Erie Avenue  
Community Relations - 1328 Race Street  
Marine Unit - Delaware & Washington Avenue  
Airport Police Headquarters - Departure Road between Terminal  
Buildings "C" & "D" at Philadelphia International Airport  
Marine Unit - Kelly Drive & Nicetown  
Police Tow Squad - 4298 MacAlister St.  
Traffic Division - 26th & Master Streets  
17th & Pattison Streets  
Internal Affairs Bureau, 7790 Dungan Road  
IMPACT Unit, 7800 Dungan Road  
Employee Assistance, 1341 N. Delaware Ave., Room 407

Police Academy Complex, 8501 State Road  
(Academy, Range, Canine, Bomb Squad)  
Mounted Unit (Krewstown Stable) - Krewstown Road

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Advanced Training, Radio Training and EEO - 990 Spring Garden Street

2.5.3.2      **20150 002 751**  
Police Headquarters  
8th & Race Sts.

2.5.3.3      **20150 002 756**  
Accident Investigation Unit  
26<sup>th</sup> & Master St

2.5.3.4      **20150 002 753**  
7790 Dugan Road

2.5.3.5      **20150 002 780**  
7800 Dugan Road

2.5.4      **PART IV - RECREATION DEPARTMENT**  
Contact Sylvia Kennedy - Phone # 683-3609

2.5.4.1      **2015 0002800**  
**Class A Centers**  
All Recreation Centers to be considered to have 10,843 sq. ft. for the purposes of this bid. The locations are as follows:

**Recreation Centers**

**Class A**

**Location**

Anderson, Marian	740 S 17th Street
Athletic	1401-55 N 27th Street
Awbury	6101 Ardleigh Street
Belfield	2109 W. Chew Street
Bridesburg	4625 Richmond Street
Christy	728 S 55th Street
Cobbs Creek Rink	200 S 63rd Street
Cohocksink	2901 Cedar Street

Cruz "Manila Park"	1400-52 N 5th Street
Daniel Shissler	1800-56 Blair Street
Disston	4423 Longshore Avenue
Feltonville	231-37 E Wyoming Avenue
Finley Playground	7701 Mansfield Avenue

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Fishtown	1202-32 E Montgomery Avenue
Gathers (Moylan)	2501-19 W Diamond Street
Guerin	2201 S 16th Street
Heintzman	2136 Castor Avenue
Hillside	201 Fountain Street
Houseman	802 E Godfrey Avenue
Jardel	1400 Cottman Avenue
John Anderson	
Cultural Center	"L" & Sedgeley Street
Kendrick	5822-24 Ridge Avenue
King	2101-35 Cecil B. Moore
(inc. Older Adult Center)	
Kingsessing	4901 Kingsessing Avenue
Lawncrest	6000 Rising Sun Avenue
Lee	4310 Haverford Avenue
McDevitt	3531 Scotts Lane
McVeigh	400-64 E Ontario Street
Moore	2020-50 W Lehigh Avenue
Morris Estate	1610 E Cheltenham Avenue
Murphy	300 Shunk Street
Myers, Francis	5800 Chester Avenue
N.E. Older Adult Ctr.	7522 Castor Avenue
Olney	100 E Godfrey Avenue

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**Recreation Centers**

**Class A**

**Location**

Palumbo Playground	700 S 9th Street
Rambler	"H" & Tioga
Rivera Center (inc. Mann Older Adult Center)	3201 N 5th Street
Samuel	2501 E Tioga Street
Scanlon	1099 E Tioga Street
Shepard	5700 Haverford Avenue
Simons	1601-35 E Walnut Street
Simpson Playground	1010 Arrott Street
South Philadelphia Older Adult Center	1430 E Passyunk Avenue
Tarken	6250 Frontenac Street
Vare	2600 Morris Street
Vogt	4131 Unruh Street
Water Tower	209-99 E Hartwell Lane
Waterview	5826 McMahan Street
Young, Lonnie	1100 E Cheltenham Avenue

2.5.4.2      **20150 002 832 01**  
Annual termite Service for  
Hillside Rec. Center

2.5.4.3      **20150 002 801**  
**Class B Centers**  
All Recreation Centers to be considered to have 3,408  
sq. ft. for the purposes of this bid. The locations are as  
follows:

**Recreation Centers**

**Class B**

**Location**

11th & Columbia	1001-33 Cecil B. Moore Avenue
12th & Cambria	2900-30 N 11th Street
48th & Woodland	4740 Woodland Avenue
American Legion	6201 Torresdale Avenue
Amos Playground	1817-59 N 16th Street
Barry	1800 Johnston Street
Boyle	13024 Stevens Road
Capitolo	900 Federal Street

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**Recreation Centers**

<b><u>Class B</u></b>	<b><u>Street #</u></b>	<b><u>Street Name</u></b>
Carmella Playground	2100	Wakeling Street
Chalfont	4330-40	Deerpath Lane
Chew	1800	Washington Avenue
Cibotti, Wm. A.	77th &	Elmwood Avenue
Cione	2800	Aramingo Avenue
Columbus-DiProspero	1200	Wharton Street
Conwell	9850	Roosevelt Boulevard
Dendy	1501-39	N. 10 <sup>th</sup> Street
East Poplar	800-82	N 8th Street
Ford	609-33	Snyder Avenue
Fox Chase	601	Borbeck Avenue
Francisville	1737-39	Francis Street
Franklin	1930	E Elkhart Street
Gifford	575	Tomlinson Road
Hancock	147	Master Street
Happy Hollow	4740	Wayne Avenue
Hayes Playground	9800	Roosevelt Blvd.
Holmesburg Rec. Center		Ditman & Rhawn Streets
Houston		Grakyn & Wissahickon Avenue
Island Road	2227-51	Island Road
Junod Playground		Dunks Ferry & Mechanicsville Road
Lackman	800	Bartlett St.
Lincoln High School Pool	3201	Ryan Avenue
Mallery	100-70	E Johnson Street
Mander	33rd &	Diamond - NWC
Manuta	3320-50	Haverford Avenue
Markward	400-16	S Taney Street
Mayfair	2901	Princeton Avenue
McArdle, Frank		Welsh & Mower
McCreesh	6744	Regent Street
Mill Creek	743-81	N 48th Street
Mitchell, Thomas		Crown & Morrell
Monkiewicz	3201	Richmond Street
Moss	5700	Torresdale Avenue
Mount Airy	7001	Germantown Avenue
Myers, Max	1601	Hellerman Street
Northern Liberties	321	Fairmount Avenue

**Recreation Centers**

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<u><b>Class B</b></u>	<u><b>Street #</b></u>	<u><b>Street Name</b></u>
Palmer	11701	Thornton Road
Penrose	1101 W	Susquehanna Avenue
Pepper School	84th &	Lyons Avenue
Picariello	Red Lion &	Calara
Piccoli	1501 E	Bristol
Pleasant	6750	Boyer Street
Rambler	4500	Decauter St.
Rhawnhurst	8101	Bustleton Avenue
Ridgway	901-23 S	Broad Street
Rizzo Ice Rink	1101 S	Front Street
Roosevelt	4301	Levick Street
Rose	75th &	Lansdowne Avenue
Russo Park	7301	Torresdale Avenue
Schmidt, John	113-23 W	Ontario Street
Dendy	1501-39 N	10th Street
Shot Tower	101-31	Carpenter Street
Shuler	27th &	Clearfield Street
Smith	2100 S	24th Street
Starr Garden	600-44	Lombard Street
Stenton Park	4600 N	16th Street
Sturgis	200-20 W	65th Street
Torresdale	9550	Frankford Avenue
Towey	144 W	Berks Street
Tustin	5901-29 W	Columbia Avenue
Whitehall Commons	1900	Wakeling Street
Ziehler	200-64 E	Olney Avenue

2.5.4.3      **20150 002 802**  
**Class C Centers**

All Recreation Centers to be considered to have 1,442 sq. ft. for the purposes of this bid. The locations are as follows:

2.5.4.4      **20150 002 804**  
Warehouse  
2528 Sedgley Street

**Recreation Centers**

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**Class C**

**Location**

8th & Diamond	2032-62 N 8th Street
Baldi School	8725 Verree Road
Barrett	641 Lindley Avenue
Black, Coyle & McBride	2150-72 E Huntingdon Street
Cherashore	851-951 W Olney Avenue
Clayborn & Lewis	1101 N 38th Street
Clemente	1800 Wallace Street
Conestoga Community (2)	1452 N 53rd Street
Deni	1381 Ruan Street
DiSilverstro	1700 S Broad Street
Dorsey	6501 Hegerman Street
Eastwick Regional Park	80 <sup>th</sup> & Mars Place
Ferko	J & Cayuga
Finnegan, Donald	1231 S 30th Street
Finnegan, James	6801 Grovers Avenue
Fitzpatrick	Academy & Torry
Ford Valley	4301 Tacony Street
Glavin, Frank	3267-81 Almond Street
Granahan	338-50 N 65th Street
Hawthorne Cultural Center	12 <sup>th</sup> & Carpenter
Heritage Park Playground	Sydenham & Clearfield
Herron Playground	American & Reed Sts.
Holme School	9152 Academy Road
Jacobs	Linden & Jackson St.
Kenderton Playground	1919-41 W Ontario Street
Lanier	1600 S 29th Street
Lower Mayfair	3001 Robbins Avenue
McAlpin	732-66 N 36th Street
McIlvain	5200 Penn Street
Morton	88 E Haines Street
Mullin	4301 Princeton Avenue

**Recreation Centers**

**Class C**

**Location**

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Nelson Playground	3 <sup>rd</sup> & Cumberland Sts.
Panati	3101-27 N 22nd Street
Ramp, James	3300-40 Solly Avenue
Sacks	400 Washington Avenue
Seger	1000-42 Lombard Street
Stinger Square Playground	32 <sup>nd</sup> & Dickinson Sts.
Stokely	3000 Edgemont Street
Venice Island	001 Rector Street
Veterans	800-20 W Cumberland Street
Waterloo Playground	Waterloo & Cumberland Sts.
Weccacoe	405-25 Queen Street
West Mill Creek	51 <sup>st</sup> & Reno Streets
Wharton Square Playground	23 <sup>rd</sup> & Wharton Sts.
Winchester	15 <sup>th</sup> & York Streets
Wissinoming	5801 Frankford Avenue
Wister	4971 Baynton Street

2.5.4.5    **20150 002 828**  
ROBIN HOOD DELL EAST  
33rd & Huntingdon Streets

2.5.4.6    **20150 002 829**  
CAROUSEL HOUSE  
Belmont & N. Concourse Drive

2.5.4.7    **201 0012 830**  
Camp William Penn  
4761 Marshall's Creek Road  
East Stroudsburg, PA 18301

The successful bidder will furnish all professional services, skilled labor, materials, equipment, permits and fees necessary to perform the below services.

Designated City personnel shall be notified when sanitation or other in-house factors become a problem to the extent that the successful bidder cannot maintain a satisfactory level of control within the scope of these described services.

The pest elimination shall include service for roaches, ants, silverfish, mice, rats and wood infesting insects.

A "Commercial Service Inspection Report" shall be provided for each

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service performed. The report shall reflect housekeeping conditions, sanitation, storage conditions, insect and rodent activity, corrective and preventative treatments.

2.5.4.7.1 The primary objective of the insect control program shall be the elimination of insect harborage. The successful bidder shall make any and all recommendation to management personnel.

2.5.4.7.2 Initial Start-up  
The initial start-up shall include insect and rodent control as follows:

2.5.4.7.2.1 Bait stations and monitoring devices places as needed to control rodents. The stations shall be installed and marked. Roach baits, gel baits, cracks and devices treatments place in void area's. The treatments shall be odor free.

2.5.4.7.3 Areas of Service  
Dining areas, housekeeping, break rooms, locker rooms, rest rooms , offices, infirmary, storage rooms, mechanical rooms, Guest Cabin Lakeview Cottage, Girls and Boys Recreation Hall, and the Director's Cabin.

2.5.5 **PART V - PHILADELPHIA FREE LIBRARY SYSTEM**  
**Contact Person (Main Library):**  
**Paul Pettus**

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**Phone #686-5383**

**Contact Person (Branch & Regional Libraries):  
John Cunningham  
Phone #686-5310**

**2.5.5.1 20150 002 101**

**CENTRAL LIBRARY**

19th & Vine Streets

(To include the cafeteria)

To be inspected twice per month between the 1st, and the 15th, per Proc. Department Spec.

26-E-1i:99.

Treatments, when required, for rats shall include both inside and outside the library. All service to be done on Sunday only.

