# BID OPENING DATE AND TIME

**ON: MAY 30, 2012** **AT: 10:30 A.M.**

| BID NO. | PAGE | INVITATION AND BID ADVERTISED | BIDDER MUST COMPLETE BELOW |
|---|---|---|---|
| S3XT6970 | 1 OF 18 | | BIDDER AGREES TO COMPLY WITH ALL CONDITIONS OF THIS BID. UNSIGNED BIDS WILL NOT BE ACCEPTED. |

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

DEPARTMENT: **OFM** DIVISION: **VEHICLE PURCHASE**

AWARDED

DATE

**FOR THE PROCUREMENT COMMISSIONER**

BIDS MUST BE RETURNED TO

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

NAME AND ADDRESS OF FIRM

**Federal EIN/Social Security Number**

**BUYER : J. Manton**
**S. Justice**

**TITLE OF: 4 x 2, 32 PASSENGER BUS**

## Commerce Department-Office of Economic Development (OEO)
## 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: **GOOD FAITH EFFORTS**

W-BE: **GOOD FAITH EFFORTS**

DS-BE: **GOOD FAITH EFFORTS**

**Any and all questions about Executive Order 02-05 and bidder compliance should be directed to the Commerce Department Office of Economic Opportunity (OEO) office at (215) 683- 2000.**

## 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 | |
|---|---|---|---|---|
| | ☐ YES | ☐ NO | AMOUNT | CHECK NUMBER |

**CITY OF PHILADELPHIA**
**OFFICE OF ECONOMIC OPPORTUNITY**
**ANTIDISCRIMINATION POLICY- MINORITY, WOMAN AND DISABLED OWNED BUSINESS ENTERPRISES**
**FORMS, INSTRUCTIONS AND SPECIAL CONTRACT PROVISIONS**
**(SEALED BID CONTRACTS)**

Under the authority of Executive Orders No. 02-05, as reauthorized, and 14-08, the City of Philadelphia has established an antidiscrimination policy ("Policy") relating to the participation of Minority (MBE), Woman (WBE) and Disabled (DSBE) Owned Business Enterprises in City contracts. Executive Order 14-08 disestablished the Minority Business Enterprise Council and transferred its administrative functions under Executive Order 02-05 to the Office of Economic Opportunity ("OEO").

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

The Office of Economic Opportunity has approved the following projected ranges of participation for this Bid which serve as a guide in determining each bidder's responsibility:

MBE: GOOD FAITH EFFORTS

WBE: GOOD FAITH EFFORTS

DSBE: GOOD FAITH EFFORTS

These ranges represent the percentage of MBE, WBE, DBE[1] 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. 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 OEO 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. Bidder also acknowledges that if it is awarded a contract resulting from this Invitation and Bid, it is a felony in the third degree under 18 Pa.C.S. Section 4107.2(a)(4) if, in the course of this contract,**

[1] "DBE" or "Disadvantaged Business Enterprise" means a socially and economically disadvantaged minority or woman owned business that is certified under 49 C.F.R. Part 26. If Bidder makes solicitation(s) and commitment(s) with a DBE, Bidder shall indicate which category, MBE or WBE, is submitted for credit.

**it fraudulently obtains public moneys reserved for or allocated or available to minority business enterprises or women's business enterprises.**

## A. M/W/DSBE PARTICIPATION

1. MBE, WBE, DBE and DSBE shall refer to certified businesses so recognized by the City of Philadelphia through its OEO. Only the work or supply effort of firms that are certified as M/W/DSBEs by an OEO approved certifying agency[2] at the time of bid opening will be eligible to receive credit towards the participation ranges. In order to be counted, certified firms must successfully complete and submit to the OEO an application to be included in the OEO Registry which is a list of registered M/W/DSBEs maintained by the OEO and available online at www.phila.gov/oeo/directory.

If bidder or bidder's subcontractor(s) is certified by an approved certifying agency, a copy of that certification should be furnished with the bid.

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), 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; M/W/DSBE subcontractors must perform at least twenty percent (20%) 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. The OEO may evaluate the amount of work subcontracted, industry practices and any other relevant factors in determining 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. For example, a Bidder using an M/W/DSBE non-stocking supplier (i.e., a firm that does not manufacture or warehouse the materials or equipment of the general character described by the Bid specifications and required under the contract) to furnish equipment or materials will only receive credit towards the participation ranges for the fees or commissions charged, not the entire value of the equipment or materials furnished.

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 Bid. In addition, the participation of an M/W/DSBE partner, as part of a joint venture created for this bid, may be credited

[2] A list of "OEO approved certifying agencies" can be found at www.phila.gov/oeo

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 identified in the OEO Registry prior to contract award;
- 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 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. 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. In calculating the percentage amount, bidders may apply the standard mathematical rules in rounding off numbers. The OEO reserves the right to request clarifying information in the event of an inconsistency or ambiguity in the Solicitation For Participation and Commitment Form.

**B. RESPONSIVENESS**

1. A Bid responsive to the Policy is one which contains documentary evidence of the M/W/DSBEs that have been solicited and that 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.

2. Bidders must submit documentary evidence of MBEs, WBEs and DSBEs who have been solicited and with whom commitments have been made in response to the participation ranges included in this 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 on the enclosed document entitled "Solicitation For Participation and Commitment Form". Bidders should only make actual solicitations of M/W/DSBEs whose work or materials are within the scope of this 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/subproposals. The bidder's listing of a commitment with an 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 is also required to submit along with the Solicitation For Participation and Commitment Form, a document entitled "Joint Venture Eligibility Information Form," available at OEO, 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 Bid, Bidder must explain 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. OEO 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:

• Provide reasons for not committing with any M/W/DSBEs that submitted a quote/subproposal, regardless of whether the quote/subproposal was solicited by Bidder.

• Provide list of all certifying directories used to solicit participation for this Bid.

• Provide any additional evidence pertinent to Bidder's conduct relating to this Bid including sufficient evidence which demonstrates to the OEO 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).

The bidder's documentary evidence will be reviewed by the OEO 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 OEO 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. OEO will investigate whether there was any attempt at good faith negotiation of price.

• Whether M/W/DSBEs were treated equally as other businesses in the solicitation and commitment process. For example, the OEO will investigate whether M/W/DSBEs are given the same information, access to the plans and requirements of the contract

and given adequate amount of time to prepare a quote/subcontract as others who were solicited by bidder. The OEO 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 or solicited M/W/DSBEs at any pre-bid meetings.

• Whether the bidder's contracting decisions were based upon policies which disparately affect M/W/DSBEs. OEO will ascertain whether bidder selected portions of work or material needs consistent with the capacity of available M/W/DSBE subcontractors and suppliers. OEO will consider whether bidder employed policies which facilitate the participation of M/W/DSBEs on City contracts such as segmentation of the contract or prompt payment practices.

4. After review of the bidder's submission and other information the OEO deems relevant to its evaluation, the OEO will make a written determination that will be forwarded to the awarding City Department.

▪ If the bid is determined nonresponsive by the OEO, the applicant will be notified and may file a written appeal with the OEO within forty-eight (48) hours of the date of notification. The decision of the OEO may be appealed in writing within forty-eight (48) hours of the date of the OEO's decision to the Chief Operating Officer of the Commerce Department or his/her designee whose decision shall be final.

## C. 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 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 OEO.

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. 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 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 Orders 2-05 and 14-08 or by reason of any contract resulting from the 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 OEO determines that the bidder has discriminated against a M/W/DSBE at any time during the term of the contract, the OEO may recommend to the Procurement Commissioner 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 OEO shall have the right to make site visits to the Bidder's place of business and/or job site and obtain documents, such as quotations, and information from any Bidder, subcontractor, supplier, manufacturer or contract participant that may be required in order to ascertain a Bidder's responsiveness and responsibility.

2. Failure to cooperate with the OEO in its review may result in a recommendation to terminate the contract.

**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 OEO and/or other appropriate City officials. The Successful Bidder agrees to submit reports and other documentation to the OEO as deemed necessary by the OEO to ascertain the successful bidder's fulfillment of its M/W/DSBE commitments.

**F. REMEDIES**

1. The Successful Bidder's compliance with the requirements of Executive Orders 2-05 and 14-08, 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 City 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/Debar the Successful Bidder from proposing/bidding 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 Bid nor shall it give rise to actions by any third parties including identified M/W/DSBE subcontractors.

**ANTIDISCRIMINATION POLICY SOLICITATION FOR PARTICIPATION AND COMMITMENT FORM**

***Minority (MBE), Woman (WBE), Disabled (DSBE) and Disadvantaged (DBE) Business Enterprises*** [1]

**DEPARTMENT OF COMMERCE**

***OFFICE OF ECONOMIC OPPORTUNITY (OEO)***

| *Bid Number or Proposal Title:* | *Name of Bidder/Proposer:* | *Bid/RFP Opening Date:* |
|---|---|---|
| | | |

**List below ALL MBE/WBE/DBE/DSBEs that were solicited regardless of whether a commitment resulted therefrom. - Photocopy this form as necessary.**

| ☐ MBE ☐ WBE ☐ DSBE ☐ M-DBE ☐ W-DBE | Work or Supply Effort to be Performed | Date Solicited | | Commitment Made | | Give Reason(s) If No Commitment |
|---|---|---|---|---|---|---|
| Company Name | | By Phone | By Mail | Yes (*If Yes, give date*) | NO | |
| Address | | | | | | |
| Contact Person | | Quote Received | | Amount Committed To | | |
| Telephone Number / Fax Number | | YES[2] | NO | Dollar Amount $ | | |
| Email Address | | | | Percent of Total Bid/RFP % | | |
| OEO REGISTRY # / CERTIFYING AGENCY | | | | | | |

| ☐ MBE ☐ WBE ☐ DSBE ☐ M-DBE ☐ W-DBE | Work or Supply Effort to be Performed | Date Solicited | | Commitment Made | | Give Reason(s) If No Commitment |
|---|---|---|---|---|---|---|
| Company Name | | By Phone | By Mail | Yes (*If Yes, give date*) | NO | |
| Address | | | | | | |
| Contact Person | | Quote Received | | Amount Committed To | | |
| Telephone Number / Fax Number | | YES[2] | NO | Dollar Amount $ | | |
| Email Address | | | | Percent of Total Bid/RFP % | | |
| OEO REGISTRY # / CERTIFYING AGENCY | | | | | | |

| ☐ MBE ☐ WBE ☐ DSBE ☐ M-DBE ☐ W-DBE | Work or Supply Effort to be Performed | Date Solicited | | Commitment Made | | Give Reason(s) If No Commitment |
|---|---|---|---|---|---|---|
| Company Name | | By Phone | By Mail | Yes (*If Yes, give date*) | NO | |
| Address | | | | | | |
| Contact Person | | Quote Received | | Amount Committed To | | |
| Telephone Number / Fax Number | | YES[2] | NO | Dollar Amount $ | | |
| Email Address | | | | Percent of Total Bid/RFP % | | |
| OEO REGISTRY # / CERTIFYING AGENCY | | | | | | |

**1. If Bidder/Proposer makes solicitation(s) and commitment(s) with a DBE, Bidder/Proposer shall indicate which class type, M-DBE or W-DBE, is submitted for credit.**
**2. Attach all quotations to this form.**

SECTION 1: GENERAL BID SUBMISSION

1.1 TITLE: 4 X 2, 32 PASSENGER BUS

1.2 CONTRACT TERM: 07/01/2012 to 06/30/2013 ("Initial Term"), with an option to renew for up to three (3) additional one (1+) year periods, ("the Renewal Term") exercisable, at the City's sole discretion, as of the expiration of the Initial Term or then current Renewal term. The City may, at its sole discretion, renew the contract for up to three (3) months at the beginning of each renewal period(s) (the "Additional Performance Period"), if a decision has been made not to renew the contract for an entire year

1.2.1 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.

1.2.2 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 1.2.2, and failure to do so shall be an event of default pursuant to Section 19, Default, of the attached Terms and Conditions of Bidding And Contract.

If participation in the City's Master Performance Security Program is required under this Invitation and Bid, Contractor shall pay the required annual fee for such participation for each Renewal Term upon the issuance of the Renewal Notice.

1.3 CONTRACT TYPE: **REQUIREMENTS**

1.3.1 The following items are required in the operation of various City agencies as ordered. Exact quantities cannot now be determined but estimates thereof are listed herein. Quantities listed may be increased or decreased to meet the requirements of the City during the period of this contract.

A minimum is not guaranteed.
Purchase orders issued as a result of this bid will be for equipment to be delivered generally on an as-needed basis. Successful bidders are cautioned not to deliver any equipment without first being advised to do so by the ordering agency.

