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

HUGH ORTMAN
Procurement Commissioner

REVISED
Bid Announcement

Date: May 27, 2008

Bid Number: T8Z54400

Bid Title: "Landscape Planting & Maintenance Service"

Opening Date: July 9, 2008 at 10:30 A.M.

A NON-MANDATORY PRE-BID MEETING for all interested parties will be held on Monday, June 23, 2008 at 12:00 P.M. at the Municipal Services Building, 1st Floor, Bid Room 170A, 1401 J.F. K. Boulevard, Philadelphia, PA. 19102.

MANDATORY SITE VISITS for all interested parties will be held on Wednesday, June 18, 2008 and Thursday, June 19, 2008 in accordance with Section 2: Specifications-Part III. All interested parties are encouraged to review the listed dates and times for the Mandatory Site Visits prior to attending.

PLEASE NOTE:

Those vendors that did attend the Mandatory Site-Inspections that were previously held on Wednesday, April 30, 2008 and Thursday, May 1, 2008 will not be required to attend the new Mandatory Site-inspections referenced above.

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

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

The City of Philadelphia is soliciting bids for "Landscape Planting & Maintenance Service" for the Various Departments. This letter notifies all potential vendors that the subject bid is available for review and hardcopy print via the City's Web site at:

http://www.phila.gov/bids

Or

Organizations may request a copy of the bid by calling Procurement's Public Information Unit @ 215-686-4720 or 215-686-4721. There is, however, a fee for copies of bids over 99 pages distributed via pick-up or U.S. mail. The fees for the entire bid document, including attachments, are as follows:

Number of Pages	Fee
100 – 250	$25
251 – 500	$50
Over 500	$75

Electronic bid submissions will NOT be accepted. Only fully executed hardcopy documents received by Procurement will be accepted. All bids must be received prior to the specified opening date and time.

Disclaimer :
The City of Philadelphia nor any of its employees assumes any legal liability or responsibility for the accuracy, completeness, reliability, timeliness, or usefulness of any information or data on this web site.

Bids may be modified prior to bid opening by bid addenda. Addenda may not be on the site. It is the sole responsibility of any bidder to ensure that it has any and all addenda. Bidders should contact the City of Philadelphia's Public Information desk at 215-686-4718 thru 4721 or via e-mail at bid.info@phila.gov prior to submission of any bid. Bids submitted without executed addenda may be rejected.

REVISED PAGE 14

1.13 **PRE-BID MEETING: NON-MANDATORY**

1.13.1 **A Non- Mandatory Pre-Bid Meeting will be held for all interested parties on Monday, June 23, 2008 at 12:00 PM in the Bid Room, Room 170A, Municipal Services Building, 1401 J.F.K. Boulevard, Philadelphia, PA. 19102-1685.**

The purpose of this meeting is to respond to questions and suggestions from prospective bidders. Bidders are encouraged to submit questions in writing at the time of the Pre-Bid Meeting. Oral responses at the Pre-Bid Meeting and other oral communications concerning this solicitation shall not be binding upon the City.

The City will issue written responses, in the form of a written Addendum, to questions that materially impact upon the bid documents.

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

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

REVISED PAGE 63

SECTION 2: SPECIFICATIONS – PART III

In Section 5, "Pricing", bidder shall state a Lot Price for Each of the following Items listed below:

A Mandatory Site Inspection will be held for each of the following locations in accordance with the Date and Time provided for each line listed below.

The attached Certification of Site Visit Sheets must be signed by the designated City contact person and completed by vendor.

1. Mandatory Site Inspection Date-**Wednesday, June 18, 2008 @ 9:30 AM**
Price for Landscape Maintenance Service (6 site visits per year)–
Queen Lane Water Treatment Plant
To include Trees / Shrubs / Groundcover / Herbaceous Plants / Bulbs
And Planting Beds – **Fox St. and Abbottsford location**

2. Mandatory Site Inspection Date-**Wednesday, June 18, 2008 @ 10:00 AM**
Price for Landscape Maintenance Service (6 site visits per year)–
Queen Lane Water Treatment Plant
To include Trees / Shrubs / Groundcover / Herbaceous Plants / Bulbs
And Planting Beds – **Henry Ave. and Queen Lane location**

3. Mandatory Site Inspection Date-**Wednesday, June 18, 2008 @ 11:00 AM**
Price for Landscape Maintenance Service (6 site visits per year)–
Belmont Water Treatment Plant
To include Trees / Shrubs / Groundcover / Herbaceous Plants / Bulbs
And Planting Beds – **Belmont Ave. and City Ave. location**

4. Mandatory Site Inspection Date-**Wednesday, June 18, 2008 @ 11:30 AM**
Price for Landscape Maintenance Service (6 site visits per year)–
Belmont Water Treatment Plant
To include Trees / Shrubs / Groundcover / Herbaceous Plants / Bulbs
And Planting Beds – **Belmont Ave. and Ford Rd. location**