**2.5.5.1.1 20150 002 155**

ANNEX

311 N. 20<sup>TH</sup> Street

**2.5.5.1.2 20150 002 156**

ANNEX

310 N. 19<sup>TH</sup> Street

**2.5.5.1.3 20150 002 157**

Mechanical Building

20<sup>th</sup> & Wood Sts.

**2.5.5.1.4 20150 002 158**

Friends Book Store

20<sup>th</sup> & Wood Sts.

**2.5.5.2 20150 002 154**

**RODIN PLACE BUILDING**

2000 Hamilton Place

**2.5.5.3 20150 002 102**

**BRANCH LIBRARIES**

For the purposes of this bid, all branch libraries shall be deemed to be equal in size. The branch libraries have refrigerators and food. The locations are as follows:

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**Branch**

Andorra  
 Bushrod  
 Bustleton  
 Central Bindery Dept.  
 Central  
 Chestnut Hill  
 Cobbs Creek/  
 Blanche A. Nixon  
 Cecil B. Moore  
 Eastwick  
 Falls of Schuylkill  
 Fishtown Community  
 Fox Chase  
 Frankford  
 George Institute  
 Greater Olney  
 Haddington  
 Haverford  
 Holmesburg

**Address**

Henry Avenue & Cathedral Road  
 Castor & Sterling Street  
 Bustleton & Verree Road  
 20th & Wood Streets  
 19th & Vine Streets  
 8711 Germantown Avenue  
  
 59th & Baltimore Avenue  
 2320 W. Cecil B. Moore  
 2851 Island Road  
 Warden Drive & Midvale Avenue  
 E. Montgomery Avenue & Flora Street  
 Rhawn & Jeanes Streets  
 Frankford Avenue & Overington Street  
 52nd Below Lancaster Avenue  
 5501 N. 5<sup>th</sup> Street  
 65th Street & Girard Avenue  
 56th Street & Haverford Avenue  
 Frankford & Hartel Avenues

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**Branch**

Independence  
Katherine Drexel  
Kensington  
Kingsessing  
Lawncrest  
Lehigh  
Library for the Blind  
Logan  
Lovett Memorial  
McPherson Square  
Charles Durham  
Nictown-Tioga  
Oak Lane  
Overbrook Park  
Ogontz  
Paschalville  
Passyunk  
Philadelphia City  
Institute  
Queen Memorial  
Ramonita G.  
deRodriguez  
Richmond  
Ritner Children's  
(Fumo Family Branch  
Roxborough  
South Philadelphia  
Southwark  
Tacony  
Torresdale  
Wadsworth  
Walnut St., West  
Welsh Road  
West Oak Lane  
Whitman  
Widener  
Wynnefield  
Wyoming

**Address**

18 S. 7<sup>th</sup> Street  
Knights & Fairdale Roads  
Hope & Dauphin Streets  
51st below Chester Avenue  
6098 Rising Sun Avenue  
6th & Lehigh Avenue  
919 Walnut Street  
Wagner Avenue & Old York Road  
6945 Germantown Avenue  
Indiana Avenue & "F" Street  
34th St. & Mantua Avenue  
3720 N. Broad Street  
12th & Oak Lane  
7422 Haverford Avenue  
6017 Ogontz Avenue  
70th & Woodland Avenue  
20th & Shunk Streets  
  
19th & Locust Streets  
1315 Point Breeze Avenue  
  
6th & Girard Avenue  
Indiana Avenue & Almond Street  
  
2407 S. Broad Street  
6245 Ridge Avenue  
Broad & Morris Sts.  
7th & Carpenter Streets  
Torresdale Avenue & Knorr St.  
3079 Holme Avenue  
Wadsworth & Michener Avenue  
5127 Walnut Streets  
Welsh Road & Roosevelt Blvd.  
74th Avenue & Washington Lane  
2nd Street & Snyder Avenue  
2531 W. Lehigh Avenue  
54th & Overbrook Avenue  
Wyoming Avenue & "B" Street

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- 2.5.5.4      **20150 002 151**  
NORTHEAST REGIONAL LIBRARY  
Cottman Avenue & Oakland Street
- 2.5.5.5      **20150 002 152**  
NORTHWEST REGIONAL LIBRARY  
Cheltenham Avenue & Green Street
- 2.5.5.6      **20150 002 153**  
WEST PHILADELPHIA REGIONAL LIBRARY  
53rd & Sansom Streets
- 2.5.5.7      **20150 002 159**  
MOCS Office  
6<sup>th</sup> & Lehigh Sts.
- 2.5.5.8      **20150 002 160**  
L&I Office (Located in the Basement)  
6<sup>th</sup> & Lehigh Sts.
- 2.5.5.9      **20150 002 161**  
Human Relations Office  
6<sup>th</sup> & Lehigh Sts.
- 2.5.5.10     **20150 002 157**  
Mechanical Bldg  
20<sup>th</sup> & Wood Sts.
- 2.5.5.11     **20150 002 158**  
Friends Book Store  
20<sup>th</sup> & Wood Sts.

All instructions pertaining to branch libraries shall pertain to regional libraries.

- 2.5.6      **PART VI - FAIRMOUNT PARK COMMISSION**  
**Contact Person - Mike deSanto**  
**Phone # 685-0116**

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- 2.5.6.1      **20150 002 001**  
MEMORIAL HALL REC. CENTER &  
ADMIN. OFFICES  
42nd & Parkside Avenue,  
N. side of entire building
- 2.5.6.2      **20150 002 002**  
MEMORIAL HALL, 90TH POLICE  
DISTRICT/AID  
42nd & Parkside Avenue,  
SW Corner of building
- 2.5.6.3      **20150 002 003**  
CARBARN - COMPLETE STORES AREA,  
MOWER SHOP AND GARAGE  
E. of Belmont Avenue and N.  
of Montgomery Drive
- 2.5.6.4      **20150 002 004**  
MEMORIAL HALL, SOUTHEAST CORNER,  
RECREATION  
42nd & Parkside Avenue
- 2.5.6.5      **20150 002 008**  
AXE FACTORY ROAD COMPLEX  
East of Roosevelt Boulevard,  
S. of Winchester Avenue
- 2.5.6.6      **20150 002 010**  
Cobbs Creek Environmental Center  
700 Cobbs Creek Parkway
- 2.5.6.7      **20150 002 025**  
Center City/South Administration Building  
(FP District 2)  
17<sup>th</sup> & Pattison Avenue in FDR Park
- 2.5.6.8      **20150 002 020**  
OTHER FAIRMOUNT PARK SITES-  
For the purposes of this bid, all  
other sites are deemed to be of  
equal size. The locations are  
as follows:
- 2.5.6.9      **20150 002 028**

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Fairmont Park Visitor Welcome Center  
1599 JFK Blvd.

2.5.6.10      **20150 002 030**  
Fairmont Park Maintenance Shop  
Martin Luther King Drive

**Site**

**Address**

Cobbs Creek Rec. Center	63rd & Spruce Sts.
Gustline Lake Rec. Center	Ridge & School House Lane
Charles Papa Rec. Center	68th & Lansdowne Avenue
Hunting Park Rec. Center	10th & Lycoming Streets
Ohio House	States Dr. & Belmont Avenue (First Floor Only)

**Site**

**Address**

Belmont Complex	Central Pool & West River Drive
Grounds Offices	Belmont Mansion Drive
Belmont Mansion	Horticultural Drive
Horticultural Center	Montgomery & West River Dr.
Building Maintenance Shop	East of Belmont Avenue, North of Montgomery Drive
Construction Office, Car barn Complex	East of Belmont Avenue North of Montgomery Drive
Golf Course Office, Car barn Complex	East of Belmont Avenue North of Montgomery Drive
Chain Saw Shop, Car barn Complex	Chamounix Dr. & Ford Road
Recycling Center, District 1	6328 Market Street
District 4 Headquarters	7300 Henry Avenue
District 3 Headquarters	Horticultural Center Parking Lot
New Trolley Office	Broad & Terminal Streets
District 2 Maintenance Center	Kelly Drive
East Park Canoe House	
Andorra Natural Area	
Tree House	Northwestern Avenue
Eden Hall Maintenance Bldg.	Fluehr Park/Grant Avenue
Greenland Nursery	Greenland Drive & Ford Road
Pennypack Environmental Center	
Rising Sun Maintenance Bldg.	Rising Sun and Tacony Creek

**Site**

**Address**

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Verree House  
Case Building

Belmont & Parkside

2.5.7      **PART VII - MAYOR'S OFFICE OF COMMUNITY  
SERVICES (MOCS)  
Contact Person - Wallace Wright  
Phone # 215-683-0414**

- 2.5.7.1      **20150 002 502**  
3129 N. 22nd Street  
Philadelphia, PA 19132
- 2.5.7.2      **20150 002 512**  
Literacy Program  
138 W. Cheltenham Avenue  
2<sup>nd</sup> Floor
- 2.5.7.3      **20150 002 513**  
Frankford Family Center  
4700 Leiper Street  
3<sup>rd</sup> Floor
- 2.5.7.4      **20150 002 507**  
South Office - FDC  
1408-10 S. Broad Street  
Philadelphia, PA 19146
- 2.5.7.5      **20150 025 508**  
Healthy Start/Lending Closet  
5828 Market Street
- 2.5.7.6      **20150 002 509**  
West Oak Lane Center  
7210 Ogontz Avenue  
Philadelphia, PA 19138  
(Basement and First Floor)
- 2.5.7.7      **20150 025 510**  
Youth Art Workshop  
808 North Broad  
(1<sup>st</sup> & 2<sup>nd</sup> floors)
- 2.5.7.8      **20150 025 511**  
Youth Program

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5700 N. Broad Street  
(3<sup>rd</sup> Floor)

2.5.8

**PART VIII - WATER DEPARTMENT**

**Contact Person for scheduling the following locations: Audrey Drummond (215) 685-9610**

2.5.8.1      **COLLECTOR SYSTEMS (3 LOCATIONS)**

**20150 002 931**

2.5.8.1.1      Sewer Maintenance, 50<sup>TH</sup> & Paschall

2.4.8.1.2      **20150 002 932**

Sewer Maintenance,  
Milnor & Robbins Avenue

2.5.8.1.3      **20150 002 933**

Sewer Maintenance,  
Fox & Abbottsford

2.5.8.2      **WASTEWATER TREATMENT PLANTS (5 PLANTS)**

2.5.8.2.1      **20150 002 935**

Biosolids (3 Bldg. & 1  
Construction Trailer)  
7800 Penrose Ferry Road

Administrative Building  
Mixing Building  
Dewatering Building  
1 Construction Trailer

2.5.8.2.2      **20150 002 947**

Northeast Plant  
(18 Bldgs. & 4 Construction  
Trailers)  
3899 Richmond St.

Preliminary Treatment Bldg.  
Scum Incinerator Bldg.  
New Electrical Bldg.  
Sludge Thickener Bldg.

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Primary Tanks  
 Storeroom  
 Final Tank Gallery  
 Warehouse  
 Blower Building  
 Services Building  
 New and Old Giggerter Bldg.  
 Administration Bldg.  
 Gas Handling Bldg.  
 Sludge Transfer Bldg.  
 HVAC Shop  
 Transformer Bldg.  
 Chlorination Facility  
 4 Construction Trailers

2.5.8.2.3    **20150 002 948**  
Southwest Plant (11 Buildings  
 and 2 Construction Trailers)  
 8200 Enterprise Avenue

Administrative Building  
 Shop and Maintenance Bldg.  
 Warehouse  
 Effluent Pump Station  
 Digester Bldg.  
 Sludge Thickener Building  
 Compressor Building  
 Influent Pump Station  
 Belt Filter Press

2.5.8.2.4    **20150 002 948**  
Southwest Plant (11 Buildings  
 Old Maintenance Building  
 Pump Gallery  
 2 Construction Trailers

2.5.8.2.5    **20150 002 961**  
Southwest Plant  
 Pretreatment  
 Bldg.  
*(Weekly Service)*

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8200 Enterprise Avenue

2.5.8.2.6     **20150 002 950**  
Southeast Plant  
(14 Bldgs. & 2  
Construction Trailers)  
25 Pattison

Warehouse  
Storeroom  
Administrative Building  
Maintenance Building  
Effluent Pump Station  
Influent Pump Station  
(Electrical/Mechanical Rooms)  
Compressor Building  
Scum Concentration Bldg.  
Grease Burner Bldg.  
Pump Gallery  
Elec. Sub-station  
Grit and Screen Bldg.  
Sludge Transfer Bldg.  
Grit Transfer Station  
2 Construction Trailers

2.5.8.3     **CLEAN WATER TREATMENT PLANTS (3  
PLANTS & 1 BUILDING)**

2.5.8.3.1     **20150 002 941**  
Belmont Water Treatment Plant  
4 Bldgs. & 2 Trailers  
4300 Ford Road

Administrative Bldg.  
Filter Building  
Chemical Building  
Maintenance Building  
2 Construction Trailers

2.5.8.3.2     **20150 002 944**  
Baxter Water Treatment Plant  
4 Bldgs. & 3 Interconnected  
Trailers  
9100 State Road

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Administrative Building  
Rapid Sand Filter Building  
Pretreatment Building  
Post Treatment Building  
3 interconnected trailers

2.5.8.3.3    **20150 002 943**  
Queen Lane Water Treatment  
Plant (4 Bldgs.)  
3545 Fox Street

Administrative Bldg.  
Maintenance Building  
Control Room  
Lab

2.5.8.3.4    **20150 002 962**  
Survey Bldg. Only (1 Bldg.)  
3585 Fox Street

2.5.8.4    **CENTRAL LABORATORY**

2.5.8.4.1    **20150 002 960**  
Central Lab (1 Bldg.)  
1500 East Hunting Park Avenue

2.5.8.5    **WATER DEPARTMENT HEADQUARTERS**

2.5.8.5.1    **20150 002 945**  
Headquarters Buildings (5  
Bldgs.)  
29<sup>th</sup> & Cambria

Facilities Management/Machine  
Shop Building  
Main Headquarters Bldg.  
Central Stores Building  
Cement Locker Room  
Pipeyard Building

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2.5.8.6

**PUMPING STATIONS**

Contact Person for scheduling the following locations:

**Doug Carter (215) 685-8046**

2.5.8.6.1

**20150 002 937**

Fairhill High Pressure Pumping  
7th & Lehigh Avenue

2.5.8.6.2

**20150 002 938**

Torresdale Filtered Water Pumping  
8601 State Road

2.5.8.6.3

**20150 002 939**

Lardner's Point Pumping Station  
Delaware Ave & Robbins St.