1.3.2 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.

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

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

1.4 METHODOLOGY OF ACQUISITION: **Purchase** only.

1.5 STATEMENT OF DIRECTION:

1.5.1 It is the intent of the City of Philadelphia to make an award for **4 x 2, 32 Passenger Bus** for the Office of Fleet Management Department as specified herein during the contract period.

1.6 BID SECURITY

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

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

Bidders already enrolled in the City's Master Bid Security Program for Fiscal Years 2010 (July 1, 2010 to June 30, 2012) are not required to provide Bid Security if their bid total is $500,000.00 or less (per paragraph 2 of "Terms and Conditions of Bidding and Contract").

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

1.6.2 **Bids Opening July 1, 2011 through June 30, 2012**
Bidders may qualify for the Master Bid Security Program described above for **July 1, 2011 – June 30, 2012** by submitting a check in the amount of **$120.00** made payable to the City of Philadelphia. The check should be submitted, under separate cover, to the Bid Unit Supervisor at least one day prior to the first bid that the bidder wants covered under the program and is *non-refundable.* Or if, and only if, the bidder chooses to submit the check for the Master Bid Security Program with their bid, the check **MUST** be in the form of a Certified, Treasurer's or Cashier's Check, Bank or United States Postal Money Order and is non-refundable.

If the bidder is not enrolled and does not intend to enroll; or if the total value of the bid submitted exceeds $500,000.00, the Master Bid Security Program is not applicable. Bidders instead MUST submit with their bid a refundable Certified, Treasurer's or Cashier's Check, Bank Money Order or United States Postal Money Order in the amount as specified in Paragraph 2 entitled "Bid Security", of the "Terms and Conditions of Bidding and Contract".

1.7 BID INFORMATION:

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

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

1.8 BID SUBMISSION:

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

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

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

1.8.4 COPIES OF BID SPECIFICATIONS

This bid makes reference to Procurement Department Specifications and/or Purchase Descriptions.

Bidders are requested to retain Procurement Department Specifications for future reference.

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

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

1.8.7 **LOCAL BUSINESS ENTITY:**
In accordance with the City of Philadelphia's Regulations Relating to Local Bidding Preferences for Procurement Contracts, this bid may be subject to a 5% local bid preference. In order to determine eligibility to receive the 5% preference, if applicable, bidder or subcontractor **must be certified at the time of the bid opening and must submit with the bid, the Local Business Entity Certification number** as issued by the Procurement Department for the prime contractor or the applicable subcontractor. If the prime relies upon its subcontractor's LBE status in order to be eligible for the preference, the name and certification number of the subcontractor **must** be submitted with the bid. **Failure to submit the prime's LBE certification number or the subcontractor's name and LBE certification number with the bid will deem bidder ineligible for the 5% preference.**

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

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

Prime or subcontractor's LBE Certification Number_____

If applicable:
Subcontractor's Name_____

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

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

1.8.9 CONTACT PERSON:

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_____

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

Name:_____

Address:_____

City/State/ZC:_____

Telephone No.(_____)_____ Ext.:_____

Fax No.(_____)_____

E-mail address_____

1.8.10 FORMS TO BE RETURNED WITH BID:

Form #80-247B (one for each type of vehicle offered) is to be completed and returned with bid.

The Temporary Certificate shall be forwarded to the Office of Fleet Management, Attention: James Muller, 100 S. Broad St., 3rd floor, Philadelphia, PA 19102. Bidder shall state year, make, model, body model, manufacturer's cut off date, and delivery after receipt of order.

YEAR:_____

MAKE:_____

MODEL:_____

BODY MODEL:_____

MANUFACTURER'S CUT OFF DATE:_____

DELIVERY ARO:_____

1.8.11 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. Exceptions taken DO NOT obligate the City to change the specifications. The City of Philadelphia, Procurement Department will notify all bidders in writing, by addendum duly issued, of any interpretations/changes made to specifications or instructions. The City will not accept responsibility for oral instructions, suggestions or changes by any City agency.

Otherwise the successful bidder will have to provide the product or service exactly as defined in this bid, and in accordance with the directions in Section 2.

1.9 BIDDER QUALIFICATION:

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

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

SECTION 1:

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

| | | | |
|---|---|---|---|
| Firm Name: | _____ | _____ | _____ |
| Contact Name: | _____ | _____ | _____ |
| Phone No.: | _____ | _____ | _____ |
| Type Work: | _____ | _____ | _____ |
| Years dealing w/your firm: | _____ | _____ | _____ |

SECTION 2:

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

| | | | |
|---|---|---|---|
| Dept. Name: | _____ | _____ | _____ |
| Contact Name: | _____ | _____ | _____ |
| Phone No.: | _____ | _____ | _____ |
| PO#/Contract#: | _____ | _____ | _____ |
| Items: | _____ | _____ | _____ |

1.10 NON-MANDATORY PRE-BID MEETING

A NON-MANDATORY PRE-BID MEETING for all interested parties will be held on 05/16/2012 at 1:00 P.M. at MSB 1401 JFK Boulevard, room 170A Philadelphia, PA 19102.

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 not a requirement for bidding.

SECTION 2: SPECIFICATIONS

2.1 Successful vendor(s) shall be required to supply the City of Philadelphia's **Office of Fleet Management (OFM) with 4 x 2, 32 Passenger Bus, Prisoner Transportation** as listed in Sections 2 and 5 of this Invitation and Bid.

2.2 **SPECIFIC REQUIREMENTS**

All items to be bid upon are in accordance with Procurement Department Specification 41-V-20M:86 and OFM Spec Code 22616d.25.

In Section 5 "Pricing", vendor shall submit an Each (EA) price for all items listed therein. Bidder shall submit pricing on items indicated plus all options. Quoted prices must not contain more than three (3) decimal places.

**UNITS AS PER SPECIFICATION**

2.2.1 **42820-000-010**
UNIT AS PER SPECIFICATION
OMIT SECTION 19.0, PRE-CONSTRUCTION / PRE-PRODUCTION INSPECTION
OMIT ITEM 32.3.1, MANUALS
OMIT ITEM 32.3.1.2, SOFTWARE
OMIT ITEM 34.2, TECHNICIAN TRAINING (EA)

**OPTIONS**

2.2.1.1 **42820-009-000**
ITEM 19.1, PRE-CONSTRUCTION MEETING (EA)

2.2.1.2 **42820-009-001**
ITEM 19.2, PRE-PRODUCTION INSPECTION (EA)

2.2.1.3 **42820-009-002**
ITEM 19.3, PRE-PRODUCTION INSPECTION (EA)

2.2.1.4 **42820-009-003**
ITEM 32.3.1, MANUALS (EA)

2.2.1.5 **42820-009-004**
ITEM 32.3.1.2, SOFTWARE (EA)

2.2.1.6 **42820-009-005**
ITEM 34.2, TECHNICIAN TRAINING (EA)

2.3 **DELIVERY INSTRUCTIONS:**

Department will contact vendor with delivery instructions.

All Invoices Against This Purchase Order Should Be Mailed To:

Office of Fleet Management
Accounting Unit, 3rd Floor
100 Sough Broad Street
Philadelphia, PA 19110

All motor vehicles, which are furnished by the awarded vendor, must be manufactured in the United States, Canada or Mexico. Motor vehicles consist of passenger cars and trucks in accordance with 75 Pa. C.S. §102, known as the Vehicle Code. A motor vehicle is manufactured in the United States, Canada or Mexico if a substantial majority of the principal components are assembled into the final products in an assembly plant in the United States, Canada or Mexico. The awarded contractor shall be prepared to prove that the motor vehicles which will be or have been furnished to the City of Philadelphia are, or were, in fact, manufactured in the United States, Canada or Mexico in accordance with Sections 3731-3736 of the Commonwealth Procurement Code (62 Pa. C.S. §§3731-3736, with applicability to the City of Philadelphia at 62 Pa.C.S. §3102), known as the Motor Vehicle Procurement Act. No payment shall be made to the awarded contractor unless the City of Philadelphia is satisfied that the contractor has complied with these provisions and the Motor Vehicle Procurement Act.

Any payments made to the contractor, which should have not been made, shall be recoverable directly from the contractor. In addition to the withholding of payments, any person who willfully violates any of the provisions of the Motor Vehicle Procurement Act, may be prohibited by the City of Philadelphia from participation in contracts awarded by the City of Philadelphia for a period of three years from the date of the determination that a violation has occurred.

SECTION 3: BID EVALUATION AND AWARD

3.1 EVALUATION

3.1.1 Bid will be evaluated by the Procurement Department.

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

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

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

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

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

3.2 AWARD

3.2.1 This Invitation and Bid shall be awarded as a whole to the lowest responsive and responsible bidder(s).

3.2.2 The contract award will be in the amount of the total amount bid for the items plus a 5% contingency amount to allow and provide for technological changes, improvements or amplifications as the result of the pilot inspection, etc.

3.2.3 **LOCAL BUSINESS ENTITY**

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.

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

3.2.4 Performance Security

If the total award amount is $500,000 or less, bidders attention is directed to paragraph 14 of "Terms and Conditions of Bidding and Contract", for the required Performance Security.

Please note however, that all awards as a result of this bid will have a minimum contract amount of $30,001.00. All awards at the $30,001.00 amount will be subject to a $50.00 Master Performance Security Fee.

If the total award amount exceeds $500,000, the Master Performance Security Program 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 1.2.1 and 1.2.2 shall apply.

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

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

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

3.2.6 Insurance

Insurance is a requirement for this bid in accordance with Paragraph 15 of the "Terms and Conditions of Bidding and Contract". No contract will be executed nor purchase order issued unless and until all required insurance certificates, in the required amount, are received. **All insurance MUST meet the following requirements:**

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

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

3.2.7 Pricing Verification

Awarded vendor must supply to the city at time of pre-award, detailed pricing sheets showing the cost, profit and discount of each item supplied to be used for future reference in regards to section 4.2.7, Escalation Price.

SECTION 4: CONTRACT MANAGEMENT

4.1 CITY OF PHILADELPHIA RESPONSIBILITY

4.1.1 Order Against Contracts

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

4.1.1.1 The purchase order will be issued for unit and price not including contingency.

4.1.1.2 If during the production process the City identifies a need, the City will issue a change order. The total of the original purchase order and the change orders cannot exceed the contract total.

4.1.2 Invoices submitted shall be processed for payment upon the City's acceptance of the subject vehicle or equipment.

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

4.1.4 ADD-ONS

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

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

4.1.5 Assignment
Bidders are hereby advised that, subsequent to the execution of a contract between the City and the awarded vendor, the City may assign some portion of this contract to the Philadelphia Municipal Authority ("PMA"). Any assignment to the PMA will not alter any of the specifications or terms and conditions of this contract.

4.2 VENDOR RESPONSIBILITY

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

4.2.2 Contractor may deliver only vehicle(s) or equipment at the prices quoted and the quantities reflected in the contract

4.2.3 In the event that the contractor receives an order for vehicle(s) or equipment not specifically priced and incorporated into the contract, they must:

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

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

4.2.4 Should vehicle(s) or equipment be delivered that are not specifically incorporated and priced into the contract, and/or be delivered without purchase order, the City shall have no obligation for payment.

4.2.5 For delivery of vehicle(s) or equipment, contractor shall honor and be paid for orders placed until the close of business of the date of purchase order expiration. Delivery of vehicle(s) or equipment may occur following purchase expiration, so long as the order was placed prior to the purchase order expiration date.

4.2.5.1 Liquidated Damages For Late Deliveries

These specifications shall be subject to the following contractual provisions:

(1) Time is an essential element of this agreement and Seller agrees that deliveries of items in condition satisfactory to the Procurement Commissioner shall be completed as provided on the day(s) specified pursuant to the delivery schedule contained in specifications.

(2) For each and every day that a vehicle is late, in accordance with the delivery schedule, the Procurement Commissioner may deduct from the monies due or becoming due Seller the sum per day per undelivered vehicle specified in the bid as liquidated damages to compensate Buyer for its damages arising out of delay in delivery. The number of days of default shall be computed as including the day of default through to but not inclusive of the day when delivery is made. Provided, however, as to item delivered but rejected, the item shall be considered as non-delivered from the date on which the vendor is notified of rejection until the date the item is re-delivered.

(3) The term “vehicle” as used above shall refer to each vehicle, vehicle body, chassis, or other unit of equipment awarded to the bidder.

(4) Notwithstanding the above provisions Seller shall not be liable for liquidated damages for delays in delivery caused by Acts of God, acts of public enemy, acts of government, quarantine restrictions and general strikes throughout the industry or freight embargoes not caused by or participated in by Seller.