5. Mandatory Site Inspection Date-**Wednesday, June 18, 2008 @ 12:00 PM**
Price for Landscape Maintenance Service (6 site visits per year)–
Belmont Water Treatment Plant
To include Trees / Shrubs / Groundcover / Herbaceous Plants / Bulbs
And Planting Beds – **Stout Rd. and City Ave. location**

REVISED PAGE 64

6. Mandatory Site Inspection Date-**Wednesday, June 18, 2008 @ 2:00 PM**
Price for Landscape Maintenance Service (6 site visits per year)–
29th St. Building Complex – in front of main building
To include Trees / Shrubs / Groundcover / Herbaceous Plants / Bulbs
And Planting Beds -29th and Cambria location

7. Mandatory Site Inspection Date-**Thursday, June 19, 2008 @ 11:00 AM**
Price for Landscape Maintenance Service (6 site visits per year)–
Northeast Water Pollution Control Plant – Inside / Outside Perimeter (Via Delaware Ave. / Lewis Street / Castor Ave.)
To include Trees / Shrubs / Groundcover / Herbaceous Plants /
Bulbs And Planting Beds – **3895 Richmond Street location**

8. Mandatory Site Inspection Date-**Thursday, June 19, 2008 @ 2:00 PM**
Price for Landscape Maintenance Service (6 site visits per year)–
24th / 25th Police District Building – perimeter of main building
To include Trees / Shrubs / Groundcover / Herbaceous Plants /
Bulbs And Planting Beds – **3901 Whitaker Avenue location**

9. Annual Lot Price for Removal of Dead Plants and Installation of New Plants at all Philadelphia Water Department landscape gardens. Actual price based upon request for work by PWD, submitted price for work by contractor, and written approval by PWD. Invoice shall include all involved locations and the plants installed at those locations.

Estimated Expenditures: $10,000.00

Bid Number:_____

Opening Date:_____

REVISED
SITE VISIT CERTIFICATION
(To Be Submitted With Bid Package)

This is a Mandatory Site Inspection and Vendor is required to visit the following Water Department locations on Wednesday, June 18, 2008 at the listed times specified below:

Fox Street and Abbottsford Location Queen Lane Water Treatment Plant	**9:30 AM**	Signature:_____ John Muldowney
Henry Ave. and Queen Lane Location Queen Lane Water Treatment Plant	**10:00 AM**	Signature:_____ John Muldowney
Belmont Ave. and City Line Ave. location Belmont Water Treatment Plant	**11:00 AM**	Signature:_____ John Muldowney
Belmont Ave. and Ford Road Location Belmont Water treatment Plant	**11:30 AM**	Signature:_____ John Muldowney
Stout Road and City Line Ave. Location Belmont Water treatment Plant	**12:00 PM**	Signature:_____ John Muldowney
29th and Cambria Streets Location Building Maintenance Unit	**2:00 PM**	Signature:_____ John Muldowney

This Form MUST be signed and dated by the Contract Administrator or his/her designee listed above for each location to certify that the below vendor has inspected the area.

FAILURE TO VISIT THE SITE WILL DISQUALIFY YOUR BID

Company Name:_____

Address:_____

City/State/Zip Code:_____

Telephone Number: (_____) _____Fax Number (_____) _____

E-Mail Address:_____

Bid Number:_____

Opening Date:_____

REVISED

SITE VISIT CERTIFICATION
(To Be Submitted With Bid Package)

This is a Mandatory Site Inspection and Vendor is required to visit the following Water Department location on Thursday, June 19, 2008 at the listed time specified below:

Northeast Water Pollution Control Plant **11:00 AM**
Signature:_____
3895 Richmond Street Michael Hubbard

This Form MUST be signed and dated by the Contract Administrator or his/her designee listed above for each location to certify that the below vendor has inspected the area.

FAILURE TO VISIT THE SITE WILL DISQUALIFY YOUR BID

Company Name:_____

Address:_____

City/State/Zip Code:_____

Telephone Number: (_____) _____Fax Number (_____) _____

E-Mail Address:_____

Bid Number:_____

Opening Date:_____

REVISED
SITE VISIT CERTIFICATION
(To Be Submitted With Bid Package)

This is a Mandatory Site Inspection and Vendor is required to visit the following Department of Public Property location on Thursday, June 19, 2008 at the listed time specified below:

24th / 25th Police District Building **2:00 PM** Signature:_____
3901 Whitaker Avenue Deborah McKee

This Form MUST be signed and dated by the Contract Administrator or his/her designee listed above for each location to certify that the below vendor has inspected the area.

FAILURE TO VISIT THE SITE WILL DISQUALIFY YOUR BID

Company Name:_____

Address:_____

City/State/Zip Code:_____

Telephone Number: (_____) _____Fax Number (_____) _____

E-Mail Address:_____