2.5.8.6.4

**20150 002 940**

Queen Lane Pump Station  
Ridge Ave. & School House Lane

2.5.8.6.5

**20150 002 942**

Belmont Pumping Station  
West River Drive at  
Columbia Avenue Bridge

2.5.8.6.6

**20150 002 951**

Belmont High Service Pumping Station  
4300 Ford Road

2.5.8.6.7

**20150 002 952**

Queen Lane Screenhouse  
Kelly Drive, South of  
City Line Avenue

2.5.8.6.8

**20150 002 953**

Roxborough High Service Pumping Station

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Eva & Dearnley

- 2.5.8.6.9      **20150 002 954**  
Chestnut Hill Booster Pumping Station  
8323 Germantown Avenue
- 2.5.8.6.10     **20150 002 955**  
East Park Booster Pumping Station  
33rd & Girard Avenue
- 2.5.8.6.11     **20150 002 956**  
Race Street High Pressure Pumping Station  
Delaware Avenue & Race Street
- 2.5.8.6.12     **20150 002 957**  
Torresdale Raw Water Pumping Station  
Delaware Avenue & Pennypack Park
- 2.5.8.6.13     **20150 002 958**  
Central Schuylkill Pumping Station  
34th & University Avenue
- 2.5.8.6.14     **20150 002 959**  
Queen Lane High Service Pumping Station  
3110 Queen Lane
- 2.5.8.6.15     **20150 002 963**  
Fox Chase Pumping Station  
Lardner & Oakley Streets

2.5.8.7      **Flow Control Unit(s)**

- 2.5.8.7.1      **20150 002 964**  
5202 Penny pack Street

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2.5.9

**PART IX - STREETS DEPARTMENT**

2.5.9.1

**SANITATION -**

**Contact Person: John Moffo**

**Phone # 685-2614/15**

2.5.9.1.1

**20150 002 850**

East Central Complex  
Delaware & Spring Garden Sts.

1. Service Bldg. & Offices  
(1st & 2nd Floors)
2. Main Garage & Offices,  
including Tire and Tool  
Room (Ground Floor) &  
Shop 340
3. Warehouse, Sanitation &  
Fleet (Shop 399)
4. Tire Repair Station, Shop  
399 & Office.
5. Scale House  
Guard Shack in Complex's yard.  
Items 3 and 4 are located in  
E. Central Incinerator Building

2.5.9.2

**20150 002 851**

North Central (Philadelphia  
More Beautiful Committee)  
26th & Glenwood Avenue

1. Service Building & Offices  
(1st and 2nd Floors)
2. Garage & Offices (Ground Floor)  
Shop 241

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3. Fuel House

2.5.9.3

**20150 002 853**

Area 4 - Domino Lane &  
Umbria Street.

1. Service Bldg. & Offices  
(1st & 2nd Floors)

2. Main Garage & Offices  
(First Floor) - Shop 225

3. Northwest Incinerator

4. Scale House

5. Fuel House

2.5.9.4

**20150 002 854**

Delaware Avenue & Wheatsheaf  
Lane

1. Service Bldg. & Offices  
(1st & 2nd Floors)

2. Main Garage & Offices  
(Ground Floor) - Shop 332

3. Northeast Scale House

4. Fuel House

2.5.9.5

**20150 002 855**

Construction Facilities  
Management  
4910 Botanic Avenue

1. Carpenter & Machine Shop

2. Main Warehouse

3. Locker Room

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4. All Offices

5. Washroom

2.5.9.6 **20150 002 856**  
Area I  
51st & Grays Avenue

1. Service Building Offices  
(1st and 2nd Floors)
2. Main Garage & Office  
(Ground Floor) Shop 290
3. Bartram Scale House
4. Employee's Assistance Office  
(Old Asphalt Plant)  
Intersection of 51st & Grays  
Ave.

2.5.9.7 **20150 002 860**  
Area 6  
State Rd. & Ashburner

1. Training Center Building  
(1st and 2nd Floors)
2. Highway Yard Office
3. Area 6 - Service Bldg. Offices  
(1st & 2nd Floors)
4. Main Garage & Offices
5. 1st Floor - Shop 175

All floors in all buildings must be covered.

2.5.9.8 **20150 002 859**  
Traffic Signal & Sign Shop  
"G" & Romona Streets  
Philadelphia, PA 19124

**Contact Person: Lester Johnson**

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**Phone #685-1212**

2.5.9.9

**20150 002 858**

HIGHWAYS

For the purposes of this bid, all other Streets Department sites are deemed to be of equal size. The locations are as follows:

**Contact Person (Highways):**

**Bob Allen**

**Phone # 685-9804**

**Contact Person (Engineering):**

**Dan Donovan**

**Phone # 686-5548**

**Contact Person (Street Lighting Shop):**

**Patrick Price**

**Phone #685-1222**

**ENGINEERING DIVISION LOCATIONS**

6<sup>TH</sup> Survey Dist. 2553 Orthodox St. (37)

8<sup>th</sup> Survey Dist. 6601 Rising Sun Avenue (11)

**STREET LIGHTING DIVISION LOCATION**

Street Lighting Shop, Ramona Ave & Cayuga (24)

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	<b>Highway Locations</b>	<b>Description</b>
1	1 <sup>st</sup> Hwy Office/Yard, 48 <sup>th</sup> & Parkside (31)	4 offices, 3 washrooms, 4 storage rooms, boiler room, 2 hallways, utility closet, garage area, locker room
2	2 <sup>nd</sup> Hwy Office, 11 <sup>th</sup> & Wharton (47)	3 offices, storage closet, washroom, hallway
3	3 <sup>rd</sup> Hwy Yard 22 <sup>nd</sup> & York (32)	2 offices, 2 washrooms, hallway, locker room, storage room, boiler room, garage area, utility closet
4	4 <sup>th</sup> Hwy Office 6249 Wissahickon (44)	3 levels & basement, 4 offices, 2 washrooms, kitchen area, 1 hallway, 3 closets
5	4 <sup>th</sup> Hwy Office Stenton & Sylvania (44)	2 offices, 2 washrooms, hallway, locker room, closet, boiler room, garage area, 1 utility closet
6	5 <sup>th</sup> Hwy Office Whitaker & Luzerne (24)	1 office (trailer), open office area, restroom, closet
7	5 <sup>th</sup> Hwy Yard Whitaker & Luzerne (24)	5 offices, locker room, 2 washrooms, garage area, boiler room, garage area, boiler room, closet, laundry room
8	6 <sup>th</sup> Hwy Office Bustleton & Bowler (15)	3 offices, 1 restroom, hallway, 3 closets
9	6 <sup>th</sup> Hwy Office State & Ashburner (36)	3 offices, locker room, 2 washrooms, hallway, 2 closets, utility room, garage area, boiler room
10	Sugar Shack 251 E. Luzerne (24)	2 offices, basement, 2 washrooms, closet
11	Bridge Yard 4010 Whitaker (24)	5 offices, storeroom, washroom, locker room, fabrication shop, painters shop, lunchroom, 2 storage areas, boiler room
12	Linestriping Unit 4042 Whitaker (24)	Office, storage area, locker room, washroom
13	Hwy Svcs Garage Complex 4040 Whitaker Ave (24)	1 <sup>st</sup> Floor - 4 offices, Highway Storeroom area (2 levels), 3 restrooms, Fleet Management Storeroom, 1 garage area  2 <sup>nd</sup> Floor- 1 locker room w/bathroom, 1 lunchroom w/bathroom, 1 conference room, 2 office areas

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2.5.10 **PART X - OFFICE OF FLEET MANAGEMENT**

**Contact Person: William Dill**

**Phone #686-1828**

**20150 002 552**

2.5.10.1 Shop 134  
100 E. Hunting Park Avenue  
Philadelphia, PA 19125

- a. Once per month treatment of this location to include main office areas, dispatch office areas, mezzanine office area, garage areas, restrooms, 1<sup>st</sup> floor parts storage area and office, basement parts storage area, basement locker and lunchroom areas, basement generator/equipment areas. Treatment must always include pigeon proofing services.
- b. Removal of lice from police vehicles (Ford Crown Victorias, Ford Econoline Vans, Ford Minivans), 24 hour response time required upon vendor notification for service.

**20150 002 553**

2.5.10.2 Shop 258  
26th & Master Sts.  
Philadelphia, PA 19121

- a. Once per month treatment of this location to include shop office areas, restrooms, lunchroom, garage areas, archive/storage area, parts storage/office areas, warehouse storage area.

**20150 002 555**

2.5.10.3 Shop 431  
Relinquishment Shop  
Whitaker & Luzerne  
260 E. Luzerne  
Philadelphia, PA 19124  
(Office Trailer)

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>T7Z52760</b>	PAGE OF <b>58 96</b>
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**20150 002 557**

2.5.10.4 Shop 233  
3275 Fox Street

Office & Garage (Fenced in location)  
Fox Street & Abbottsford Avenue

- a. Once per month treatment at this location includes front office and storage area, group leader office, 2 restrooms, lunchroom/kitchen area, parts storage and office area, garage areas, vehicle painting areas, battery shop and equipment storage area. Special attention should be given to back vehicle painting areas for rodents at this location.

**20150 002 559**

2.5.10.5 Shop 415  
3900 Richmond Street  
(2 garages, 2 trailers, office,  
locker room and storage area)

- a. Once per month treatment of this location to include main office, locker room and restroom, storage area, main garage area, back decal garage and restroom area and 2 office trailers. Service at this location must always include mosquito spraying of grounds, offices and garages.

2.5.10.6 **20150 002 562**  
Shop 316  
3151 Island Road

2.5.10.7 **20150 002 563**  
Shop 209  
3001 Grant Ave

2.5.11 **PART XI - HUMAN RESOURCES (Riverview)**  
**Contact Person: Ed Moffat**  
**Phone #685-8311**

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2.5.11.1     **20150 002 301**  
Riverview (Extension Building, Infirmary,  
Maintenance & Storage Building, etc.)

Inspections must be over the entire site at least two (2) times per month. Treatments, when required, cannot begin before 2:00 PM and the kitchen and eating areas cannot be exterminated until after 6:30 PM and must be inspected weekly. When required, the food lockers, storage areas and resident lockers must be treated but must always be included in the inspections.

2.5.11.2     **20150 002 302**  
**YOUTH STUDY CENTER**  
**Contact Person:**  
**Building Maintenance Superintendent**  
**Phone # 686-4826**

Pest Control Services to include all areas of buildings #1 and #2. Entire first floor of Building #2 shall be inspected and treated, if necessary on visit #1, 2, 3 and 4; inspection to include all food service areas, storerooms, offices, closets, dumbwaiters, etc. The kitchen and dining rooms (to include closets as well) shall be inspected on visits #1, 2, 3 & 4. Treatment can only be made after 6:00 PM.

The East Division of Building #2 shall be inspected on visit #2 and #4. The West Division of the building shall be inspected on visits #1 and #3.