(5) Resort to liquidated damages provision by Buyer shall not preclude by Buyer from resorting to other available remedies for subsequent or continuing breaches by Seller.

(6) Liquidated damages will be in the amount of $75.00 per calendar day per vehicle that delivery of each vehicle exceeds the delivery schedule stated.

4.2.6 Successful bidder(s) will invoice after delivery and acceptance of vehicle(s) or equipment by the City to the address shown on purchase order.

4.2.7 Escalation Price
Vendor shall provide current model year vehicles at the prices set forth in Section 5. For subsequent model years, the vendor **at time of contract renewal** may increase or decrease the price provided that:

Next model year vehicle and optional pricing will be based on the percentage difference between the new dealer cost sheet and pricing level and the dealer cost sheet and pricing level effective on the date of the bid opening. This proportional (percentage) increase or decrease will be applicable to the contract price for the current model year vehicle and/or option, thus establishing the new price next model year vehicle and options.

Notice of any price changes in the dealer cost sheet and pricing level established by the Manufacturer shall be given in writing to the Procurement Department, Department of Finance and the Controller Office. This notice must be accompanied by the notice from the manufacturer to the vendor showing the price changes. The City reserve the right to review the propriety of the price rise and cancel the contract at its discretion.

In no event shall the increased prices exceed the dealer's cost sheet and pricing level for vehicles under similar terms and conditions.

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

SECTION 5: PRICING

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

**Unit pricing quoted below will prevail in case of any discrepancy(ies) between unit price and the extended amount and will be the determining factor in establishing applicable contract amount(s)/award.**

5.1 4 x 2, 32 PASSENGR BUS (EA) $_____
**42820-000-010**
UNIT AS PER SPECIFICATION
OMIT SECTION 19.0, PRE-CONSTRUCTION / PRE-PRODUCTION INSPECTION
OMIT ITEM 32.3.1, MANUALS
OMIT ITEM 32.3.1.2, SOFTWARE
OMIT ITEM 34.2, TECHNICIAN TRAINING

**OPTIONS**

5.1.1 **42820-009-000**
ITEM 19.1, PRE-CONSTRUCTION MEETING (EA) $_____

5.1.2 **42820-009-001**
ITEM 19.2, PRE-PRODUCTION INSPECTION (EA) $_____

5.1.3 **42820-009-002**
ITEM 19.3, PRE-PRODUCTION INSPECTION (EA) $_____

5.1.4 **42820-009-003**
ITEM 32.3.1, MANUALS (EA) $_____

5.1.5 **2820-009-004**
ITEM 32.3.1.2, SOFTWARE (EA) $_____

5.1.6 **42820-009-005**
ITEM 34.2, TECHNICIAN TRAINING (EA) $_____

**TOTAL _____**
**(5.1 - 5.1.6).**

| BID No. | ITEM No. | QUANTITY |
|---|---|---|
| | | |

**CHASSIS**

| MAKE | MODEL NO. | WHEELBASE |
|---|---|---|
| | | |

**ENGINE**

| MAKE | MODEL | DISPL. (CU. IN.) | NO. CYL | MAXIMUM NET H.P. | GOVERNED RPM |
|---|---|---|---|---|---|
| | | | | | |

**TRANSMISSION**

| MAKE | MODEL NO. | TYPE |
|---|---|---|
| | | |

| SPEED RATIOS | | | | | | NO. PTO OPENINGS |
|---|---|---|---|---|---|---|
| | | | | | | |

**CLUTCH**

| MAKE | NOMINAL DIAMETER | TYPE |
|---|---|---|
| | | ☐ Single Disk ☐ Twin Disk |

**AXLES**

| | MAKE | MODEL NO. | CAPACITY AT GROUND |
|---|---|---|---|
| FRONT | | | Lbs. |
| REAR | MAKE | MODEL NO.<br>RATIO | CAPACITY AT GROUND<br>Lbs. |

**FRAME**

| SECTION MODULS | MAX.RESISTING MOMENT | YIELD STRENGTH.MIN |
|---|---|---|
| | Inch-Lbs. | Lbs./Sq.In. |

SIDE RAIL DIMENSIONS

**STEERING**

| TURNING RADIUS | POWER (MAKE) (MODEL) |
|---|---|
| FT. | ☐ NO ☐ YES |

**WHEELS**

| FRONT-MAKE AND RIM SIZE | REAR-MAKE AND RIM SIZE |
|---|---|
| | |

**TIRES**

| | NO. | SIZE | PLY RATING | CAPACITY | TYPE | CORD MATERIAL |
|---|---|---|---|---|---|---|
| FRONT | | | | Lbs.@ Psi. | ☐ Tube ☐ Tubeless | |
| REAR | NO. | SIZE | PLY RATING | CAPACITY Lbs.@ Psi. | TYPE ☐ Tube ☐ Tubeless | CORD MATERIAL |

**CITY OF PHILADELPHIA**
**PROCUREMENT DEPARTMENT**
**STANDARDS DIVISION**

***SPECIFICATION***

# TRUCKS: AUTOMOTIVE INTERNAL COMBUSTION ENGINE

## 1. SCOPE & CLASSIFICATION:

This specification covers the general requirements for Trucks in various body styles and weight classifications. The Trucks shall be powered by internal combustion engines. They shall be constructed, assembled and equipped to perform properly under the operating conditions for which they are intended. Each unit shall be unused in all component parts and shall be the latest model in current production and include all accessories normally furnished as standard as shown in current literature. These specifications shall be construed as minimum and where the manufacturer's fleet standard exceeds these, vehicles shall be so furnished; where optional equipment is specified, the description thereof shall be the governing minimum. They shall be registered with the Pennsylvania Department of Revenue for the License Class and Axle Weights indicated in the purchase description.

This specification shall be used in conjunction with appropriate detailed chassis purchase description for the specific type of truck called for in the Invitation to Bid (See Index - Last Page).

(NOTE): - Reference to GVW in these specifications is a guide only; final GVW rating shall be determined by the D.O.T. Rules and Regulations in regard to axles, springs, suspension, brakes and tires as required in the T-Form Specifications.

## 2. APPLICABLE SPECIFICATIONS:

The following specifications, of the , latest issue in effect on the date of the Invitation to Bid, shall form a part of this specification.

- Department of Transportation - Federal & State Motor Vehicle Safety Standards.
- Society of Automotive Engineers, Inc. - SAE Standards & Recommended Practices.

# TRUCKS, AUTOMOTIVE, INTERNAL COMBUSTION ENGINE - SPECIFICATION 41-V-20M:86

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"**T" - SPECIFICATIONS:**

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-T3 - TRUCK, CHASSIS, REFERENCE 14,001 - 17, 000 LB. GVW PAGE 24 OF 32
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- OSHA Rules & Regulations - Shall apply when applicable.
- Federal Department of Health, Education & Welfare - Air Pollution Control for New Motor vehicles.
- Commonwealth of Pennsylvania - Traffic & Motor Vehicle Rules and Regulations.
- Manufacturer Line Set Ticket - Shall be forwarded to the Director of Automotive Services upon delivery of the chassis to the City of Philadelphia, or if Pilot Model Inspection, at the factory.

(NOTE) - Any intent of this specification shall be superseded by the provisions of the above.

3. **CAB & CHASSIS**:

3.1 Cab - Shall be conventional, three-man adjustable seat with three seat belts.

3.2 Chassis - The chassis shall be sturdily constructed and shall be of strength capable of withstanding all imposed loads when operating at the gross vehicle weight without excessive strain on any members or parts.

3.3 Chassis Body & Cab Colors:

3.3.1 City of Philadelphia, Paint Colors & Lettering by Department as follows:

| DEPARTMENT | COLOR | DUPONT REF. # | LETTERING COLOR |
|---|---|---|---|
| **Fair. Pk.** | **GREEN** | **72001** | **IVORY** |
| **Fire Dept.** | **RED** | **55141** | **GOLD LEAF** |
| **Police (Body)** | **BLUE** | **5351A** | **----------** |
| **Police (Roof)** | **WHITE** | **92635** | **----------** |
| **Sheriff (Body)** | **BLUE** | **5351A** | **---------** |
| Sheriff (Roof) | WHITE | 92635 | ------- |

| | | | |
|---|---|---|---|
| Water (Up to 21,000 lbs. GVW) | WHITE | 508 | BLUE |
| Water (26,000 Lbs. GVW & Up) | SAFETY YELLOW | 75306 | BLUE |
| Recreation (Stadium) | BLUE | 78387 | WHITE |
| All Other Depts. Except Library | SAFETY YELLOW | 75306 | BLUE |

3.3.2 - All lettering listed above shall be three inches (3") high on front doors, both sides, as follows.

**PHILADELPHIA**

**(NAME OF DEPARTMENT)**

**(6-DIGIT VEHICLE NUMBER)**

NOTE) Stenciling of Lettering is NOT acceptable.

3.3.3 Optional Lettering - Streets Department: All vehicles shall have 1-1/2" size numbers placed on the left side of the front bumper and three inch (3") size numbers on the rear of the body as follows:

Department # - Vehicle # - Division

This lettering is in addition to the lettering specified in 3.3.2 above and lettering instructions may be obtained from the Automotive Services Division of the Department of Public Property.

3.3.4 Official Colors & Lettering of ALL Free Library Vehicles:

A) The vehicle shall be painted as follows:

1. Top Half = White
2. Bottom Half = Dark Blue
3. Dividing Stripe (3" Wide) between top and bottom halves located approx. 3" above blue bottom half = Bright Green

B) The vehicle shall be lettered as follows:

1. "THE FREE LIBRARY OF PHILADELPHIA" in large bold letters.
2. "READ" in large bold letters with a book-and-bell design (using white, blue and green) in the center of the letter "R".
3. Dark Blue lettering on white areas; white lettering on dark blue areas.

C. Paint Color Reference Numbers

| **COLOR** | **LIBRARY PANTONE** | **TRADE NAME** | **DUPONT NO.** |
|---|---|---|---|
| WHITE | ---------- | WHITE | 92635 |
| DARK BLUE | 287 | DARK BLUE | 24160 |
| BRIGHT GREEN | 368 | BIG BAD GREEN | 5081D |

(NOTE): Instructions for the above Library Lettering may be obtained from the Automotive Services Division of the Department of Public Property.

4. **BODY:**
Body provided shall be as required in Bid Specs.

5. **CAB & BODY EQUIPMENT:**

5.1 Equipment & Accessories - The following equipment, and/or accessories shall be provided.

**Cab & Body**:

5.1.1 Fresh Air Heater and Defroster with separate control for temperature and fan.

5.1.2 All gauges shall be provided for ammeter, oil pressure, water temperature and fuel, 16,000 GVW & up.

5.1.3 Dual windshield wipers, power-operated, two-speed or variable.

5.1.4 Dual sun visors.

5.1.5 Dome Light.

5.1.6 Directional Signals - Class "A" Type, as per Pennsylvania DOT Motor Vehicle Regulations - with traffic hazard switch for flashing all turn signal lights simultaneously.

5.1.7 Combination arm rest/inside grab handle on cab doors adjacent to driver and passenger seats.

5.1.8 Safety Seat Belts - Belts shall comply with DOT Rules and Regulations.

5.1.9 **Mirrors**:
Inside Adjustable, up to 12,000 GVW
Outside, Dual Right/Left W/C to 12,000 GVW
Outside, Dual Right/Left W/C, 6" x 16", for 16,000 lbs. GVW and up.

5.1.10 **Undercoating** - Shall be applied to all exposed sheet metal under chassis and body including fender wells unless constructed of plastic.

(NOTE): Compacting-Type Trucks - are to be undercoated on the cab and chassis but NOT under the compactor Body.

5.1.11 **Cab Outside Grabhandles** - Shall be provided on trucks 16,000 lbs. GVW and up.

6. **FRAME:**
The Chassis Frame shall be constructed of pressed steel or equal; and shall be provided with adequate cross-members, exclusive of engine supports, so designed and constructed as to support adequately the gross weight of the body and load, the power plant, and all other necessary equipment under the operating conditions for which the truck is intended.

6.1 Frame shall be specified in terms of minimum acceptable resisting moment, which is the product of the section modulus of the frame section and the unit stress at the minimum yield point.

MOMENT (M) = SECTION MODULUS (S) X UNIT STRESS (F)

In the case of built-up frame sections, the combined section modulus shall be considered as the sum of the individual section moduli.

6.2 Frame Attachments - Front & Rear Towing hooks or Eyes shall be provided, 16,000 lbs. GVW and up. They shall be fastened to the frame in such a manner as to develop maximum tension and minimum bending in the frame members.

