



CITY OF PHILADELPHIA

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:

<u>Number of Pages</u>	<u>Fee</u>
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.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER T8Z54400	PAGE OF 14 79
		FIRM NAME (Must be filled in)	

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."

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER T8Z54400	PAGE OF 63 79
		FIRM NAME (Must be filled in)	

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**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER T8Z54400	PAGE OF 64 79
		FIRM NAME (Must be filled in)	

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 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
3901 Whitaker Avenue

2:00 PM

Signature: _____

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: _____

PROCUREMENT DEPARTMENT
Rm 120 Municipal Services Building
Philadelphia, PA 19102-1685
FAX: (215) 686-4716

CITY OF PHILADELPHIA

Hugh Ortman
Procurement Commissioner

June 3, 2008

BID NUMBER: T8Z54400
TITLE: Landscape Planting and Maintenance Services
DEPARTMENT: Various
DATE TO OPEN: July 09, 2008 at 10:30 AM

ADDENDUM # 2

TO ALL BIDDERS:

You are hereby notified of the following changes to the above mentioned bid:

Pages 3-4, Paragraph 1.7 - Bid Security

Bid Security has been revised as follows:

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.

Bidders already enrolled in the City's Master Bid Security Program for Fiscal Years 2009 (July 1, 2008 to June 30, 2010) are not required to provide Bid Security if their bid total is \$500,000.00 or less (per paragraph 2 of "Terms and Conditions of Bidding and Contract").

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

Bids Opening July 1, 2008 through June 30, 2010

Bidders may qualify for the Master Bid Security Program described above for **Fiscal Year 2008 - 2010 (July 1, 2008 – June 30, 2010)** by submitting a check in the amount of **\$175.00** made payable to the City of Philadelphia. The check should be submitted, under separate cover, to the Bid Unit Supervisor at least one day prior to the first bid that the bidder wants covered under the program and is *non-refundable*. Or if, and only if, the bidder chooses to submit the check for the Master Bid Security Program with their bid, the check **MUST** be in the form of a Certified, Treasurer's or Cashier's Check, Bank or United States Postal Money Order and is non-refundable.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

Buyer, L. Lewicki

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

LL/mw