The bidder must take the following schedule into account when submitting their Pest Control Plan to the designated contact person:

Visit #1	Between the 1st and 5th of month
Visit #2	" " 8th and 14th " "
Visit #3	" " 17th and 22nd " "
Visit #4	" " 25th and 30th " "

The contact person, Daniel Rauscher must be notified at least two days before any work can be performed.

2.5.12     **PART XII - OFFICE OF EMERGENCY SHELTER AND SERVICES**

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Contact Person: Neil Boddie  
Phone # 215-685-9550

2.5.12.1      **20150 002 200**  
1315 Cherry Street  
1<sup>st</sup> and 2<sup>nd</sup> floors

Approximately: 27,000 sq. ft.

1<sup>st</sup> and 2<sup>nd</sup> Floors to include all offices, storage rooms and areas, bathrooms, kitchen, conference rooms, lounge area and common area including hallways.

Service is needed twice a month.

2.5.12.2      **20150 002 201**  
4000 N. American St.

Approximately: 85,000 square foot

10,000 sq. ft. of office space including bathrooms, closets, storage areas, kitchen and common areas.

75,000 sq. ft. of Warehouse storage space including perimeter of building

Service is needed once a month to include all bathrooms, closets, storage rooms and areas, kitchens, and common areas including large rooms and hallways. Traps need to be baited (indoors and out).

2.5.13      **PART XIII - PRISONS**

2.5.13.1      **Initial Service**

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Pursuant to the findings of the inspection performed to develop the Pest Control Plan specified in 2.2.4.3 of the Bid, Contractor shall perform an intensive, complete treatment for roaches and rodents. Such treatment for roaches will ensure that all access panels, inaccessible voids, cracks, etc. are effectively treated. Similarly, contractor shall install a comprehensive system for the exclusion/control/elimination of rodents. Such treatment shall include all rooms and areas.

#### 2.5.13.2

#### **Treatment**

Contractor shall perform regularly scheduled services targeted toward control/elimination of roaches, rats and mice, and ants in the facilities in the listing that follows. **No chemical application will be made inside any inmate cells without the specific request of the Warden of the institution. Such application will be scheduled through the Warden's office.**

- Roaches - Primary treatment will be gel & paste bait formulations, appropriately placed and inaccessible to inmates. EPA approved dusts to be used in cracks & inaccessible voids. Residual liquids insecticides are to be used only as an exterior treatment.
- Rodents - A system utilized enclosed bait stations, mechanical traps and glueboards shall be installed and maintained. Tamper-proof covers shall protect mechanical traps and bait stations. Exterior bait stations shall similarly be protected against tampering and shall be secured to the ground and shall be ramped for water exclusion.
- Ants - Primary treatment will be tamper-proof bait stations. Any other pesticide treatment must be approved in advance by the Philadelphia Department of Public

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Health, Vector Control Services (685-9700)

- 2.5.13.3     **Monthly Service**  
Contractor shall inspect for rodents, roaches, and ants in all rooms and areas AT LEAST monthly. Bait devices and traps shall be appropriately serviced and/or replaced; additional gels and pastes will be applied as required. Requests from facility managers will be addressed.
- 2.5.13.4     **20150 002 300**  
**PICC, 8301 State Road**  
Monthly inspection and service to housing units, administrative areas, laundry, receiving, triage, medical offices, library, barbershop, Industries' area, holding cell areas, storage areas, and immediate exterior perimeter. Inspect & service rodent prevention system.  
  
**Contact: Warden Blackmon (215) 685-7103**
- 2.5.13.5     **20150 002 305**  
**ASDCU, 8101 State Road**  
Monthly inspection and service to housing units, Administrative areas, vending, one wing of MOD 3, the cannery, and the trailers, and immediate exterior Perimeter. Inspect & service rodent prevention system.  
  
**Contact: Warden Adams (215) 686-8730**
- 2.5.13.6     **20150 002 306**  
**DETENTION CENTER, 8201 State Road**  
Monthly inspection and service to housing units, administration building, intake areas, all food service areas, Garment Mfg., courtyard, PHS

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Wing, immediate exterior perimeter, tunnels, all towers. Inspect & service rodent prevention system.

**Contact: Warden Moore (215) 685-8580**

2.5.13.7 **20150 002 307**  
**HOUSE OF CORRECTION, 8001 State Road**

Monthly inspection and service to housing units, administration building offices, mailroom, storerooms, lockers, infirmary, gym, options' trailer, dining & foodservice areas, and immediate exterior perimeter, tunnels. Inspect & service rodent prevention system.

**Contact: Warden Hammond (215) 685-8221**

2.5.13.8 **20150 002 308**  
**MIS TRAILERS/TRANSPORTATION,  
8003 State Road**

Monthly inspection & service to all associated trailers, offices, break rooms, classrooms, & training areas. Inspect and service rodent prevention system.

**Contact: Richard Petrelli, Director  
(215) 685-7022**

2.5.13.9 **20150 002 309**  
**MAINTENANCE/LAUNDRY/DRY CLEANING,  
8001 State Road**

Monthly inspection & service to all shop areas, laundry & dry cleaning facilities, boiler room and

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exterior perimeters: Treat fire station, lumber storage, roofing storage & other storage areas on request. Inspect & service rodent prevention system.

**Contact: Joseph Sabatini (215) 685-8490**

2.5.13.10 **20150 002 310**  
**TRAINING ACADEMY**  
**8215 Torresdale Avenue**

Monthly inspection & service to all areas from basement to 3<sup>rd</sup> floor including classrooms, break rooms & office. Inspect & service rodent prevention system.

**Contact: Judy Rushall (215) 685-8231**

2.5.13.11 **20150 002 311**  
**WAREHOUSE, 8201 Torresdale Avenue**

Monthly inspection & service to interior, uniform storage, break room, office. Inspect & service rodent prevention system.

**Contact: Jayson Jenkins, Manager  
(215) 685-8386**

2.5.13.12 **20150 002 312**  
**INTERNAL AFFAIRS, 1140 Byberry Road**

Monthly inspection & service to all areas including offices, break rooms. Inspection & service rodent prevention system.

**Contact: Capt. Whitaker (215) 685-0359**

2.5.13.13 **20150 002 313**  
**Community Outreach Bldg, 7901 State Road**

Monthly inspection & service to all areas including offices, bathroom, etc.

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### **SECTION 3: QUALIFICATIONS AND BID EVALUATION AND AWARD**

#### **3.1 EVALUATION:**

The award of the contract to the successful bidder(s) will take place in two stages.

##### **3.1.1 Qualification Stage:**

- 3.1.1.1 The qualification information as furnished by the bidders will be received by the City of Philadelphia Procurement Department for determination as to bidder's ability to perform the scope of services listed.
- 3.1.1.2 The City may require bidders to briefly discuss their submission.
- 3.1.1.3 The City may request additional or subsequent qualification information (including information inadvertently omitted) and to conduct investigations with respect to the qualifications of each Proposer submitting qualification information. In addition, the City reserves the right to expressly waive any defect or technicality in the qualification information received.
- 3.1.1.4 The Procurement Department and Vector Control shall review all submissions.
- 3.1.1.5 The City shall not be liable for any costs associated with the development, preparation, transmittal or presentation of any information or material submitted in response to this qualification information request. All information/material submitted becomes the sole property of the City and will be retained, returned, or destroyed at the City's

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discretion.

3.1.1.6 All bidders who submit a completed qualification information request will be informed in writing of the City's decision. Unsuccessful bidders who wish to appeal the decision must do so within two (2) business days of receipt of notification by the City.

3.1.1.7 Only those bidders determined qualified will be eligible for award. Bid packages from bidders deemed not qualified will not be opened and will be returned to the address specified on the outside of the bid quotation package.

3.1.2 **Bid Evaluation Stage:**

Bids will be opened and evaluated only from those vendors who have been accepted under Paragraph 3.1.1,

**Qualification Stage.**

3.1.2.1 Bids will be evaluated by the Procurement Department.

3.1.2.2 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 incomplete execution of MBEC documents (if applicable)

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

3.1.2.3 Bidders whose bids are determined to be non-responsive 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 12 of "Terms and Conditions of Bidding and Contract".

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### 3.2 **AWARD**

- 3.2.1 This Invitation and Bid may be awarded, by "Part" or as a whole to the bidder(s) with the lowest overall total cost for all locations. Bidders must submit a price for all locations in any "Part" in order to be eligible for award for that "Part" or combinations.

Split awards of this bid shall consist of the following combinations. Eligible bidders may be awarded more than one combination.

Schedule Award Combinations:

- Award 1 Parts I, II and III
- Award 2 Parts IV, and VI
- Award 3 Parts V
- Award 4 Parts VII, XII
- Award 5 Parts VIII, IX and X
- Award 6 Parts XI and XIII

#### 3.2.2 **LBE Calculation**

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

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

### 3.3 **PERFORMANCE SECURITY:**

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If the total award amount exceeds \$500,000, the Master Performance Security does not apply. Upon notification of award, the City will require the successful vendor to provide an individual Performance Bond in the amount of 100% of the contract award as specified in the Letter of Award. For any subsequent renewal periods, sections 1.3.1 and 1.3.2 shall apply.

3.4

**INSURANCE:**

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

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

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

**SECTION 4: CONTRACT MANAGEMENT**

4.1

**CITY OF PHILADELPHIA RESPONSIBILITY:**

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

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then apply the requisition against the contract and issue a purchase order.

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

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

4.1.4 **ADD-ONS:**

4.1.4.1 The City reserves the right to add, delete or change locations or to acquire other services that the successful bidder can supply that are similar to, but not specifically called for, in this bid. The procedure for such acquisitions shall be as follows:

Procurement or the using department will obtain from the vendor a letter (on his/her letterhead) verifying the items to be added.

The letter shall include the complete description of the item, the location (if applicable), the bid number, bid schedule number, part number and department, the price to the City and the applicable contract period; and upon receipt and approval by the Procurement Department shall automatically become part of the contract.

4.1.5 Invoices shall be processed once per month by the City of

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Philadelphia.

4.1.6 **PAYMENTS**

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 invoices contain the information outlined in Paragraph 4.2.9 below.

4.1.6.1 Paying the successful vendor is the responsibility of the receiving City Department(s), not the Procurement Department. The successful vendor 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.

4.2 **VENDOR RESPONSIBILITY:**

4.2.1 Delivery of services will be the responsibility of the successful bidder.

4.2.2 Successful bidder must provide services specified in Section 2 in accordance with the approved Pest Control Plan. All activities shall be coordinated through the departmental contact person and/or Vector Control.

4.2.3 Successful bidder may perform only services at the prices quoted in the contract and that are reflected on a purchase order or a change to a purchase order (a change to a purchase order is issued whenever the services, unit price, total amount, or terms or conditions change from the original purchase order).

4.2.4 Successful bidder may perform services only up to the dollar limit of the purchase order and for the period shown on the purchase order. Successful bidder is required to carefully monitor obligations against purchase orders and inform departments of anticipated funding shortfalls. In no event will vendor perform services if sufficient funds are not available on the purchase order unless authorized by the Procurement Department.

4.2.5 In the event that the successful bidder receives an order for

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services not specifically priced and incorporated into the contract, they must:

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

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

4.2.7 For performance of services, successful bidder shall honor and be paid for orders placed until the close of business of the date of purchase order expiration. The performance of service may occur following purchase expiration, so long as the order was placed prior to the purchase order expiration date.

4.2.8 **Approval of Service:**  
All completed service shall be approved by the ordering department prior to approval for payment. Work must be completed in a first-class workmanlike manner to the absolute satisfaction of the City.

4.2.9 **INVOICES/RECEIPTS**

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

4.2.9.2 After the service is completed the contractor shall submit invoices in triplicate to each ordering department for payment.

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

4.2.9.3 The invoice must correctly reference the purchase order number, the vendor's name, address and Federal Employer Identification Number.

4.2.9.4 The invoice must show the quantity and types of

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parts and the price.

4.2.9.5 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.

4.2.9.6 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."

4.2.10 **PRICE INCREASE OR DECREASE:**

Vendor shall provide services at the prices set forth in Section 5 for a period of 12 months; thereafter, the contract may be renewed under the terms and conditions of this agreement at the sole option of the City on an annual basis for up to two (2) additional one (1) year period(s) plus nine (9) months. Contractor may increase prices for future renewal periods provided that:

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

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

or

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

For each renewal the price increase and/or decrease shall be based on the Consumer Price Index for All Urban Consumers -Philadelphia

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**(December to December)** as published by the U.S. Department of Labor, Bureau of Labor Statistics.

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

4.2.11 At the conclusion of this contract, Contractor agrees to cooperate with any incoming vendor on a transition plan to ensure an orderly changeover of responsibilities.