6.3 Factory Frame Reinforcement - Shall be provided for 16,000 lbs. and up GVW, GCW and Chassis when specified in bid specifications.

Frame reinforcement is required on all Dump Trucks and Trucks with Cranes, Hydraulic Buckets and other Attachments inducing high twisting and weight stresses.

6.4 Frame Strength - The vehicle frame as supplied by the manufacturer shall meet all requirements as established and set forth by the Federal Government and the Commonwealth of Pennsylvania, Department of Transportation, to meet the GVW of the vehicle bid and shall have the prescribed Certification Sticker affixed to said vehicle. In order to meet the aforementioned standards, the bidder may provide a frame that is either structurally reinforced ("J" type, "L" type, "C" type, etc.) or is constructed of a "high tensile" rating steel or specially heat treated steel (minimum rating of 110, 000 PSI).

7. **SUSPENSION AXLES** - Rear Axles shall be capable of operating under all conditions with multi-purpose gear lubricants.

7.1 Springs - Springs shall match rating of front and rear axles capacity in pounds.

7.2 Shock Absorbers - Shock Absorbers shall be provided front and rear for all 7,500 lb. and 12,000 lb. capacity chassis.

7.3 Tire Chain Clearance - On Drive Wheels, single and dual, wheel chain clearance shall be provided.

7.4 Tandem Axle Suspension - Shall be walking beam type, with at least 50" axle spacing, rubber bushings and a cast steel saddle with steel springs to match axle capacity.

7.5 Axle Capacity shall be provided at least as follows:

| GVW REF. | FRONT AXLE | REAR AXLE |
|---|---|---|
| 7,500 LBS. | 3,300 LBS | 5,000 LBS. |
| 11,000 LBS | 4,000 LBS. | 8,000 LBS. |
| 16,000 LBS. | 5,000 LBS. | 15,000 LBS. |
| 21,000 LBS. | 6,000 LBS. | 17,000 LBS. |
| 26,000 LBS. | 9,000 LBS | 19,000 LBS. |
| 30,000 LBS. | 12,000 LBS. | 23,000 LBS. |
| 48,000 LBS. | 16,000 LBS. | 38,000 LBS. |

(NOTE) - The above listed front axle capacities generally are not applicable to tractor specifications and they will be specified in the bid documents.

7.6 All single driving axles shall be equipped with limited slip differential, positive drive. Tandem axles shall be provided with inter-axle differential lock, air operated; dash switch with a red warning light.

## 8. **BRAKES:**

Service Brakes shall be provided on all wheels as follows:

8.1 7,500 lbs. to 11,000 lbs. GVW - Power Assisted Brakes

8.2 16,000 lbs. to 25,000 lbs. GVW - Vacuum-Boosted Hydraulic Brakes with a reserve tank, or power steering pump assist, and dash gauge.

8.3 26,000 lbs. GVW and UP - Full Air Brakes with dual reserve tanks, air pressure gauge on dash, buzzer, 12 cu. ft. (min.) water cooled air compressor, fail-safe rear brakes (Berg or Maxi type) released by air pressure, automatic reservoir drain valves and dash mounted controls.

(NOTE) - "S" Type Cam Brakes with automatic slack adjuster shall be provided in lieu of "wedge"-type brakes.

9. **ENGINE:**

Engine as specified and provided shall be in accordance with all the applicable provisions of Section #2, and it shall be of at least the listed minimum displacement, in accordance with the truck GVW, as follows:

9.1 Gasoline Powered Engines, if specified -

7,500 lbs. GVW = 345 cu. in.
11,000 lbs. GVW = 345 cu. in.
16,000 lbs. GVW = 360 cu. in.
21,000 lbs. GVW = 360 cu. in.
26,000 lbs. GVW = 390 cu. in.
30,000 lbs. GVW = 425 cu. in.
48,000 lbs. GVW = 425 cu. in.

(NOTE) - Trucks with GVW under 7,500 lbs. will use the 7,500 lbs. GVW rating as a guide.

9.2 Diesel Powered Engines, if specified.

16,000 lbs. GVW = 500 cu. in./4 cycle
21,000 lbs. GVW = 500 cu. in./4 cycle
26,000 lbs. GVW = 500 cu. in./4 cycle
30,000 lbs. GVW = 550 cu. in./2 cycle
30,000 lbs. GVW = 670 cu. in./4 cycle
48,000 lbs. GVW = 550 cu. in./2 cycle
48,000 lbs. GVW = 670 cu. in./4 cycle

(NOTE) - A key-type electrical solenoid or a manual type shut-down

system shall be provided on all diesel engines.

10. **ENGINE EQUIPMENT:**
All engines shall be provided with the following equipment:

10.1 Replaceable-type lube oil filter, engine-mounted.

10.2 Electronic-type ignition system, if gasoline engine.

10.3 Non-leaded Fuel System, if gasoline engine; all engines to have in-line replaceable fuel filters.

10.4 Engine Governor shall be provided on all trucks with a GVW of 16,000 lbs. or over; top governed speed limit allowable through transmission and rear axle ratios is 55 MPH.

10.5 Manufacturer's rated heavy-duty dry-type intake air cleaner.

10.6 All engines shall be provided with an automatic shutdown system for high water temperature and low oil pressure when specified in the Invitation to Bid.

10.7 Diesel engines are to be provided with cold weather starting provisions.

11. **TRANSMISSION**:

11.1 All trucks will be provided with fully automatic transmissions having the minimum number of forward speeds, in accordance with the truck GVW, as follows:

| | |
|---|---|
| Up to 7,500 lbs. | 3 speeds |
| 11,000 lbs. | 3 speeds |
| 16,000 lbs. | 4 speeds |
| 21,000 lbs. | 4 speeds |
| 26,000 lbs. | 4 speeds |
| 30,000 lbs. | 5 speeds |
| 48,000 lbs. | 5 speeds |

(NOTE) - Transmissions provided on Trucks with GVW's of 26,000 lbs. or over shall have factory installed external type oil filters and an oil temperature gauge mounted on the dash.

12. **STEERING**:

All trucks shall be provided with Power Steering

13. **ENGINE COOLING SYSTEM:**

13.1 All engines shall be provided with increased cooling including a sealed radiator coolant recovery system with a surge tank.

13.2 All coolant systems shall be protected by permanent-type anti-freeze down to temperature of at least minus 30oF.

14. **ELECTRICAL EQUIPMENT:**

The chassis shall be provided with 12-volt electric starting, lighting and ignition system with two (2) keys. Alternator shall be heavy-duty type, at least 60 amp output, with 30 amp output at idle. All electrical systems in the vehicle shall be protected by circuit breakers or fuses. Battery shall be a 12-volt "Maintenance Free" type.

15. **TIRES:**

15.1 Tires of the same size and manufacturer shall be provided on the front and rear unless specified otherwise in the Invitation to Bid.

15.2 Front tires shall be "regular" tread type.

15.3 Rear driving axles shall be provided with "All Traction" type tires.

15.4 All-Wheel Drive Type Trucks, (including "Jeeps"), shall be provided with "all traction" type tires on all front and rear driving axles.

(NOTE) - "Military" Grade tires or Wide-Open Tread type tires are not acceptable for "All Traction" Type tires.

Police 4WD type vehicles shall be provided with blackwall "all traction" type steel belted radial tires.

15.5 A mounted "regular" tread type tire ("all traction" type for 4WD type vehicles) and rim shall be provided as a spare unit.

15.6 Trucks shall be provided with the number of tires sized and rated, in accordance with the trucks GVW, as follows:

| LBS GVW | NO OF TIRES | RIM SIZE | TIRE SIZE | TIRE PLY |
|---|---|---|---|---|
| 7,000 | 4 | -- | 8.75 X 16.5 | 8 |
| 11,000 | 6 | -- | 8.00 X 19.5 | 8 |
| 16,000 | 6 | 7.00 | 9.00 X 20 | 10 |
| 21,000 | 6 | 7.00 | 9.00 X 20 | 10 |
| 26,000 | 6 | 7.50V | 10.00 X 20 | 12 |
| 30,000 | 6 | 7.50V | 10.00 X 20 | 14 |
| 48,000 | 10 | 8.00V | 10.00 X 20 | 14 |

(NOTE) The above ratings are to be considered as the minimum acceptable.

15.7 Cast spoke wheels are to be provided on all trucks with GVW ratings of 16,000 lbs. and above.

16. **FUEL TANK:**

All Trucks will be provided with the listed minimum size fuel tank, in accordance with their rated GVW, as follows:

| RATED GVW | TANK SIZE & TYPE |
|---|---|
| 7,500 LBS. | 20 GALLON - REGULAR TANK |
| 11,000 LBS. | 20 GALLON - REGULAR TANK |
| 16,000 LBS. | 30 GALLON - REGULAR TANK |
| 21,000 LBS. | 50 GALLON - SAFETY STEP TANK |
| 26,000 LBS. | 50 GALLON - SAFETY STEP TANK |
| 30,000 LBS. | 50 GALLON - SAFETY STEP TANK |
| 48,000 LBS. | DUAL 60 GALLON - SAFETY STEP TANK |

17. **SAFETY EQUIPMENT**:

17.1 All trucks shall be provided with all safety equipment as required by DOT/ICC for vehicles in interstate operations. This equipment shall include, but not be limited to:

Fire Extinguisher - Dry Charge Type, Flags, Flares, Reflectors, etc.

Each Kit shall be mounted in a convenient location inside the cab.

17.2 Backup warning buzzer/alarm shall be provided on trucks with a GVW of 16,000 lbs. or above.

17.3 A Manual Engine Shut-Down System shall be provided on all diesel engines.

18. **WARRANTY:**

Warranty - In addition to any policy guarantees usually extended to the general public, the contractor shall guarantee the vehicle and body, and parts thereof against defective material, workmanship, and/or faulty design for a period of one (1) year from date of acceptance delivery to the Department of Public Property. The vendor shall replace all defective assemblies or parts without cost to the City (including labor), f.o.b. manufacturer's nearest dealer or branch, or to original destination whichever is designated by the using agency. The contractor shall make immediate replacement from his plant or through his dealer or branch.

Warranty Rate - Rate shall be $25.00 per hour, plus 15% parts handling charge, when repairs are performed at City garages.

19. **PRE-PRODUCTION INSPECTION**:
Provide transportation and costs for two (2) persons to inspect pilot model unit at factory. All preparations; travel, lodging, meals and other arrangements will be made by the bidder at his own expense.

20. **QUESTIONNAIRE:**
The questionnaire included with the Invitation to Bid shall be completely filled out and submitted by bidder with his bid.

21. **QUESTIONS REGARDING BID**:
All questions regarding Bid Specifications should be directed to the Director of Automotive Services Division, Room 1140, M.S.B. or call extension (215) 686-4481.

22. **ILLUSTRATIONS & DRAWINGS:**
The bidder shall furnish with his bid, two (2) sets of illustrations and complete data sheets to assist the purchasing and using agencies in determining whether the vehicle offered is adequate to perform the work specified and if it meets the Bid requirements/description.

23. **REPAIR PARTS & SERVICE:**
As the continuous operation of the vehicle contemplated by this specification is of utmost importance, contractor shall be able to furnish, upon request, sources of maintenance and repair, parts and supplies for a period of ten years.

24. **CERTIFICATION OF COMPLIANCE WITH SPECIFICATIONS:**
The bidder shall certify on the form furnished with the Invitation and Bid that the Truck, component units, and parts shall be suitable for the work to be performed and will be constructed to definite standard dimensions, with proper clearance and fits; that previously published or set ratings shall not arbitrarily be raised without prior approval of the manufacturer of the actual unit and further, that the truck offered shall comply in every respect with the terms of this specification. In the event that the truck offered does not comply with this specification, the bidder shall state definitely, referring to the proper paragraph of this specification, where the Truck he proposes to furnish does not comply. Where no statement is received, the successful bidder shall be required to meet every requirement of the specification.

25. **REQUIREMENTS:**

General - Though they shall not be specifically enumerated herein, all parts necessary to provide a complete and efficient truck shall be furnished. All parts shall conform to current engineering practices of the industry relative to design, strength, quality of material and workmanship. The City reserves the right, at its option alone, to accept trucks with minor deviations from this specification.

26. **MATERIALS:**
The Truck and all parts thereof shall be made of materials which are suitable for the intended service and shall be produced by current standard manufacturing processes. The materials shall be free from characteristics or defects which affect the appearance or which shall affect the proper functioning of the finished product.

27. **GROSS VEHICLE WEIGHT AND DRY CHASSIS WEIGHT RATINGS:**
These shall be as specified in the Invitation to Bid. The gross vehicle weight rating shall include the weight of the complete chassis and cab with all attachments, accessories, and equipment required by this specification, and the body with its rated load, full complement of fuel, lubricants, coolant and the operator.

28. **FINISH:**
All surfaces and parts not having a chrome-plated or polished metal surface shall be department color-coated as per paragraph 3.3.1 over a rust-inhibiting primer coat. All concealed metal surfaces are to be protected with a rust-inhibiting primer coat.

29. **WORKMANSHIP:**
Workmanship shall conform to current best manufacturing practices followed from Trucks of similar type and capacity. Component parts and units shall be manufactured to definite standards dimensions, with proper fits and clearance.

30 **SHIPMENT & DELIVERY**:

30.1 Delivery Information - Final delivery shall be made between the hours of 8:00 AM and 4:00 PM, Monday through Friday, except City Holidays. Each vehicle shall be accompanied by a Delivery Slip which will contain the City's Bid Number, Purchase Order Number, Item Number on the Purchase Order, and Serial Number of the Vehicle. Delivery shall be made to:

Department of Public Property
Automotive Services Division
6000 N. Broad St.
Philadelphia, PA

Phone (215) 548-0481

(NOTE) - Unless a different location is specified in the Invitation to Bid.

Notification of any changes in the delivery location will be made to

the successful bidder at least one week prior to the scheduled delivery date.

30.2 Where mounted equipment, such as bodies and accessories are to be furnished under separate contracts, the chassis vendor shall deliver the vehicle to the mounted equipment vendor location designated by the City. He shall secure a dated receipt for delivery with a copy for the City.

Upon completion of the work for which he is responsible, the mounted equipment vendor shall deliver the complete unit to the City of Philadelphia. It is the responsibility, however, of the chassis vendor to obtain the State Inspection Stickers on each vehicle, and therefore, he shall make such arrangements with the mounted equipment vendor as may be mutually agreeable which shall enable the body vendor to get the necessary State Inspection before final delivery.

The Prime Bidder retains the ultimate responsibility of providing a completely assembled and acceptable vehicle in all respects as per this specification and the Invitation to Bid.

30.3 **DELIVERY CONDITIONS:**

30.3.1 Vehicles, regardless of delivery point, shall be ready for use including all lubricants, coolant and operating fluids as required. Minimum ten (10) gallons of fuel shall be provided. Battery fully charged, tires properly inflated.

30.3.2 Unloading and any labor, equipment or material required for it, shall be the responsibility of the bidder. The City will designate the unloading area of the delivery site to be used.

31. **INSPECTION:**

31.1 Pennsylvania State Inspection - Each vehicle shall pass the Vehicle Code Examination of the Department of Transportation, Commonwealth of Pennsylvania; when delivered, chassis vendor shall have attached current State Inspection Stickers in the proper location.

31.2 Exhaust Emissions Inspection - All vehicles with GVW's subject to the provisions of the Pennsylvania Department of Transportation exhaust emission regulations must meet said requirements and have the appropriate sticker affixed to the windshield, along with the State Vehicle Inspection Sticker, when the vehicle is delivered to the City.

31.3 City Inspection - City Inspection of delivered vehicles will be conducted at the specified delivery point. It will be conditioned upon the satisfaction of all of the requirements of this specification and the Invitation to Bid.

31.4 Director of Automotive Services, Department of Public Property, shall be notified when Pilot or First Production Model is available for inspection at Manufacturer's Plant.

32. **CERTIFICATES & MANUALS TO BE FURNISHED BY VENDOR:**

32.1 Operator's Handbook with each vehicle.

32.2 Provide the necessary forms (completed) and documents for the City to take Title to the vehicle in accordance with the Pennsylvania Motor Vehicle Code.

32.3 Vendor shall supply the Director of Automotive Services, Public Property, not less than five (5) copies each (for chassis, body and accessories furnished) of Shop Manuals, Parts Catalogues, Flat Rate Manuals, and Price Lists, including updated supplements for a period of one year for each type of vehicle. The City shall pay the bidder his costs from the manufacturer for any additional copies required by the operating department.

32.4 Financial Responsibility Statement - Successful bidder is to provide with each delivered vehicle, a Pennsylvania "Financial Responsibility Statement" card (MV-45) completely filled out as per instructions thereon for that vehicle.

33. **SIGNS:**
Signs - Decals or other devices showing Dealer's Name and/or Address shall not be permitted on the outside of the vehicle.

34. **SCHOOLS:**
Each bidder shall arrange with the Director of Automotive Services Division, Department of Public Property, a formal school training program for the current year vehicles and equipment bid upon. These schools shall be available for all City Department's automotive maintenance employees, such as Foremen, Inspectors and Maintenance Mechanics. The Department of Public Property shall make available classroom facilities at Automotive Shop II, Front Street & Hunting Park Avenue, for the required training.

PURCHASE DESCRIPTIONS/PENNA. REGISTRATION CLASSES FOR TRUCKS AND CHASSIS ACCORDING TO THEIR G.V.W.

It is the intention of this Purchase Description Section to indicate the Pennsylvania Registration Class for the various size trucks generally specified for City services.

Reference: Pa. Manual on Automotive Titles and License, 13th Edition

T-1 **PURCHASE DESCRIPTION: TRUCK, CHASSIS, REF: 7,001-9,000 LBS.**

**GVW**

1. **Classification:**

1.1 It is the intention of this Purchase Description to describe a Truck Chassis including all the standard options and as required in 41-V-20 (latest issue). The equipment bide shall qualify for Truck License Plates of the Commonwealth of Pennsylvania as Minimum Class #3.

T-2 **PURCHASE DESCRIPTION: TRUCK, CHASSIS, REF: 9,001-11,000 \ LBS. GVW**

1. **Classification:**

1.1 It is the intention of this Purchase Description to describe a Truck Chassis including all the standard options and as required in 41-V-20 (latest issue). The equipment bid shall qualify for Truck License Plates of the Commonwealth of Pennsylvania as Minimum Class #4.

T-3 **PURCHASE DESCRIPTION: TRUCK, CHASSIS, REF: 14,001-17,000 LBS. GVW**

1. **Classification:**

1.1 It is the intention of this Purchase Description to describe a Truck Chassis including all the standard options and as required in 41-V-20 (latest issue). The equipment bid shall qualify for Truck License Plates of the Commonwealth of Pennsylvania as Minimum Class 6.

T-4 **PURCHASE DESCRIPTION: TRUCK, CHASSIS, REF. 17,001-21,000 LBS. GVW**

1. **Classification:**

1.1 It is the intention of this Purchase Description to describe a Truck Chassis including all the standard options and as required in 41-V-20 (latest issue). The equipment bid shall qualify for Truck License Plates of the Commonwealth of Pennsylvania as Minimum Class 7.

T-5 **PURCHASE DESCRIPTION: TRUCK, CHASSIS, REF. 21,000-26,000 LBS. GVW**

1. **Classification:**

1.1 It is the intention of this Purchase Description to describe a Truck Chassis including all the standard options and as required in 41-V-20 (latest issue). The equipment bid shall qualify for Truck License Plates of the Commonwealth of Pennsylvania as Minimum Class 8.

T-6 **PURCHASE DESCRIPTION: TRUCK, CHASSIS, REF. 26,001-30,000 LBS. GVW**

1. **Classification:**

1.1 It is the intention of this Purchase Description to describe a Truck Chassis including all the standard options and as required in 41-V-20 (latest issue). The equipment bid shall qualify for Truck License Plates of the Commonwealth of Pennsylvania as Minimum Class 9.

T-7 **PURCHASE DESCRIPTION: TRUCK, CHASSIS, REF. 44,001-48,000**

**LBS. GVW**

1. **Classification:**

   1.1 It is the intention of this Purchase Description to describe a Truck Chassis including all the standard options and as required in 41-V-20 (latest issue). The equipment bid shall qualify for Truck License Plates of the Commonwealth of Pennsylvania as Minimum Class 14.

## BODIES

The Bodies as required in Bid items shall fit the chassis and be properly and securely mounted thereon. The bodies shall harmonize perfectly with the chassis, to be correctly proportioned, properly balanced (load distribution), compact and satisfactory in appearance. The materials used in the construction of the bodies shall be of the highest quality. All vehicles with Bodies shall be equipped with mud flaps/stone deflectors as required by DOT and Commonwealth of Pennsylvania. Approximately three (3") inches shall be provided from back of cab to front of body for best load distribution factor.

The following Body Classifications shall be provided as specified in the Invitation to Bid:

**BODY:**
The truck body, including equipment and body operating devices, shall be completely installed as specified in the Invitation to Bid.

**BODY STYLE**:
In addition to the cab normally provided with the truck chassis, a body described as follows will be provided according to the body class specified in the Invitation to Bid.

**BUMPERS**:
**Bumpers/Liftgates** - Manufacturer's standard type front and rear bumpers shall be provided on all vehicles as per D.O.T. regulations except as specified in the bid specifications. If a lift gate is specified on a vehicle that normally has a rear bumper, the rear bumper is still a requirement as an extension of the chassis or incorporated into the liftgate if either is compatible with the lift gate provided.

**Class A-1; Crew Cab:**

All steel construction of integral design with four doors; 6-man seating, adjustable front seat, 6 seat belts.

**Class A-2; Pickup:**

All steel construction at least 96" long x 50" wide beyond wheelhousing; full width rear tailgate, safety chain, stake pockets and rear bumper.

**Class A-3; Suburban:**
All steel construction, full width rear doors, windows all around, at least 9-passenger seating with removable intermediate and rear axle seats, one seat belt per passenger and a rear bumper.

**Class A-4; Stake/Platform:**
Body shall be wood or steel construction with removable slatted stake sections on sides and ends. Front-end shall permit adequate rear vision from cab windows. All sections shall interlock. Body shall be securely mounted to frame with full length oak stringers under body.

**Class A-4-1(A)** Stake & Platform as per A-4, above, at least 12 feet long, 82" wide with 40" high sections.

**Class A-4-2(B)** Stake & Platform as per A-4, above, at least 14 feet long, 82" wide with 40" high sections.

**Class A-5; Step Van:**
Shall consist of all-metal construction integral with chassis manufacturer's flat-back" type step van mounted on forward control type chassis, with double full-width rear doors, driver adjustable stand-up seat, passenger seat, and a rear safety step bumper.

**Class A-5-1(A)** Step Van - As per A-5, above, at least 10 feet long, 78" wide, 68" high.

**Class A-5-2(B)** Step Van - As per A-5, above, at least 12 feet long, 78" wide, 68" high.

## DUMP BODIES AND HOISTS

**CLASSIFICATION:**
Dump Bodies shall be constructed of high strength corrosion resistant steel. Hoists for Dump Trucks shall be underbody hydraulic power type hoists with controls in cab. They shall provide a dumping angle of not less than 50 degrees and shall be of such a type that will positively control the position of body throughout the entire dumping angle. The hoisting shall be stopped automatically when the body reaches the maximum dumping angle (at least 50 degrees) and retain its position until released. The hoist cylinder shall be so designed as to allow for disassembly and servicing with ordinary hand tools. The pump shall be of the manifold type and oil tracts shall be cored or of seamless steel tubing or high pressure composition hose that shall withstand a minimum burst pressure of 6,000 lbs. per sq. inch. The pump shall be so designed as to compensate for end thrust and the shafts shall rotate on anti-friction bearings. The pump shaft shall be of the automatic self-adjusting seal type, eliminating the necessity for packing nuts and glands.

- Provide red warning light(s) on dash to alert operator that the PTO is engaged.

- Provide rear window protector screen.

- Provide rear spring-loaded pintle hook, "V" reinforced to main frame rails, (clear dump body at full dumping position).

- Approximately three (3") inches shall be provided between cab and dump body for good load distribution.

- A sliding universal joint assembly shall be provided at the pump end of the drive shaft. The body hinges shall operate on hinge pins under double shear or if single shear, a through hinge shaft shall be provided with a center support to prevent deflection. The power take-off shall be anti-friction bearing type. Hoist, power take-off and control parts shall be of sufficient capacity to amply take care of power required to operate hoist with 100% overload in body with relief valve.

- Full length longitudinal hardwood sills shall be provided with hoist frame mechanism to clear dump body for chain clearance at full load (full spring deflection shall be allowed). Hoist mechanism shall be securely mounted. The tailgate shall be double-acting with offset top hinges, tailgate and spreader chains.