4.3 **Bidder acceptance - In submitting an executed bid, the bidder agrees to the Contract Management procedures outlined in this section.**

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**SECTION 5: PRICING**

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

NOTE:

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

		<b>UNIT PRICE</b>		<b>CONTRACT</b>
	<b>UNIT OF QTY MEASURE</b>		<b>PERIOD</b>	<b>AMOUNT</b>
5.1	Bidders shall state all inclusive monthly rate for each site listed below (see paras. 2.4.1, 2.4.2 and 3.2.1) as well as hourly rate <u>(for City's information only)</u> .			
5.1.1	<b>PART I - FIRE DEPARTMENT</b>			
5.1.1.1	<b>20150 002 710</b>			
	All Fire Stations except FAB (67 locations)			
	12 MO/EA	\$_____		\$_____
5.1.1.2	<b>20150 002 711</b>			
	Fire Administration Building (FAB)			
	12 MO	\$_____		\$_____
	<b>TOTAL</b>			<b>\$_____</b>
5.1.2	<b>PART II - PUBLIC PROPERTY</b>			
5.1.2.1	<b>20150 002 760</b>			
	City Hall			
	12 MO/EA	\$_____		\$_____

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		<u>UNIT OF</u> <u>QTY</u>	<u>MEASURE</u>	<u>UNIT PRICE</u> <u>CONTRACT</u> <u>PERIOD</u>	<u>AMOUNT</u>
5.1.2.2	<b>20150 002 770</b> Auto Shop #1	12	MO	\$_____	\$_____
5.1.2.3	<b>20150 002 772</b> Carpenter Shop	12	MO	\$_____	\$_____
5.1.2.4	<b>20150 002 775</b> Municipal Center 22nd & Somerset Streets	12	MO	\$_____	\$_____
5.1.2.5	<b>20150 002 776</b> Municipal Center Welsh Rd. & Roosevelt Blvd.	12	MO	\$_____	\$_____
5.1.2.6	<b>20150 002 777</b> Municipal Center 11th & Wharton (Entire Bldg.).	12	MO	\$_____	\$_____
5.1.2.7	<b>20150 002 778</b> Mayor's Service Center	12	MO	\$_____	\$_____

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		<b>UNIT PRICE</b>	<b>CONTRACT</b>	
<b>QTY</b>	<b>UNIT OF MEASURE</b>	<b>PERIOD</b>	<b>AMOUNT</b>	<b>AMOUNT</b>
5.1.2.8	<b>20150 002 009</b> Police Stable 1700 Pattison Avenue behind Guard House 12 MO	\$_____		\$_____
5.1.2.9	<b>20150 002 781</b> Thomas Eakins House 1729 Mt. Vernon St 12 MO	\$_____		\$_____
5.1.2.10	<b>20150 002 782</b> Transfreight 3033 S. 63 <sup>rd</sup> St. (63 <sup>rd</sup> & Passyunk Ave). 12 MO	\$_____		\$_____
5.1.2.11	<b>20150 002 761</b> 3601 Island Ave 12 MO	\$_____		\$_____
5.1.2.12	<b>20150 002 015</b> Police Academy 8501 State Road 12 MO	\$_____		\$_____
5.1.2.13	<b>20150 002 014</b> L & I 2501 South St. 12 MO	\$_____		\$_____
<b>TOTAL</b>				<b>\$_____</b>



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<u>QTY</u>	<u>UNIT OF MEASURE</u>	<u>UNIT PRICE</u>	<u>CONTRACT PERIOD</u>	<u>AMOUNT</u>
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5.1.4

**PART IV - RECREATION DEPARTMENT**

5.1.4.1	<b>20150 002 800</b> Class A Recreation Centers (49 locations)	12	MO/EA	\$_____	\$_____
5.1.4.2	<b>20150 002 801</b> Class B Recreation Centers (71 locations)	12	MO/EA	\$_____	\$_____
	5.1.4.2.1 <b>20150 002 832 01</b> Annual Termite Service For Hillside Rec. Center	12	MO/EA	\$_____	\$_____
5.1.4.3	<b>20150 002 802</b> Class C Recreation Centers (97 locations)	12	MO/EA	\$_____	\$_____
5.1.4.4	<b>20150 002 828</b> Robin Hood Dell East	12	MO	\$_____	\$_____
5.1.4.5	<b>20125 002 829</b> Carousel House	12	MO	\$_____	\$_____

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>T7252760</b>	PAGE OF <b>79 96</b>
		FIRM NAME (Must be filled in)	

		<b>UNIT PRICE CONTRACT</b>							
			<b>UNIT OF</b>	<b>MEASURE</b>	<b>PERIOD</b>	<b>AMOUNT</b>			
<b>QTY</b>									
5.1.4.6	Camp William Penn								
5.1.4.6.1	<b>20150 002 831</b> Initial Service (see para. 2.5.4.7.2)								
			LO			\$_____			
5.1.4.6.2	<b>20150 002 830</b> Service for 8 months only								
			8	MO		\$_____		\$_____	
5.1.4.7	Warehouse								
5.1.4.7.1	<b>20150 002 804</b>								
			12	MO		\$_____		\$_____	
5.1.4.7.2	<b>20150 002 833</b> American Roaches and Rodents								
			12	MO		\$_____		\$_____	
5.1.4.8	<b>20150 002 836</b> Juanita Older Adult Center (needs semi monthly service)								
			24	EA		\$_____		\$_____	
	<b>TOTAL</b>							<b>\$_____</b>	

**UNIT**



<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>T7252760</b>	PAGE OF <b>81 96</b>
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		<u>UNIT OF</u> <u>QTY</u>	<u>MEASURE</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>AMOUNT</u>
5.1.5.7	<b>20150 002 156</b> Annex 310 N. 19 <sup>th</sup> Street	12	MO	\$ _____	\$ _____
5.1.5.8	<b>20150 002 154</b> Rodin Place Building 2000 Hamilton St.	12	MO	\$ _____	\$ _____
5.1.5.9	<b>20150 002 159</b> MOCS Office 6 <sup>th</sup> & Lehigh Sts.	12	MO	\$ _____	\$ _____
5.1.5.10	<b>20150 002 160</b> L&I Office 6 <sup>th</sup> & Lehigh Sts.	12	MO	\$ _____	\$ _____
5.1.5.11	<b>20150 002 161</b> Human Relations Office 6 <sup>th</sup> & Lehigh Sts.	12	MO	\$ _____	\$ _____
5.1.5.12	<b>20150 002 157</b> Mechanical Bldg 20 <sup>th</sup> & Wood Sts.	12	MO	\$ _____	\$ _____
5.1.5.13	<b>20150 002 158</b> Friends Book Store 20 <sup>th</sup> & Wood Sts.	12	MO	\$ _____	\$ _____
	<b>TOTAL</b>				\$ _____

**UNIT  
PRICE**

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>T7Z52760</b>	PAGE OF <b>82 96</b>
		FIRM NAME (Must be filled in)	

**UNIT OF CONTRACT**  
**QTY MEASURE PERIOD AMOUNT**

5.1.6 **PART VI - FAIRMOUNT PARK COMMISSION**

5.1.6.1 **2015 002 001**  
Memorial Hall Rec.  
Center & Admin.  
Offices  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.6.2 **2015 002 002**  
Memorial Hall,  
90th Police  
District/AID  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.6.3 **2015 002 003**  
Carbarn-Complete  
Stores Area, Mower  
Shop & Garage  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.6.4 **2015 002 004**  
Memorial Hall,  
S.E. Corner,  
Recreation  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.6.5 **2015 002 008**  
Axe Factory  
Road Complex  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.6.6 **2015 002 010**  
Cobbs Creek  
Environmental Center  
700 Cobbs Creek Parkway  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

**UNIT  
PRICE  
UNIT OF CONTRACT**



<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>T7252760</b>	PAGE OF <b>84 96</b>
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5.1.7.2	<b>20150 002 512</b> Literacy Program 138 W. Cheltenham Ave 12 MO	\$ _____	\$ _____
5.1.7.3	<b>20150 002 513</b> Frankford Family Center 4700 Leiper Street 3 <sup>rd</sup> Floor 12 MO	\$ _____	\$ _____
5.1.7.4	<b>20150 002 507</b> South Office - FDC 1408-10 S. Broad St. 12 MO	\$ _____	\$ _____
5.1.7.5	<b>20150 002 514</b> Healthy Start Lending Closet 5828B Market St. 12 MO	\$ _____	\$ _____
5.1.7.6	<b>20150 002 509</b> West Oak Lane Center 7210 Ogontz Ave. 12 MO	\$ _____	\$ _____
5.1.7.7	<b>20150 002 510</b> Youth Art Workshop 808 N. Broad St. 12 MO	\$ _____	\$ _____

	<b>UNIT PRICE CONTRACT</b>
<b>QTY</b>	<b>UNIT OF MEASURE</b>
	<b>PERIOD</b>
	<b>AMOUNT</b>

5.1.7.8      **20150 002 511**

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>T7252760</b>	PAGE OF <b>85 96</b>
		FIRM NAME (Must be filled in)	

Youth Program  
5700 N. Broad St.  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

**TOTAL** \$\_\_\_\_\_

5.1.8 **PART VIII - WATER DEPARTMENT**

5.1.8.1 **Collector Systems (3 Locations)**

5.1.8.1.1 **20150 002 931**  
50th & Pascall  
Avenue  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.8.1.2 **20150 002 932**  
Milnor &  
Robbins  
Avenue  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.8.1.3 **20150 002 933**  
Fox St. &  
Abbottsford  
Avenue  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.8.2 **WASTE WATER TREATMENT PLANTS (5 PLANTS)**

5.1.8.2.1 **20150 002 935**  
Biosolids  
(3 Bldgs. & 1 Trailer)  
7800 Penrose Ferry Rd.  
12 MO/EA \$\_\_\_\_\_ \$\_\_\_\_\_

	<b>UNIT PRICE CONTRACT</b>
<b><u>QTY</u></b>	<b><u>UNIT OF MEASURE</u></b>
	<b><u>PERIOD</u></b>
	<b><u>AMOUNT</u></b>

5.1.8.2.2 **20150 002 947**  
Northeast Plant

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>T7252760</b>	PAGE OF <b>86 96</b>
		FIRM NAME (Must be filled in)	

(18 Bldgs. & 4 Trailers)  
3899 Richmond St.  
12 MO/EA \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.8.2.3 **20150 002 948**  
Southwest Plant  
(11 Bldgs. & 2 Trailers)  
8200 Enterprise Avenue  
12 MO/EA \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.8.2.4 **20150 002 950**  
Southeast Plant  
(14 Bldgs. & 2 Trailers)  
25 Pattison Avenue  
12 MO/EA \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.8.2.5 **20150 002 961**  
Southwest Plant  
Pretreatment Bldg.  
(Weekly Rodent Service)  
8200 Enterprise Avenue  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.8.2.5 **20150 002 961-00**  
Weekly Rodent Service  
1 WK \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.8.3 **CLEAN WATER TREATMENT PLANTS (3  
PLANTS & 1 BUILDING)**

5.1.8.3.1 **20150 002 941**  
Belmont Water Treatment Plant  
(4 Bldgs. & 2 Trailers)  
4300 Ford Road  
12 MO/EA \$\_\_\_\_\_ \$\_\_\_\_\_

**UNIT  
PRICE  
UNIT OF CONTRACT  
QTY MEASURE PERIOD AMOUNT**

5.1.8.3.2 **20150 002 944**  
Baxter Water Treatment Plant

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>T7252760</b>	PAGE OF <b>87 96</b>
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(4 Bldgs. & 3 Trailers)  
9100 State Rd.  
12 MO/EA \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.8.3.3 **20150 002 943**  
Queen Lane Water Treatment  
Plant (4 Bldgs.)  
3545 Fox Street  
12 MO/EA \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.8.3.4 **20150 002 962**  
Survey Unit Only  
(1 Bldg.)  
3585 Fox Street  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.8.4 **CENTRAL LABORATORY**

5.1.8.4.1 **20150 002 960**  
Central Lab  
(1 Bldg.)  
1500 E. Hunting Park Ave  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.8.5 **WATER DEPARTMENT HEADQUARTERS**

5.1.8.5.1 **20150 002 945**  
Headquarters Buildings  
(5 Bldgs.)  
29<sup>th</sup> & Cambria  
12 MO/EA \$\_\_\_\_\_ \$\_\_\_\_\_