**TYPE DU-1** 8 Ft. length medium duty Dump Body, 3 cubic yard capacity, with at least 16" sides, 84" width, constructed of not less than #10 USS Gauge Steel. Sides shall be reinforced with vertical "V" braces, not less than (2) two on each side. Ends shall be at least 6" higher than sides. Cab shield shall be provided, full width of body, projected at least 18" forward - #10 USS Gauge Steel. Class - #30 Hoist shall be provided with cab PTO controls to include detailed specifications as listed in Classification #1. Flooring shall be ten (10) USS Gauge Steel, minimum.

**TYPE DU-2** 10 Ft. length heavy-duty Dump Body, 5 cubic yard capacity, with at least 24" sides, 84" width, constructed of not less than #10 USS Gauge Steel. Sides shall be reinforced with vertical "V" braces, not less than (3) three on each side. Ends shall be at least 6" higher than sides. Cab shield shall be provided, full width_of body, projected at least 18" forward - #10 USS Gauge Steel. Class - #50 Hoist shall be provided, power-up and down, with cab PTO controls to include detailed specifications as listed in Classification #1. Flooring shall be ten #8 USS Gauge Steel, minimum

**TYPE DU-3** 12 Ft. length heavy-duty Dump Body, 10 cubic yard capacity, with at least 39" sides, 84" width, constructed of not less than #8 USS Gauge Steel. Sides shall be reinforced box section design with at least four (4) vertical bars on each side. Ends at least 6" higher than sides. Cab shield shall be provided, full width of body, full cover shield, #10 USS Gauge Steel. Class - #80 Hoist shall be provided, power-up and down, with cab PTO controls to include detailed specifications as listed in Classification #1.

## VAN BODIES

1. **CLASSIFICATION:**

Van Bodies shall be reinforced aluminum construction. Exterior panels shall be .40" thickness minimum and sides shall be beaded on 4" centers, for extra strength and rigidity, with 5-post, smooth front. Side uprights, top rail roof bows, and radius shall be extruded aluminum section of minimum .125 thickness. Corner post shall be extruded aluminum minimum of .125 thickness. Side sills shall be extruded aluminum minimum of .156 thickness. Exterior panels shall be riveted to uprights and roof on not less than 2" centers.

Rivets shall be of the side lock" moisture proof type. Uprights and roof bows shall be installed at 12" centers to provide adequate strength. All roof joints, side panels, and front panels shall be leak-proof. Body shall have a minimum of 7, three (3") inch cross members, #12 gauge aluminum or of a heavy-duty steel gauge 4” type, securely mounted to the truck chassis by means of "U" bolts. Interior of body shall be protected on sides and front with 1/4" grade AC waterproof plywood lining approximately 36" high, installed 8" above floor, with lengthwise slats above extending to roof. Front of body shall be provided with shatterproof glass windows of not less than 220 square inches in area and aligned with cab rear windows. Floor shall be kiln dried 4 x 4 (finished dimension) oak construction or as specified in the Invitation to Bid. Rear of body shall be equipped with full width roll-up door with safety catch and key lock.

**TYPE VB-1** Van Body, complete as per above specifications and at least 12 ft. long, 78" high and 88" wide.

**TYPE VB-2** Van Body, complete as per above specifications and at least 14 ft. long, 78" high and 88" wide.

## COMPACT VANS

1. **CLASSIFICATION:**

Bodies shall be reinforced steel construction. They shall have full width rear doors with safety glass and locks. Maintenance accessibility shall be convenient and not require major removal of components to change oil, oil filter or air filters. It should also offer ease of service to windshield washer reservoir, master brake cylinder, oil crankcase check, automatic transmission fluid level check, battery and radiator service. Driver's seat should be adjustable and a passenger seat shall be included.

**TYPE CV-1** Shall have wheelbase of at least 123" with curbside full width opening doors and as in Classification #1, Compact Vans.

**TYPE CV-2** Shall have wheelbase of at least 123" with seating capacity of at least 12 adult passengers; seat belts shall be provided for all passengers. Van shall be provided with safety glass all sides and with a curbside double door safety step and as in Classification #1, Compact Vans.

| | |
|---|---|
| **TYPE** | 4 X 2, 32 PASSENGER INTEGRATED CONVENTIONAL BUS, PRISONER TRANSPORTION |
| **GVWR** | 31,000 LBS. APPROX. |
| **SPEC. CODE** | 22616d.25 |
| **REF. PURCH. DESCRIPTION** | 41-V-20M:86 |

**VOCATION:** Transporting, of prisoners.

**INTENT:** The following paragraphs cover all equipment, attachments and superstructures included in the modification to the standard specification(s).

It is the intent of this specification to cover the basic requirements of a well designed diesel powered Integrated Conventional 32 passenger bus PLUS FOUR GUARDS Each bidder must meet the specifications listed, as well as complying with all state and federal safety standards, and the standards, rules and regulations as set forth by the state. Employing the best workmanship and material to insure ample sturdiness, flexibility and economy of operation.

The following paragraphs cover all equipment, attachments and superstructures included in the modification to the standard specification(s).

Appurtenances and/or accessories not herein mentioned but necessary to furnish a complete unit ready for immediate use upon delivery shall be included and conform to the best practices known in strength, quality, material and workmanship and be subject to these specifications in full. All equipment/accessories standard for the model bid, or any option package required to meet any portion of the specification, shall be provided. Delete credit option(s) or dealer piecemealing of items normally supplied in an option package shall not occur without the expressed written consent of the Office of Fleet Management (OFM). Should the manufacturer's current published data or specifications exceed these, they shall be considered minimum and be furnished.

All specified items shall be factory / Original Equipment Manufacturer (OEM) installed. Instances where specified items are not available through the manufacturer, the dealer may install “after market”. However, these items and installation must be of the best known for the particular industry and approved by the OFM.

Awarded vendor must furnish at time of delivery, for each piece of equipment being delivered, a line sheet pertaining to all components of the vehicle. This unit must supply as a minimum all standard equipment of the referenced model(s) in this specification. Awarded vendor is considered the “Prime Vendor” for the complete unit and is responsible for all conditions of the bid.

MUST BE FILLED IN
FIRM (VENDORS) NAME _____ BID NUMBER _____

All wiring shall be color or number coded. Circuit breakers or fuses shall protect all electrical circuits. All chassis-to-body wiring shall be of the **DIN / WEATHERPACK** type connections. All non-OEM wiring connections shall be crimped and soldered and covered with shrink-wrap.

All wiring and non-hydraulic hoses and tubing throughout shall be protected by convoluted plastic loom. Nylon abrasion sleeve covering and HYCON clamps shall protect all hydraulic hoses and tubing as needed. Rubber grommets shall be supplied on all wiring, hoses, and tubing when passing through any bulkheads, body panels, etc.

It should be noted that the specific requirements, as outlined below, supersede and/or modify the corresponding paragraphs in the standard reference purchase description specification. It also should be noted that any deviation of a line item should be addressed in letterform and included in the bid package.

This specification is not meant to be restrictive. It is recognized that manufacturers may have used different methods to insure integrity of their system. Bidders may substitute, for evaluation, alternate systems and the testing programs or protocols they have conducted to demonstrate compliance of their product. ("Or Approved Equal Clause")

**"OR APPROVED EQUAL"**

The mention in the specifications of apparatus, equipment or material by brand name or by such specified description of the same as is hereby made, is intended to convey to the bidder's understanding, the degree of excellence required. Any article, equipment, or material, which will conform to the standards and excellence so established, and is of equal merit, strength, durability and appearance to perform the desired function, and are in service with other major municipalities in the United States. The Bidder is deemed eligible for offer as a substitute. The qualifications of the offering will be judged as to their conformance with these specifications. Any equipment offered other than herein specified will be subject to a competitive demonstration and evaluation by the using department. This demonstration is to be provided on request within ten (10) working days after the receipt of bids. The result of that demonstration and evaluation will be of prime importance in the recommendation to the governing body for the final contract award.

MUST BE FILLED IN
FIRM (VENDORS) NAME _____ BID NUMBER _____

**MODIFICATIONS TO THE STANDARD SPECIFICATION**

## 2.0 APPLICABLE SPECIFICATIONS

All line set ticket (actual part numbers and descriptions used in manufacturing), service, parts, operator, and preventive maintenance manuals will be provided in a computer readable media. Acceptable file formats are: ASCII, Microsoft Word, Excel and Access.

**2.1** Provide two (2) line set tickets for each unit delivered.

## 3.0 BODY & CAB

### 3.1 CAB

**3.1** CAB, fiberglass tilt hood with a stationary grill and LED clearance lamps.

**3.1.1** SEE SECTION 4.30

**3.2** GVWR 32,000 lbs. approx.
Wheelbase 276" approx.

### 3.3 Chassis Body & Cab Colors

**COMPLETE UNIT** White, BASF 21-22783 Glasurit
One step Urethane,
or approved equal (DuPont / Sikkens / PPG)

The use of other manufacturer's paint and base colors require prior approval by the Engineer, and the submittal of an approx. 4 inch x 6 inch sample of the base coat/final coat to be used.

**3.3.1** through **3.3.4 OMIT**

## 4.0 BODY

Type A Bus with Integrated body and chassis to be manufactured and warranted by same company.

Unit to be completely built, body & chassis, under one roof in a continuously linked and coordinated assembly line. Body to be mounted on chassis as last stage of production to prevent a “bare” chassis exposed to outdoor storage.

### 4.1 PASSENGER CAPACITY

32 passenger, plus four guards on 32’8” Bus Body.

MUST BE FILLED IN
FIRM (VENDORS) NAME _____ BID NUMBER _____

**4.2 HEADROOM**

78” Minimum

**4.3 CONSTRUCTION GENERAL**

The body shall be built as a threaded, laced, integral type unit with the roof bows threaded through the carlin rails and stringers.

**4.4 CONSTRUCTION ROOF**

The bus body roof shall be designed to minimize distortion in the event of accidental roll-over of the body. The roof bows shall be constructed of a minimum of 14 gauge steel, roll formed into a one piece hat section. The one piece bow shall be huck bolted to the seat rail which shall then be huck bolted to the sides and roof the bus. Twenty gauge steel one piece exterior roof sheets from window top to window top shall be applied to the roof bows. Two rows of buck rivets shall be applied at the joints on staggered one inch centers. Drip molding shall be fastened above the windows. Roof sheets which form drip rails are not acceptable due to maintenance considerations. Twenty-two gauge galvanized steel sheets shall be applied to the roof bows on the interior of the bus with screws for ease of maintenance.

**4.5 ROOF BOWS**

One-piece 14 gauge bows form to create the “skeleton” of the assembly. Expandable ruvan tape to be used at all roof joints to prevent water and dust leaks.

**4.6 CONSTRUCTION SIDEWALL**

The sidewall construction of the bus shall be designed and engineered to provide safety from an impact and to absorb the stresses created by an operation on secondary roads. 16 Gauge smooth side panels with shall be buck riveted to the side structure.

**4.7 INSULATION**

Full 1 1/2” insulation in roof, sidewalls & rear lower quarter panels. Sound deadener, unexposed sides of interior and exterior panels sprayed with water emulsion material. Interior noise reduction package to include perforated sound panels in all interior roof sections.

Fiberglass Insulation to be applied inside of the roof bows.

Drivers floor area to be insulated.

**4.8 CONSTRUCTION FLOOR**

The floor shall be formed of 14 gauge steel in 27” sections. Double 90 degree bends hall form a “U” channel then should be welded to form a double 14 gauge flanges at these joints to provide structure for the body tie-downs. There should be additional hat shaped cross members welded on 9” centers to help support the floor.

**4.9 FLOOR COVERING**

Aisle shall be 3/16" ribbed rubber with extruded aluminum trim over joints. Under seats in passenger area and driver's area - 1/8" smooth rubber with aluminum trim. Wheel wells will be sealed, top-covered with ABS Plastic.

**4.10 SUBFLOOR**

Plywood.B-C Exterior Grade, 5/8"

**4.11 BODY TIE-DOWNS**

Body tie-down clips to be formed galvanized steel and bolted to main floor sills with nylon insulated locking nuts. Body tie downs to be located at every other main floor sill.

**4.12 RUB RAILS**

To be continuous one piece construction from front of body to rear corner of bus to prevent rub rail from being split at junctures. Rail to have two rolled peaks with one closed section non-supported in the center to prevent moisture accumulation. Drainage ports are embossed on the lower side of the rub rail. Rails to be painted black flange to flange.

**4.13 BATTERY COMPARTMENT**

Enclosed vented compartment with slide out tray. Located on driver's side mounted below floor level in skirt with forward hinged access door, with recessed slam-type latch. Box to be 13" x 15" x 25 ½". Battery tray to have nylon rollers.

**4.14 BUMPER**

Rear - 12" wide, .188" thick, ribbed, painted black. One piece die formed, wrap-around type bumper is bolted to support structure, diagonally braced support structure is welded to chassis frame.

Front – Full width, aerodynamic, heavy duty steel. Must have walk through clearance between bumper and front tires.

**4.15 AIR INTAKE**

A fresh air vent located on left front cowl leg below windshield, cable controlled through driver's heater.

**4.16 SKIRT**

The skirt panels below floor shall be a minimum of 16 gauge steel to provide additional strength in the impact zone of the bus.

**4.17 VENTILATOR**

Three power roof vents shall be installed one in driver area, one in passenger area, and one in rear guard area.

**4.18 DOORS**

Entrance door shall be an outward opening, powder coated aluminum door with a minimum of 1,668 sq. inches of glass. All panels are to be interchangeable and openings to have squared corners. The pin style door is to be hung from the top using sealed ball bearings. The bottom of the entrance door is to use compression seals, two at the top and one at the bottom. The door control shall be an air operated. Emergency exit Release included. Door width opening to be 36". A padded head bumper 1" thick by 4" wide shall be provided over the entrance door. Aluminum frame with pin style hinges.

**4.19 ASSIST HANDLE**

Located on the outside on the entrance door.

Vertical closing edges on entrance door shall be equipped with flexible material to protect fingers.

**4.20 EMERGENCY DOOR**

Emergency door shall be located in center of rear of bus and will have 1-point bar lock. The door opening shall meet current Federal Requirements.

The Emergency door shall utilize an "internal" hinge system and have pin type hinges with greaseable brass fittings. Emergency door shall have a hold open device designed into the internal hinge. There shall be no visible hinges from exterior of door. There shall be a padded header bumper 1" thick by 4" wide.

The emergency door shall be lettered inside and out. The door shall have 530 sq. inches of glass in the upper window and 350 sq. in. of glass in the lower window. Reflective striping shall be provided around the emergency door perimeter.

**4.21 STEPWELL**

To consist of three equal widths 36" steps with RCA rubber covering with white nosing.

**4.22 UNDERCOATING**

Entire underside of body, including floor member, side panels and fenders below floor level shall be coated with asphalt base or rubber base undercoating material applied by a spray method in order to seal, deaden sound, insulate and prevent oxidation of the underside of the body. (Be certain no water drain holes in body are covered with undercoating material)

Additional undercoating for the floor, and stepwell sides for noise reduction.

Undercoating performed before and after mounting on chassis.

**4.23 PAINTING**

Bus exterior painted, prior to mounting on chassis, with a baked on polyurethane finish.

Interior will be electrostatically applied spring white, thermo set acrylic enamel.

Dash, heaters and trim painted black.

**4.24 REFLECTIVE TAPE**

To meet FMVSS. Reflexite striping around all emergency exits.

**4.25 FUEL TANK FILLER DOOR**

Door hinged for fuel tank filler access (pin hinge).

**4.26 WINDSHIELD**

Shall be 3 piece flat glass, with 73% light transmission and a shaded band at the top.
Windshield to be roped in not bonded.
The windshield shall have 2371 sq. in area minimum.
Handles to be cowl mounted to help facilitate cleaning.

**4.27 WINDSHIELD WIPERS**

A single wiper motor with single control wipers

Wipers to be bottom mounted.

Wipers to be 22” minimum and have a wet arm design and have intermittent feature.

Wiper coverage to be 1409 square inches.

Must have approved electric windshield washers with a minimum 6 quart capacity.

Wipers to have overlapping wipe pattern.

**4.28 SUN VISORS**

Adjustable Plexiglas visor mounted over the windshield on driver’s side, 6 x 30 minimum.

**4.29 MIRRORS**

Rearview Mirror - Heated Roscoe Eurostyle with separately adjustable flat & convex mirrors within a single 8” X 15” housing.

Interior Mirror - 10 x 30” rearview mirror.

Cross View Mirrors – Roscoe heated elliptical mirrors.

**4.30 SEATING**

**DRIVERS**

Driver's seat shall be high back, with cloth insert, and mechanical lumbar adjustment , shoulder harness type high visibility retractable seat belt. Seat to be adjusted without the use of any tools. Seat to have right armrest.

**Ref: National 2000 with Pedestal base.**

**PRISONER SEATING**

Seats are to be ABS, 36" wide, 2 legged seats. Body of seat on left side and right side to be mounted to chair rail. Left side seat legs and right side seat legs to be mounted to aisle side of floor.

**GUARD SEATING**

(4) High back seats (1) behind driver and (1) behind entrance door, facing aisle, (2) guard seats facing forward behind rear partition.

**Drawing of partitions and screens must be submitted with the bid.**

**BIDDER INITIALS _____**

**4.31 GLASS**

Driver's window: Two (2) piece sliding sash, extruded aluminum or equal with security latch on front and rear sash.

Side windows: Two (2) piece split sash bottom half stationary, top half capable of being lowered, limited to 1 ½" opening. Windows to be sealed with butyl sealer. 12" window stops.

Rear windows: The rear quarter window and rear windows shall be mounted in rubber.

Emergency door: The glass in the top and bottom halves of door shall be mounted in rubber mounted.

Entrance door: Four (4) panes of glass - two in each half.

All glass in windshield, windows and doors shall be of approved type safety glass, so mounted that the permanent identification mark is visible.

**4.32 FIELD EFFECT TRANSISTORS**

Solid State Switches to be provided in lieu of circuit breakers circuits protected by field effect transistors include: Eight Way Flasher system and parking and headlights.

**4.33 EXTERIOR LAMP CHECK**

Enables driver to check all exterior lamps unassisted.

Stepwell light clear with metal bezel. Wired to entrance door switch which operates with dome lights.

Front and rear roof clearance lights.
Front: amber Rear: red

**4.34 FRONT AND REAR CLUSTER LIGHTS LOCATED IN CENTER ROOF.**

Front: amber; Rear: red, switch combines clearance cluster and intermediate side markers on units 30' or longer. Marker lights to be armored.

Front and rear Cluster light to be recessed in roof panels amber front, red rear.

**4.35 LIGHTS (ALL LIGHTING SHALL BE LED)**

Stop Lights and Tail lights to be 7".
Side directional to be7" amber.
Front and Rear Cluster lights.
Front and rear marker lights, four Amber front, and four red rear with armor.

**4.36 SIDE TURN SIGNALS (ALL LIGHTING SHALL BE LED)**

Armored type side turn signals shall be provided.

**4.37 LIGHTS (ALL LIGHTING SHALL BE LED)**

Two, 4" diameter right and left, red on rear.

One (1) license plate light (in combination with left tail light)

Two (2) stop lights - 7"

Two (2) tail lights 4" wired as combination lights with stop lights.

Two (2) back-up lights - 7"

Dome, recessed type. Mounted above every other window on alternating sides in wire access panel. Single switch controlled. Separate circuit for single dome light over driver.

Step light wired to clearance lights.

Red light, 3" mounted over rear emergency exit, Over rear door, connected to ignition.

**Turn signals**
Self-canceling directional signals with indicator lights on dash.
Exterior 7" red lens on rear.

Provide side directional lights below windows on each side.

Solenoid breaker shall be furnished disconnecting body circuits when ignition is turned off.

**4.38 DRIVER'S SWITCH PANEL**
Switch panel: Located to left of driver below window.
Individual circuit breakers (not fuses) for each circuit to be supplied.
Rocker type switches with rheostat.

**4.39 ACCESS, EXTERIOR ELECTRICAL**
**Provide a lockable** access door to the electrical panel shall be provided and located under the driver's side window. This compartment is to be sealed from moisture. This electrical compartment shall also house the chassis electrical fuses and the warning light power pack for easy service. Circuit diagram decals to be affixed to exterior access door for ease of service.

All body wiring shall be color and number coded.

Body wiring shall be protected by circuit breakers.

Main body wiring shall be located above interior windows in the light bar.

**4.40 HEATERS**
50,000 BTU Stepwell heater.

90,000 BTU front heater/defroster located on the driver's side, combination hot water recalculating type with fresh air feature and filter. Windshield defroster is full width and outlets for drivers window.

Series plumbing places maximum heat to defroster and driver first.

Drivers heater ducted to wheelhouse pocket.

84,500 BTU (2) fan rear heater shall be located under seat on left side behind rear wheels.

Dual cut-off valves for all heaters to be located in the driver's area and the engine compartment. Ball type only.

All heater panels and covers are to be constructed of steel.

All heater clamps to be constant torque type.

Heater Hose all heater hoses to be Goodyear SAE20R3, Class D2, 1.0” diameter.

**Defrosting**
Separate motor and blower for heating and defrosting. Defrosting to be full width of windshield.

**Defroster Fans**
Two (2) auxiliary fans to be mounted upper center and left of drivers area.

**4.40.1 REAR HEATER**
Provide a heater in the rear guard compartment, with rear controls.

**4.41 RADIO**
AM/FM Stereo PA w/6 speakers shall be provided.

**4.42 STRIPPING**
2” Diamond grade, on exterior seat line.

**4.43 MUD FLAPS**
Two (2) front, Two (2) rear.

**4.44 RUBBER FENDERS**
Rubber fenders should be installed around the rear wheelhouse openings.

**4.45 CERTIFICATE HOLDER**
A certificate holder shall be installed on the front bulkhead of the bus body for keeping the owners card and insurance card of the bus.

**4.46 ACCESSORIES**
PA approved F.A.K. & Body Fluid Kit

Wrecking bar, mounted in driver’s area.

Triangular warning device.

Fire Extinguisher
Provide a five (5) pound dry chemical A-B-C type fire extinguisher. Approved type shall be provided and suitable mounted so as to be readily accessible and available for use to the operator in case of emergency.

**4.47 EXTERIOR EMERGENCY LIGHTING**

**4.47.1** Lightbar
Provide two (2) light-bars, one front one rear
**Ref: Whelen Model W-9LLTH77 (16) Modules**

**4.47.2** Rear Arrow Stick
Provide a LED directional light bar with controller.
**Ref: Whelen, Model WH-TAM85RB**

**4.47.3** Flashing Headlights
Provide WIG WAG headlights.
**Ref: Whelen, Model WH-UHF2150A**

**4.47.4** Body Lighting
Provide the following lighting
2-Mounted Front
2- Mounted Rear
2- Mounted Left Side
2- Mounted Right Side
**Ref: Whelen, Model WH-M4J / Flange Kits WH-M4FC**

**4.48 SIREN AND SPEAKER**

**4.48.1** Speaker
**Ref: Whelen Model WH-SA315P / Bracket WH-SAK1**

**4.48.2** Siren and Switch Box
**Ref: Whelen Model WH-CCSRNTA2 / Cable WH-CCMICX20**

**4.49 PARTITION & SCREENING**

**PARTITIONS**

Partitions inside of the bus, two (2) partitions shall be mounted inside the bus body from the roof to the floor and to each side wall. Partitions shall be securely mounted and reinforced to the mounting -surfaces to insure longevity.

One shall be mounted securely behind the driver, so as to partition off the eighth row of seats in the rear of the bus to partition off the escorting officers area from the prisoner area.

One shall be mounted securely forward of the rear seated partition off the eighth mw of seats in the prisoner area.

The lower half of the partition (approximately 30”) shall be 12 gauge shed metal. The upper part shall be heavy duty screening, both partitions shall have a sliding gate made of 3/4" x #9 flat expanded metal securely framed and mounted. The gate openings shall be approximately 6" wider than the aisle width, and as high as possible to offer all avialble headroom clearance. Top of each gate opening shall have a throw over locking handle with brass padlocks, handles mounted on the forward side of the screen. The gate shall have a positive type door opening stops located at the top and the bottom. The rear screen shall have the throw over lock handle mounted on the rear side as directed. There shall not be any open areas around the outer edge of the partition.

Add-Both partitions to be covered on upper half by Heavy Duty Plastic over, screen shield (LEXAN). This is to include both sliding gates. Plexiglass material (LEXAN) to cover screening (size ½” Tuffak or approved equal).

**WINDOW SCREENING**
Windows screening shall be ¾” x #9 expanded metal. Side windows screening shall be in three sections; screening shall be readily removable and padlocked (all locks keyed ALMF). Screening shall be provided on all windows in prisoner security area and rear guards. It shall be installed on exterior and shall be nut proofed.

**Drawing of partitions and screens must be submitted with the bid.**
**BIDDER INITIALS _____**

**4.51 AIR CONDITIONING**
System Model: AC-11133 (110,000 btu/hr – IMACA/Cooling)
Vehicle air conditioning system equal to or better than in standards of quality, design and performance to a carrier transport air conditioning system model AX-11133.