**UNIT  
PRICE  
UNIT OF CONTRACT  
QTY MEASURE PERIOD AMOUNT**

5.1.8.6 **PUMPING STATIONS**

5.1.8.6.1 **20150 002 937**

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>T7252760</b>	PAGE OF <b>88 96</b>
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		Fairhill High Pressure Pumping 7 <sup>th</sup> & Lehigh	12	MO	\$_____	\$_____
5.1.8.6.2		<b>20150 002 938</b> Torresdale Filtered Water Pumping 8601 State Rd.	12	MO	\$_____	\$_____
5.1.8.6.3		<b>20150 002 939</b> Lardner's Point Pumping Station Delaware & Robbins Avenue	12	MO	\$_____	\$_____
5.1.8.6.4		<b>20150 002 940</b> Queen Lane Pumping Station Ridge Ave. & School House Lane	12	MO	\$_____	\$_____
5.1.8.6.5		<b>20150 002 942</b> Belmont Pumping Station West River Dr. At Columbia Ave. Bridge	12	MO	\$_____	\$_____
5.1.8.6.6		<b>20150 002 951</b> Belmont High Service Pumping Station 4300 Ford Rd.	12	MO	\$_____	\$_____
		<b>UNIT PRICE UNIT OF CONTRACT</b>				
		<b><u>QTY</u> <u>MEASURE</u> <u>PERIOD</u> <u>AMOUNT</u></b>				
5.1.8.6.7		<b>20150 002 952</b> Queen Lane Screenhouse Kelly Drive, South of City Line Avenue				

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>T7252760</b>	PAGE OF <b>89 96</b>
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12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.8.6.8 **20150 002 953**  
Roxborough High  
Service Pumping Station  
Eva & Dearnley Street  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.8.6.9 **20150 002 954**  
Chestnut Hill  
Booster Pumping Station  
8323 Germantown Avenue  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.8.6.10 **20150 002 955**  
East Park Booster  
Pumping Station  
33rd & Girard Avenue  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.8.6.11 **20150 002 956**  
Race Street High  
Pressure Pumping Station  
Delaware Avenue & Race Street  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.8.6.12 **20150 002 957**  
Torresdale Raw Water  
Pumping Station  
Delaware Avenue &  
Pennypack Park  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

<u>QTY</u>	<u>UNIT OF MEASURE</u>	<u>UNIT PRICE</u>	<u>CONTRACT PERIOD</u>	<u>AMOUNT</u>
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5.1.8.6.13 **20150 002 958**  
Central Schuylkill  
Pumping Station  
34th & University Avenue  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>T7252760</b>	PAGE OF <b>90 96</b>
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5.1.8.6.14    **20150 002 959**  
Queen Lane High Service  
Pumping Station  
3110 Queen Lane  
12    MO    \$\_\_\_\_\_    \$\_\_\_\_\_

5.1.8.6.15    **20150 002 963**  
Fox Chase Pumping Station  
Lardner & Oakley Streets  
12    MO    \$\_\_\_\_\_    \$\_\_\_\_\_

5.1.8.7    **Flow Control Unit(s)**

5.1.8.7.1    **20150 002 964**  
5202 Pennypack St.  
12    MO    \$\_\_\_\_\_    \$\_\_\_\_\_

**TOTAL**    \$\_\_\_\_\_

5.1.9    **PART IX - STREETS DEPARTMENT**

5.1.9.1    **SANITATION -**

5.1.9.1.1    **20150 002 850**  
East Central  
Complex  
12    MO    \$\_\_\_\_\_    \$\_\_\_\_\_

		<b>UNIT PRICE</b>	<b>CONTRACT</b>
<b>QTY</b>	<b>UNIT OF MEASURE</b>	<b>PERIOD</b>	<b>AMOUNT</b>
5.1.9.1.2	<b>20150 002 851</b>		
	North Central (Philadelphia More Beautiful Committee)		
12	MO	\$_____	\$_____

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>T7252760</b>	PAGE OF <b>91 96</b>
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5.1.9.1.3    **20150 002 853**  
Area 4 -  
Domino Lane  
& Umbria St.  
12    MO    \$\_\_\_\_\_    \$\_\_\_\_\_

5.1.9.1.4    **20150 002 854**  
Delaware Ave.  
& Wheatsheaf  
Lane  
12    MO    \$\_\_\_\_\_    \$\_\_\_\_\_

5.1.9.1.5    **20150 002 855**  
Construction Facilities  
Management Warehouse  
4910 Botanic Avenue  
12    MO    \$\_\_\_\_\_    \$\_\_\_\_\_

5.1.9.1.6    **20150 002 856**  
Area I  
51st & Grays  
Avenue  
12    MO    \$\_\_\_\_\_    \$\_\_\_\_\_

5.1.9.1.7    **20150 002 860**  
Area 6  
State Rd. &  
Ashburner  
12    MO    \$\_\_\_\_\_    \$\_\_\_\_\_

<u>QTY</u>	<u>UNIT OF MEASURE</u>	<u>UNIT PRICE</u>	<u>CONTRACT PERIOD</u>	<u>AMOUNT</u>
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5.1.9.2    **20150 002 859**  
Traffic Signal  
& Sign Shop  
12    MO    \$\_\_\_\_\_    \$\_\_\_\_\_

5.1.9.3    **20150 002 858**  
Other Streets

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>T7Z52760</b>	PAGE OF <b>92 96</b>
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Department sites.  
For the purposes  
of this bid, all  
other Streets  
Department sites  
are deemed to be  
of equal size.  
(15 locations)

12 MO/EA \$\_\_\_\_\_ \$\_\_\_\_\_

5.1.9.4 **20150 002 861**

Hwy. Services  
Garage Complex  
4040 Whitaker

12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

**TOTAL** \$\_\_\_\_\_

5.1.10 **PART X - OFFICE OF FLEET MANAGEMENT**

**20150 002 552**

5.1.10.1 Shop 134  
100 E. Hunting  
Park Avenue  
Phila., PA 19125

12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

<u>QTY</u>	<u>UNIT OF MEASURE</u>	<u>UNIT PRICE CONTRACT PERIOD</u>	<u>AMOUNT</u>
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**20150 002 553**

5.1.10.2 Shop 258  
26th & Master Sts.  
Phila., PA 19121

12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

**20150 002 555**

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA <b>PROCUREMENT DEPARTMENT</b> PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>T7Z52760</b>	PAGE OF <b>93 96</b>
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5.1.10.3 Shop 431  
Relinquishment  
Shop  
Whitaker & Luzerne  
260 E. Luzerne  
Phila., PA 19124  
(Office Trailer)  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

**20150 002 557**  
5.1.10.4 Office & Garage  
(Fenced in Location)  
Fox St. & Abbottsford Ave.  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

**20150 002 556**  
5.1.10.5 Shop 233  
3275 Fox Street  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

**20150 002 559**  
5.1.10.6 Shop 415  
3900 Richmond Street  
(2 garages, 2 trailers,  
office, Locker room and  
storage area)  
12 MO/EA \$\_\_\_\_\_ \$\_\_\_\_\_

**UNIT  
PRICE  
CONTRACT**  
**UNIT OF  
QTY MEASURE PERIOD AMOUNT**

**20150 002 562**  
5.1.10.7 Shop 316  
3151 Island Road  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

**20150 002 563**  
5.1.10.8 Shop 209  
3001 Grant Ave  
12 MO \$\_\_\_\_\_ \$\_\_\_\_\_

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>T7252760</b>	PAGE OF <b>94 96</b>
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**TOTAL** \$ \_\_\_\_\_

5.1.11 **PART XI - HUMAN RESOURCES (Riverview)**

5.1.11.1 **20150 002 301**  
Riverview Extension  
Building, Infirmary,  
Maintenance & Storage  
Building, etc.)  
12 MO/EA \$ \_\_\_\_\_ \$ \_\_\_\_\_

5.1.11.2 **20150 002 302**  
**YOUTH STUDY CENTER**  
12 MO \$ \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

5.1.12 **PART XII - OFFICE OF EMERGENCY SHELTER AND SERVICES**

5.1.12.1 **20150 002 200**  
1315 Cherry Street  
(1<sup>st</sup> & 2<sup>nd</sup> Floors)  
12 MO \$ \_\_\_\_\_ \$ \_\_\_\_\_

<u>QTY</u>	<u>UNIT OF MEASURE</u>	<u>UNIT PRICE CONTRACT PERIOD</u>	<u>AMOUNT</u>
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5.1.12.2 **20150 002 201**  
4000 American Street  
12 MO \$ \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

5.1.13 **PART XIII - PRISON SYSTEM**

5.1.13.1 **20150 002 300**

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>T7252760</b>	PAGE OF <b>95 96</b>
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**PICC, 8301 State Rd.**

12 MO \$ \_\_\_\_\_ \$ \_\_\_\_\_

5.1.13.2

**20150 002 305  
ASDCU, 8101 State Rd.**

12 MO \$ \_\_\_\_\_ \$ \_\_\_\_\_

5.1.13.3

**20150 002 306  
Dentention Center  
8201 State Rd.**

12 MO \$ \_\_\_\_\_ \$ \_\_\_\_\_

5.1.13.4

**20150 002 307  
House of Correction  
8001 State Rd.**

12 MO \$ \_\_\_\_\_ \$ \_\_\_\_\_

5.1.13.5

**20150 002 308  
MIS Trailers/Transportation  
8003 State Rd.**

12 MO \$ \_\_\_\_\_ \$ \_\_\_\_\_

<b>INVITATION AND BID Continuation</b>	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>T7252760</b>	PAGE OF <b>96 96</b>
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		<b>UNIT PRICE</b>	<b>CONTRACT PERIOD</b>	<b>AMOUNT</b>
<u>QTY</u>	<u>MEASURE</u>			
5.1.13.6	<b>20150 002 309</b> <b><u>Maintenance/Laundry/Dry Cleaning</u></b> 8001 State Rd. 12 MO	\$_____		\$_____
5.1.13.7	<b>20150 002 310</b> <b><u>Training Academy</u></b> 8215 Torresdale Avenue. 12 MO	\$_____		\$_____
5.1.13.8	<b>20150 002 311</b> <b><u>Warehouse</u></b> 8201 Torresdale Avenue 12 MO	\$_____		\$_____
5.1.13.9	<b>20150 002 312</b> <b><u>Internal Affairs</u></b> 1140 Byberry Road 12 MO	\$_____		\$_____
5.1.13.10	<b>20150 002 313</b> Community Outreach Bldg 7901 State Road 12 MO	\$_____		\$_____
	<b>TOTAL</b>			\$_____
	<b>GRAND TOTAL</b>			\$_____
5.1.14	Hourly Rate (See Item 2.4.2.1)		Hr	\$_____

City of Philadelphia			Vendor:			
<b>PROCUREMENT DEPARTMENT</b>			Technician Name:			
			Address:			
<b>Pest Control Service Report</b>			Phone #:			
Location of Service			Phone #:			
Name			Time In:		Page ___ of	
Address			Time Out:		Date: / /	
<b>Area<sup>1</sup></b>	<b>INSPECTION</b>		<b>TREATMENT<sup>4</sup></b>		<b>MONITORING<sup>5</sup></b>	
	<b>INFESTATION<sup>2</sup></b>	<b>L<sup>3</sup></b>	<b>PESTICIDE</b>	<b>Amt</b>	<b>TYPE</b>	<b>Amt</b>
<b>RECOMMENDATIONS<sup>6</sup></b>				<b>New</b>	<b>Past Due</b>	
1.						
2.						
3.						
4.						
5.						
6.						
<b>SIGNATURES</b>			<b>NOTES</b>			
Technician:			1. Exact area or room # within Facility			
			2. Type of pest			
Facility Manager:			3. Level of Infestation L-- Light, M-- Medium, H--Heavy			
			4. Exact pesticide and amount used			
or Designee:			5. Type of monitoring and amount of pests observed			
			6. Sanitation, exclusion, storage, operations, etc.			

PROCUREMENT DEPARTMENT  
Standards Division  
SPECIFICATION

NO. 26-E-1i:99  
Supersedes 26-E-1h:93  
Effective Date: 8/11/99



## EXTERMINATION AND PEST CONTROL SERVICES

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### 1. CLASSIFICATION

This specification covers pest control and extermination services to be supplied by qualified contracting firms for such periods of time and in such locations as are specified in the Invitation to Bid.

### 2. APPLICABLE SPECIFICATIONS

Pennsylvania Pest Control Act

### 3. REQUIREMENTS

- 3.1 **Scope of Work** - Contractor shall furnish all labor, supplies, material and equipment for proper pest control. Unless otherwise specified in the Invitation to Bid, this control shall be directed against rats, mice, ants, roaches, bedbugs, silverfish, fleas and other social and potential disease transmitting insects, and biting and stinging insects (e.g. - bees, wasps, fleas, etc.).
- 3.2 **Inspection** - The successful vendor, upon notice to proceed by the City, shall immediately perform a thorough inspection of all areas and rooms of each facility for which vendor has received an award. The existence and extent of any and all pest infestations shall be documented on the "Pest Control Service Report" (PCSR), a copy of which is attached to this specification. A thorough and complete inspection of all areas and rooms of the facility shall be performed at least monthly, or as specified on the Invitation and Bid. A copy of this PCSR should be retained by the vendor and the original should remain with the facility manager.
- 3.3 **Treatment**- Before any treatment commences, the contractor shall discuss the proposed treatment with the facility manager or his/her designee. Building Managers shall be responsible for indicating any treatment limitations concerning odors, visible residues, trap placements, etc.

3.3.1 Minimum acceptable treatment:

(i) Roaches (German, Brown-banded, Oriental and American)

A crack and crevice treatment of all infested and adjacent areas with an approved residual insecticide. All insecticide shall be placed directly into “cracks and crevices” utilizing a crack and crevice tip extension.

Pin-stream spraying of floor-wall junctures, base boards or other cracks and crevices at standing distances which promote the splashing of insecticides is strictly prohibited. A "crack and crevice" is defined as an opening large enough to allow the insertion of a standard business card.

The use of approved cockroach baits is permissible in all infested and adjacent areas.

Spot treatments are permissible in completely inaccessible areas.

The location and extent of all treatments including types and amounts of insecticides applied shall be indicated on the PCSR.

(ii) Rodents: all rodenticides utilized shall be placed in tamper-proof bait stations. The only exception shall be the baiting of exterior Norway Rat burrows, in which rodenticides should be placed directly into rat burrows. BURROWS MUST BE SEALED WITH SOIL.

Live trap devices, snap traps and glue boards may be utilized as deemed necessary.

the location and amounts of all rodenticides, traps and glue boards must be indicated on the PCSR.

- (iii) **Fleas**  
all treatments shall consist of an approved insect growth regulator (IGR) and an approved adulticide. Fan spraying is permissible, particularly when treating carpeting.
- (iv) **Other Pests**  
Minimum treatment standards for other pests must be approved in advance by the Philadelphia Department of Public Health, Vector Control Services (685-9700).

3.3.2 Pesticide treatment shall be performed only where a thorough inspection has confirmed the existence of an active pest infestation. Precautionary treatments are not permitted.

### 3.4 **Monitoring**

The progress and efficiency of all pesticide treatments shall be monitored by an appropriate monitoring method.

#### 3.4.1 **Roaches**

Multiple insect sticky traps shall be placed in all infested areas. The number of roaches per trap shall be indicated on the PCSR.

#### 3.4.2 **Rodents**

The progress of rodent control programs shall be monitored by the number of rodents caught in live, snap and glue traps along with the amount of bait-take from bait stations and presence of rodent droppings. Exterior Norway Rat infestations shall be monitored by the number of baited and sealed rat burrows which are open. All data shall be recorded on the PCSR.

#### 3.4.3 **Fleas**

Infestation shall be monitored by the number of employee/client bite reports. Facility managers shall be responsible for documenting and counting flea bite complaints.

### 3.5 **Facility Recommendations**

At each visit, the technician shall indicate on the PCSR, those conditions which are contributing to the infestation and are under the direct control of the facility manager. The technician shall indicate whether recommendations are new or past due from previous visits. As a minimum, the technician should provide recommendations in the following areas: facility sanitation, exclusion (sealing of openings), food storage, trash storage, materials storage, employee eating habits and general operations.

### 3.6 **Report Review:**

It is absolutely mandatory the technician fully discuss all aspects of the PCSR with the facility manager or his designee.

3.7 **Chemicals:**

The contractor may only employ and apply such chemicals that are considered appropriate by regulating governmental agencies and are used in accordance with the manufacturer's instructions on the label. In food storage, preparing or serving areas, no insecticides other than those approved for these areas by the EPA and the Pennsylvania Department of Agriculture, or rodenticides and anticoagulants may be used. Under no circumstances can extremely hazardous products such as hydrogen cyanide or sodium fluoracetate be used.

3.8 **Precautions:**

Contractor shall take precautionary measures in the selection and use of products and equipment in order not to adversely affect human health, the building, or the property contained therein, including warning signs and bait boxes where necessary. These precautionary measures apply most particularly to food handling areas and areas frequented by mental patients.

No gasoline nor fuel-oil powered apparatus may be used indoors. All indoor applications shall be by hand, compressed air, or electrically operated devices.

3.9 **Work Hours:**

Work shall be done during regular business hours unless otherwise specified in the Invitation to Bid, and shall be done in such a manner as will cause minimum interruption to the normal operating routine on the premises. All contractor's employees, while on the premises, shall be subject to the jurisdiction of the facility manager or his/her designee.

3.10 **Building**

Contractor shall give notice to the person in charge of all openings or apertures, which may be a source of ingress of the pests, which he observes during the course of his service, with recommendations for appropriate action to seal such openings. Such recommendations must be notified on the PCSR.

3.11 **Frequency of Service**

As discussed above, treatment will be on an "as needed" basis, although inspections of each site must be carried out, at a minimum monthly; additional visits and treatments shall be made, if necessary, at no additional cost to the City.

3.12 **Performance**

By the act of entering his bid, the bidder certifies that if awarded the contract he will comply fully with the specifications herein and that any evidence of the continuation or recurrence of infestation in treated sections during the contract period will be investigated and treatment for its control provided within 24 hours, if necessary, and the condition satisfactorily corrected within 20 days of notification by the City.

using If, after such notification by the City, the contractor has not performed satisfactory services, the agency shall refer the matter to the Division of Environmental Health of the Department of Public Health, and to the Procurement Department and with their approval, the City reserves the right

under the contract to secure satisfactory service in the open market and to surcharge the defaulting contractor with the difference in cost and to remove his name from the bidders' list.

3.13 **Locations of Work to be Performed:**

The specific area or areas to be treated shall be as described in the Invitation and Bid. The using agencies shall indicate specific interior and /or exterior areas when requisitions are submitted to Procurement.

3.14 **Prequalification of Bidders**

All bidders must be pre-qualified by the City in order to be considered for an award on the Invitation and Bid to be based on this specification. This result of the pre-qualification process will be decided between the Procurement Department and the Health Department.

4. **NOTES TO REQUISITIONING AGENCY**

In ordering pest control services to this specification give the following information on the requisition and on responses for requests for inclusion on Schedule 410 by the Procurement Department, Standards Division.

4.1 Pest Control Service per Procurement Department Specification 26-E-1i:99, Schedule 410.

4.2 Name the specific known pests to be exterminated or controlled, (Reference Section 3.1).

4.3 Name the specific areas, or buildings, or locations where service is to be performed (Reference Section 3.13)

4.4 Name the work hours if other than regular time (Ref. Section 3.9).

4.5 Describe any special conditions or requirements which may exist.

**PROCUREMENT DEPARTMENT**  
*Standards Division*  
**SPECIFICATION**

**NO. 26-E-3a:90**  
**Supersedes 26-E-3:67**  
**Effective Date: March 1, 1990**



**TERMITE EXTERMINATION SERVICES**

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1. **CLASSIFICATION** - This specification covers a complete service, to be supplied by qualified contracting firms, designed to eliminate or prevent termite infestation in the facility or building(s) enumerated by the City.
2. **APPLICABLE SPECIFICATIONS AND PUBLICATIONS**
  - 2.1 Federal Insecticide, Fungicide and Rodenticide Act
  - 2.2 Federal Specification TT-W-571i and Interim Amendment TT-W-00571j
  - 2.3 City of Philadelphia, Department of Public Health's "Regulations Governing Eating and Drinking and Catering Establishments."
  - 2.4 Pennsylvania Pest Control Act
3. **REQUIREMENTS**
  - 3.1 Contractor shall furnish all labor, material, supplies and equipment for proper control and eradication of infestation.
  - 3.2 Treatment shall include soil treatment, wall treatment, and the pressure treatment of all vulnerable wood members. All methods of treatment used shall be carried out in accordance with current Federal Specifications and recommendations referred to in Paragraph 2 above.

- 3.3 **CHEMICALS:** The chemicals to be used shall be among those which are accepted by the Division of Forest Insect Research, Forest Service, U.S. Department of Agriculture, as having prolonged effectiveness as a toxicant against termites; if the chemical is a proprietary preparation, it shall be registered under the Federal Insecticide, Fungicide and Rodenticide Act. For use as a termite toxicant for which prolonged effectiveness may be anticipated. In no event shall the anticipated effective duration of the termite control chemical be for less than five years.
- 3.3.1 The chemicals shall be applied at no less than the dosage rate recommended for them by the Forest Service, or in accordance with directions for use acceptable for registration under the Federal Insecticide Act. The contractor shall specify the active ingredients of the chemicals.
- 3.4 Contractor shall take necessary precautionary measures during the course of his work in order not to adversely affect human health, to prevent injury to personnel, property or equipment, including the placing of warning signs where necessary (such as at excavations, etc.) He shall exercise due precaution to avoid damage to plant life in the treatment area. He shall replace all such plant life (shrubs, vegetation, etc.) which is damaged as a result of the termite treatment.
- 3.5 The contractor shall give notice to the building superintendent of all leaks in plumbing water, drain or steam pipes or fixtures, or any source of moisture or damage which may contribute to unsatisfactory termite insulation.
- 3.6 Upon completion of initial extermination service, contractor will submit to the City a detailed report on structural conditions bearing on termite infestation and control, with recommendations regarding desirable structural corrections, alterations, repairs, replacements and access openings. Contractor agrees to treat all new wood installed on the basis of his recommendations without any additional charge, and included in the terms of the service contract.
- 3.7 No gasoline or fuel powered equipment may be used indoor. Indoor applications shall be by hand, compressed air or electrically operated devices.
- 3.8 Work shall be done during regular business hours unless otherwise specified in the Invitation to Bid and shall be done in such a manner as will cause minimum interruption to the normal operating routine of the premises. All contractor's employees, while on the premises, shall be subject to the jurisdiction of the superintendent of the premises.
- 3.9 Upon completion of his work, contractor shall replace all equipment and property temporarily moved during the course of the work. He shall remove all debris and rubbish caused by his work and shall leave premises neat and broom clean.

- 3.10 The contractor shall, upon completion of work, certify in writing that the specifications have been complied with fully and that any evidence of the continuation or recurrence of termite infestation in treated sections during the five (5) consecutive years following the original treatment will be investigated promptly and treatment for its control applied, if necessary, and the condition corrected within twenty (20) days of notification by the City, without charge. If, at the end of the twenty (20) days after notification by the, satisfactory services have not been performed, the matter shall be referred to the Division of Environmental Health of the Department of Public Health and with its approval the City reserves the right under the contract to secure satisfactory service in the open market and to surcharge the defaulting contractor, and to remove his name from the bidder's list.

The original letter of certification shall go to the using agency, with a copy to the Procurement Department.

- 3.11 **Scope of Work to be Done:** The specific area or areas to be treated shall be as described to the Contractor by the Procurement Department. The "Contract Management" section of the Invitation and Bid against which contractor has been awarded a contract for termite control services will more fully explain this process.

4. **NOTE TO ORDERING AGENCIES:**

- 4.1 Ordering agencies to see the "Contract Management" section of the current Invitation and Bid for Pest Control and Termite Control for instructions on ordering termite control services - Schedule 410.

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.

## TERMS AND CONDITIONS OF BIDDING AND CONTRACT

### 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. This Invitation and Bid and any contract awarded hereunder shall include, without limitation, the Invitation and Bid, all addenda thereto issued by the Procurement Department and these Terms and Conditions of Bidding. 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 this 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. 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. SPECIFICATIONS.** When a formal, numbered, specification is referred to in this Invitation and Bid, no deviation therefrom will be permitted 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 this 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.

**3. 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, payment may be made on the basis of 50% of the price bid when such equipment is delivered on site. A further allowance of 25% may be made 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, payment may be made on the basis of 75% at the time of delivery and the balance shall be paid after satisfactory testing and/or installation as required.

**4. 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 is interested.

**5. 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.

**6. 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.

**7. PRICE INCREASES AND DISCOUNTS.** All articles must be delivered at the price(s) bid, FOB Destination Point. 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. Discounts offered for payment may be a factor in the awarding of bids only in the event of tie bids. (In the event of an absolute tie the award decision will be made in the best interest of the City as determined by the Procurement Commissioner in his/her sole discretion.) Discounts must be for a period of at least 15 days to be so considered. Discounts offered shall be assumed to be from gross price unless otherwise indicated.

8. **BID SECURITY.** Unless the bidder is properly covered 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 EST. CONTRACT	AMOUNT OF CERTIFIED CHECK
\$ 25,000.00 or less	No Check Required
\$ 25,000.01- \$ 99,999.99	\$ 500.00
\$ 100,000.00 - \$ 249,999.99	\$ 2,000.00
\$ 250,000.00- \$ 499,999.99	\$ 4,000.00
\$ 500,000.00 or more	\$ 6,000.00

When computing amount of Bid for Certified Check purposes, do NOT deduct for trade-ins.

Any bid in excess of \$500,000 is not covered by the Annual Master Bid Security Program and bidder must submit a Certified Check, Treasurer's Check, Cashier's Check, Bank Money Order or United States Postal Money Order made payable to the order of "The City of Philadelphia" in the required amount.

Once the lowest responsive and responsible bidder has been determined, the Procurement Department shall refund, with the exception of the fee paid for participation in the City's Annual Master Bid Security program, the bid security except the bid security of the lowest responsive and responsible bidder. Upon return of the duly executed contract documents, required fees and the furnishing of any required bonds or other performance security by the lowest responsive and responsible bidder, its bid security will be refunded.

9. **PERFORMANCE SECURITY.** The City of Philadelphia requires performance security for contracts greater than \$25,000. If the amount of the contract to be awarded is greater than \$25,000 but less than or equal to \$500,000, the successful bidder is required to participate in the City's Master Performance Security Program by paying to the City a non-refundable fee of \$5.00 per thousand dollars of the contract amount for firm limit contracts and \$4.00 per thousand dollars of the contract amount for requirements contracts, or as otherwise specified. If the amount of the contract to be awarded is in excess of \$500,000 the successful bidder is required to furnish an individual performance bond, issued by a surety approved by the City on a form prepared by the City's Law Department and in the amount specified in the notice of contract award. The successful bidder is also required to pay a bond preparation fee to the City's Law Department in an amount prescribed by Chapter 17-700 of The Philadelphia Code; a schedule of such fees may be obtained from the Procurement Department's Public Information Office.

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. 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. **RESPONSIVENESS.** Subject to the right of the Procurement Commissioner to waive nonresponsiveness as set forth below in this Section, these Terms and Conditions of Bidding and the specifications and requirements included in this Invitation and Bid are mandatory and must be strictly followed by all bidders in the preparation and submission of its 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 the specifications and requirements included in this 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 the specifications and requirements included in this Invitation and Bid is nonresponsive and shall be rejected, except where the Procurement Commissioner, in his/her sole discretion, determines that the nonresponsiveness is not material to the Invitation and Bid or that a waiver of the nonresponsiveness is otherwise permitted by this Invitation and Bid, by these Terms and Conditions of Bidding or by law. The Procurement Department's determination of nonresponsiveness shall be final and any bid rejected as nonresponsive shall not be eligible for contract award.

12. **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 this 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 sound 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 for 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.

13. **CONTRACTS.** Awards of contracts in amounts less than or equal to \$25,000 shall become contracts binding upon the City upon written notice of award by the Procurement Commissioner. Awards of contracts in amounts greater than \$25,000 shall not become contracts binding upon the City until after written notice of award is made and until after all of the following conditions have been satisfied:

- a. Successful bidder posts sufficient Performance Security, as required in the Invitation and Bid, within the time specified in the written notice of award;
- b. Successful bidder posts a Labor and Materials Bond, 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. **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 insureds 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 insureds 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 or 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) All states endorsement

(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 (employee exclusion deleted); 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.

15. **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 bonds, performance security or insurance, as may be required by the Invitation and Bid and/or these Terms and Conditions of Bidding, 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.

16. **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 this Invitation and Bid shall strictly conform to these Terms and Conditions of Bidding and the specifications and requirements contained in this Invitation and Bid. The successful bidder shall comply with all 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 this Invitation and Bid:

- a. Failure by contractor to comply with any provision or Section of the contract, including the bid specifications contained in this Invitation and Bid and these Terms and Conditions of Bidding 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 this 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 agents or indictment or issuance of charges against contractor, its directors, employees or agents for any criminal offense or other violation of law (whether or not the offense or violation of law is ultimately adjudged to have occurred), where such criminal offense, violation, 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 this 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 13 above.
- g. Any other act or omission identified in these Terms and Conditions of Bidding 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):

- 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 therefor. 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.

**17. BID PROCESSING FEE.** In addition to bid security and any other fee or monies required to be submitted with the bid, the bid shall be accompanied by a non-refundable processing fee in the form of a separate Standard Check, Bank Money Order or United States Postal Money Order made payable to the order of "City of Philadelphia" in an amount based on the gross amount of the bid in accordance with the formula below. Cash is not acceptable.

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

Failure to submit the Bid Processing Fee may result in rejection of the bidder's bid. In addition, if a contract award is made pursuant to this Invitation and Bid, any unpaid bid processing fees owed by the successful bidder to the City must be paid prior to the City's release of any payments under the resulting contract.

**18. NONDISCRIMINATION.**

a. Any contract awarded pursuant to this Invitation and Bid is entered into under the terms of the Philadelphia Home Rule Charter and in its performance, bidder 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 16 or otherwise available to the City at law or in equity.

b. In accordance with Chapter 17-400 of The Philadelphia Code, bidder 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, 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 16 or otherwise available to the City at law or in equity. Bidder 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. Bidder 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 16 or otherwise available to the City at law or in equity.

**19. 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. 16-92 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. All City employees presented with gifts or gratuities as indicated in Executive Order 16-92 have been instructed to report these actions to the appropriate authorities. 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 10-102 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 §20-608.

**20. 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 15 and/or Section 16..

**21. 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 this Invitation and Bid.

**22. TAX REQUIREMENTS.** Any contractor, or vendor of goods, wares and merchandise, or purveyor of services, who bids on and is awarded a contract by the City and/or School District of Philadelphia, is subject to Philadelphia's business tax and Ordinances and regulations. The City Solicitor has ruled that anyone who is awarded a contract by the City

and/or School District pursuant to a bid has entered into a contract within the City, and the subsequent delivery of goods into the City or performance of services within the City constitutes "doing business" in the City and subjects the successful bidder, including but not limited to, one or more of the following taxes:

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

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

**23. 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 this 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)."

**24. ASSIGNMENT.** The successful bidder shall not assign the contract resulting from this 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.

**25. MACBRIDE PRINCIPLES CERTIFICATION.** 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 this 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 18 Pa.C.S. Section 4904.

**BIDDER MUST SIGN BID on  
Page 8 of 8 of Conditions of Bidding**

## 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 (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 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 effected by mailing a copy thereof, by certified mail, postage prepaid to the addresses specified in the Invitation and Bid and/or this page.

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

### SIGNING OF BIDS:

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

This \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_

\_\_\_\_\_  
(Signature of Owner, Partner)

\_\_\_\_\_  
(Type or Print Name and Title)

\_\_\_\_\_  
(Business Name of Bidder)

\_\_\_\_\_  
(Address, including Zip Code)

\_\_\_\_\_  
(Telephone Number, including Area Code)

If bid is by 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 \_\_\_\_\_ 200\_\_

**CORPORATE SEAL**

\_\_\_\_\_  
(Corporate or Business Name of Bidder)

\_\_\_\_\_  
(Address, including Zip Code)

\_\_\_\_\_  
(Telephone Number, including Area Code)

\_\_\_\_\_  
(Signature of President or a 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

\_\_\_\_\_  
(Asst. City Solicitor)

\_\_\_\_\_  
(Acting Procurement Commissioner)



# **CITY OF PHILADELPHIA**

## **INSTRUCTIONS FOR GETTING PAID**

### **BY THE CITY OF PHILADELPHIA**

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

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

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

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

**VENDORS INTERESTED IN RECEIVING PAYMENTS ELECTRONICALLY MUST COMPLETE AN ACH VENDOR ENROLLMENT AND CHANGE FORM. THIS FORM CAN BE DOWNLOADED FROM [WWW.PHILA.GOV/BIDS](http://WWW.PHILA.GOV/BIDS).**

# **BIDDERS GUIDELINES\***

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

- Read the entire bid so that you fully understand all the requirements.
- All bids must be submitted to the City no later than the time and date stated as the bid opening.
- Note the City Anti-Discrimination Policy. If Minority Business Council Participation is required be sure to fill out all appropriate forms. If you have questions call MBEC at (215) 686-6232.
- Make sure you submit the appropriate Bid Security and Bid Submission Fee with your bid. Refer to Section 1 of the bid and the Conditions of Bidding sheet.
- Bidder must meet **all** qualifications.
- If an alternate to any item is being offered, you must follow the instructions in paragraph 2 of the Conditions of Bidding sheet.
- Does the bid require a site inspection, attendance at a Pre-Bid Meeting, samples, financial information or other data you must provide?
- Have you signed and returned all Addenda?
- If the bid is going to be awarded as a whole, you must bid on all items. See Section 3 of the bid: Bid Evaluation and Award.
- Bidders' attention is directed to the Conditions of Bidding sheet regarding the Master Performance Bond.
- Bids and pricing must be written in ink or typed. FAXed bids will not be accepted.
- **Do not** submit counter terms or conditions. **Your bid will be rejected**.
- Have you signed the Contract Page and affixed your Corporate Seal as required?
- **Do not** combine check amounts: All checks should be individual and specific.
- Please double check all mathematical calculations for errors.

**If you have questions call Public Information at (215) 686-4720.**

\*This information is provided for guidance only and does not preclude your responsibility to read fully and respond to all portions of this bid.



**CITY OF PHILADELPHIA**  
**PROCUREMENT DEPARTMENT**  
**Public Information Unit**

**ATTENTION VENDORS**

If your company would like to receive the results of a particular bid, the Public Information Unit of the Procurement Department will forward this information to you after the contract has been fully executed, at a **fee of \$10.00** for **each** bid number requested. Please be advised that bid tabulations **are not available** by telephone. If you have any questions, please call 215-686-4755 or 4756.

**BID RESULTS REQUEST FORM**

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

**PLEASE NOTE INCREASED FEE**

Date of Request: \_\_\_\_\_

Bid Number Requested: \_\_\_\_\_ Opening Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**Mail this Request to the address below and enclose the following items:**

- Check or Money Order payable to "City of Philadelphia";
- A self-addressed stamped envelope which is **at least 9 1/2" x 12 1/2" or larger** for each Bid requested.

**Failure to send either of the above items, will void your request.**

*Mail Request To:*

**The Procurement Department Public Information Unit**  
**Attention: Bid Results**  
**1401 JFK Blvd.**  
**Room 170B, MSB**  
**Philadelphia, PA 19102-1685**

**Do Not Send Cash**

<b><i>Internal Use Only:</i></b>	
Date Request Received:	Check Type:
Date Bid Result(s) Mailed:	Check Number:
Initials:	Check Amount \$



# CITY OF PHILADELPHIA

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

Janet Hagan  
Acting Procurement Commissioner

## Master Bid Security Program for Service, Supplies and Equipment Bids Period of Coverage: July 1, 2006 – June 30, 2008

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

Dear Vendor:

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

To file for coverage under the Bid Security Program, for the period **July 1, 2006 to June 30, 2008**, complete the enclosed application and return it with a check for **\$175.00**. 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**" **2006 – 2008** on the face of the check.

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

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

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

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

Company Name: \_\_\_\_\_

Fed EIN/SSN: \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

A. Check payable to the City of Philadelphia in the amount of \$175.00 for 7/1/06 to 6/30/08  
(NO PERSONAL CHECKS)

*Internal Use Only*

Rcvd. \_\_\_/\_\_\_/\_\_\_ Pymt. Type \_\_\_\_\_ Ck. Amt. \$ \_\_\_\_\_ Ck.# \_\_\_\_\_



# CITY OF PHILADELPHIA

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

JANET HAGAN  
Acting Procurement Commissioner

December 1, 2006

Dear Vendor:

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

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

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

Sincerely,

Janet Hagan  
Acting Procurement Commissioner



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

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

Vincent Jannetti  
Director of Finance

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

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

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

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

# Vendor Information Payment Reference Guide

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



# CITY OF PHILADELPHIA

OFFICE OF THE DIRECTOR OF FINANCE  
Room 1330 Municipal Services Building  
1401 John F. Kennedy Boulevard  
Philadelphia, PA 19102-1693

Dear Valued Vendor,

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

This system will be operational twenty four hours a day, seven days a week. All you have to do is log on to the City of Philadelphia's website: [www.phila.gov](http://www.phila.gov), click on Vendor Invoice Information under the Help Me Section of the home page, enter your Federal Employer Identification Number (FEIN) and a valid active purchase order. Then, agree to a waiver statement and follow the prompts to get an up to date status on your payments.

I urge you to give it a try and see for yourself how easy it is to use. If you should happen to experience any problems, or if you would like to comment on this new system, please e-mail us using the question and comment field provided on the site.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Vincent J. Jannetti'.

Vincent J. Jannetti  
Acting Director of Finance