The carrier transport air conditioning system is to have a completely separated rear system from the front air conditioning system.

The vehicle's air conditioning system is comprised of the following elements:

**EVAPORATORS**
(2) Model EM-1-rear side 8c front side ceiling mounted units rated @ 53,000 BTU/hr IMACA or 27,450 btu/hr-ARI

Each unit is capable of producing (900) cfm of airflow on high speed (rated @ 13.5 vdc/ 0" static). - Each unit contains one (1) three speed (thru use of resistors) permanent magnet 10,000 hours design life sealed ball bearing-motor. The units blower wheel must be of a single-piece transverse design to insure high volume, evenly-dispersed airflow throughout the vehicle. The air is to be delivered through bi-directional adjustable louvers located in the unit's cover (all vents must be covers must be with metal grates). The unit's drain pan is to be insulated and pressurized to insure condensate removal. The coil is to be constructed of internally enhanced copper tubes, with aluminum fins expanded into coated steel end plates.

The units frame is to constructed of 16 gauge galvanealed steel, which is zinc coated to give maximum surface durability. The unit's case must meet or exceed FMVSS-302 Fire Retardant Specification. The unit must be equipped with an easy removable, cleanable filter element capable of filtering sir to 1,000 ppm. The unit's expansion valve must be equipped with o-ring fittings to insure leak-free continuous operation. Also, this unit. must operate on thenon-ozone depleting refrigerant of R-134A.

**CONDENSERS**

(2) Model CM-3 under floor skirt mounted unit rated @76,000 BTU/ha IMACA. This unit is to be capable of producing a total of airflow (rated @ 13Svdc/0” static) Each condenser contains three (3) single speeds, permanent magnet four pole, four brush 10,000 hour design life sealed ball bearing motors. This units maximum amperage draw is 21 amps @ 13.5 vdc. The coil is to be constructed of internally enhanced copper tubes, with aluminum fins expanded into galvanized steel end plates. The fin surface is to be black acrylic electrocoated to give it the maximum corrosion protection available against salt. The unit's frame is to be constructed of 16 gauge galvanealed steel epoxy powder coated to give maximum surface durability, and operational reliability.

The air shall be pulled through the coil and discharged toward the center line of the vehicle's floor. The unit shall be equipped with an automatic reset type high pressure switch to provide safe operating conditions and protection of the system's compressor. The unit's fans shall be of a low profile axial type design constructed of a high impact abs material, dynamically balanced in order to insure maximum durability and longevity. The motor/fan assemblies are to be separated b directional baffles, which will direct airflow through the coil to give maximum balanced performance. The unit's filter drier shall be a minimum sixteen (16) cubic inches of dessicant compatible with R-134AEquipped with o-ring connections to insure leak free connections and capable of maintaining g dry, non-acidic system.

**COMPRESSORS:**
(2) Model engine mounted each rated @ 53,000 bto/hr-IMACA. Each unit is to have a nominal (I) cubic inch displacement and is to be belt driven off of the vehicle's engine. The compressors are to be equipped with an electco-magaetic clutch controlled by each of the system's (2) thermostats. Each compressor is to have an oil sump in order to provide maximum lubrication.

**CONTROLS:**
The vehicle's air conditioning system shall be controlled from the driver's seated position., The controls shall consist of (2 rotary fan speed switches )off & three speeds) and (2) rotary or slide type thermostat switches. All switches are to be clearly labeled. All A/C system wiring is to be color coded for system diagnostics, and must meet/exceed all FMVSS specifications that are required. All circuits are to be protected with adequately rated circuit breakers and/or thermal fuses. These rating are to include both transient and continuous loads that the system will produce. Any subcontractor/installer who provides installation or other HVAC components must meet all specifications unless specific exceptions are granted.

A system low pressure switch is to be included in order to provide protection to the system's compressor in case of low or sudden loss of refrigerant.

**REFRIGERANT HOSES:**
Refrigerant hoses hall be constructed in order to comply with, or exceed specifications SAE J2064 Type D. The construction of the hose shall include a nylon-based threrm oplastic inner liner, reinforced with two separate layers of textile yarn. The outer covering shall consist of a synthetic elastomer to reduce incidences of chaffing, cuts and rub-throughs.

**REFRIGERANT FTI'TINGS**
Refrigerant fittings shall be constructed in order to comply with, or exceed specifications SAE -J2064 Type D. The construction of the fittings and nuts shall be of steel with a yellow zinc plating (ASTMB-633) capable of maintaining integrity after one thousand (1,000) hours of salt spray testing. The hose coupling end of all fittings shall include two (2) hose barbs for retention and two (2) HNBR elastomer d-ring gaskets to insure leak-free reliable operation.

**REFRIGERANT CLAMPS**
Refrigerant hose clamps shall be constructed in order to comply with or exceed specifications SAE-J2604 Type D. The constructions of the clamps shall be of a stainless-steel one piece design which will ensure coupling integrity.

**4.52 TWO-WAY INTERCOM SYSTEM**
Twelve volt intercom to be installed in area of bus assigned to Sheriff in right rear wall mounted. Provide a second intercom wall mounted by jump seat in right front.

**4.53 ADDITION COST**
An additional **$5,000.00** shall be added to bid the price (per unit) for additional chargers as per the pre-construction meeting for security items/changes. All unused funds shall be credited back to the city (deducted from the invoice.)
**BIDDER INITIALS _____**

## 5.0 CAB & BODY EQUIPMENT

### 5.1 EQUIPMENT AND ACCESSORIES

**5.1.1** SEE SECTION 4.40

**5.1.2** All gauges shall be electrical, illuminated, and shall include but not be limited to fuel, coolant temperature, oil pressure, ammeter / voltmeter, tachometer, speedometer and hour meter.

**5.1.3** SEE SECTION 4.27

**5.1.4** SEE SECTION 4.28

**5.1.5** Provide dome light, door and switch activated.

**5.1.6** Provide heavy duty turn signal indicator with transistorized flasher.

**5.1.7** SEE SECTION 4.19

**5.1.9** SEE SECTION 4.29

**5.1.10** Rustproofing
Areas to be rustproofed (wet, airless spraying, no mist applications) shall include but not be limited to:
Light wells, doors, rocker panels, rear vertical door jambs, front pillars, fender and fender wells, entire underbody, etc.
The rustproofing compound shall be in accordance with MIL SPEC QPL 62218, or latest revision.
All surfaces shall be properly prepared and finished.
Note: If rustproofing option is other than the above, submit detailed specifications of materials and processes for prior approval.

**5.1.11** see para. 5.1.7

**5.1.12** SEE SECTION 4.41

**5.1.13** Provide four (4) keys per vehicle.

**5.1.14** All glass to be tinted safety glass. Doors shall be provided with operating vent windows.

## 6.0 FRAME

**6.2** Frame Attachments

**6.2.2** Frame shall be huck fastened.

**6.3** Provide frame rails, minimum 500,000 PSI Yield

## 7.0 AXLES & SUSPENSION SYSTEMS

**7.2** Provide heavy duty shock absorbers.

**7.4** Delete.

**7.5** Provide a 10,000 lb front axle.
Provide a 21,000 lb rear axle.
Provide air ride rear suspension.

**7.6** Provide limited slip differential.

**7.7** Provide axles with piloted hubs.

**7.7** Provide synthetic oil.

## 8.0 BRAKES

**8.3** Provide anti-lock brakes, all wheels.

**8.3.1** Front brakes, drum type, "S" cam type, non asbestos lining, bolt on two (2) section, inspection covers / dust shields.

**8.3.2** Rear brakes, drum type, "S" cam type, non-asbestos lining, bolt on two (2) section, inspection covers / dust shields.

**8.3.3** Provide automatic slack adjusters.

**8.3.4** Provide 13 c.f.m. water cooled air compressor, gear driven if available.

**8.4** Provide an air dryer.
**Ref: Bendix AD / IP or approved equal.**

**8.5** Provide traction control.

## 9.0 ENGINE

**9.2** Provide a diesel engine, 2010 emission certified, six (6) cylinder turbo charged, electronically controlled.
220 HP approx.
540 lbs. ft. approx.

**9.3** Provide heated fuel-water separator, with primer pump (if available).

## 10.0 ENGINE EQUIPMENT

**10.4** Provide an engine governor, to achieve a maximum road speed of approximately 69 mph. while fully laden (GVWR). The vendor shall supply performance curves or tables showing the proposed vehicle road speed and torque characteristics at various grades under fully laden conditions.

**10.6** Provide manufacturers engine protection/monitoring system.

**10.7** Provide engine block heater with not less than 200 degrees, 120 volt, single phase, water jacket preheater.

**10.8** Provide magnetic drain oil plug.

## 11.0 TRANSMISSION

**11.1** Provide an automatic transmission, ALLISON 3000, 5 speed, compatible with all other drive train components.

**11.2** Transmission operating instructions shall be permanently mounted inside the cab near the transmission shift pad.

**11.3** Transmission selector shall be electronically controlled and dash-mounted with shift-shock mechanism and oil level indicator.

**11.4** Provide synthetic transmission oil.

## 12.0 STEERING

**12.1** Provide and install power steering, manufacturer's standard.

**12.2** Provide tilt steering column.

## 13.0 ENGINE COOLING SYSTEM

**13.1** All coolant hoses shall be heavy duty type, equipped with spring type constant torque stainless steel clamps.
**Ref: EPDM, GATES BLUE STRIPE or SILICONE**

**13.2** Provide long-lift antifreeze protection to -34 degrees Fahrenheit to meet Original Equipment Manufacturer's engine specifications.

**13.3** Provide thermostatically controlled or viscous fan.

## 14.0 ELECTRICAL EQUIPMENT

**14.1** Provide dual batteries group 31 with the highest reserve capacity, 800 CCA each, min.
Nominal System Voltage: 12 volt, negative ground
All circuits shall be protected by circuit breakers or fuses.
All wiring shall be color coded or number coded, protected by plastic loom and rubber grommets, where needed.

**14.2** Provide an alternator sufficient in capacity to support the electrical system specified, when used under severe conditions, 200 amp, pad mounted.

**14.3** Provide starter over-crank protection.

**14.4** Provide multiplex wiring.

**14.5** Provide electronically operated cruise control.

**14.6** Provide a Mega fuse, 175 amp shall be provided to protect the body system.

## 15.0 TIRES *(ALL TIRES AND WHEELS SUPPLIED SHALL BE OF THE SAME MANUFACTURE)*

**15.2 - 15.5** Omit.

**15.6** Tires shall be of the “FIRST LINE” type shown below:
Front tires: 295/75R22.5, steel belted, Steer Type
Rear tires: 295/75R22.5, steel belted, M/S

**15.7** Provide BUDD type wheels only. Provide wheel spacer on between all hubs and wheels.

## 16.0 FUEL SYSTEM

**16.1** Provide 50 gallon minimum, aluminum safety step fuel tank, complete with a chained tank cap. Fuel tank shall be labeled "**DIESEL ONLY**".

**16.1.2** Provide a diesel engine fluid tank, if required.

## 17.0 SAFETY EQUIPMENT

**17.1** Provide fire extinguisher, ABC, 5 lb, cab mounted, including reflective triangle kit.

**17.2** Provide back-up alarm, ECCO, SA 907 series, or approved equal.

**17.3** OMIT

**17.4** Provide air horn, controlled from inside the cab.

**18.0 (100% parts, labor and travel time with "NO DEDUCTIBLE" less wear items)**
**LIST OF WEAR ITEMS SHALL BE SUPPLIED WITH BID.**
**BIDDER INITIALS _____**

Engine
Base Coverage, Complete engine 2 years / 150,000 miles/ 10,800 Hours

Extended Coverage (After Base Coverage)
Covers all these components, including
mounting hardware and gaskets; cylinder
heads; rocker lever; Injectors; Turbo; ECM; ECM harness; pistons, rings
and liners; lube oil cooler; water pump; cylinder block;
oil pan; connecting rod assembly; lube pump
assembly; camshaft and bushings; cam followers;
major cooled EGR components 3 years / 150,000

**Total Engine Coverage, base and extended with "NO DEDUCTIBLE" less wear items)**
**5 Years / 150,000 Miles / 10,800 Hours**

| | |
|---|---|
| Differential | 5 years / 150,000 miles |
| Transmission | 5 years / 150,000 miles |
| Cab & Chassis (Bumper /Bumper) | 2 years / Unlimited<br>All components ie: utilized in starting, charging, accessory systems including harness, sensors, modules cranking motors, alternator, regulators etc. |
| Cab & Chassis Structural | 5 years / Unlimited miles |
| HAVC System | 2 years / Unlimited miles<br>All components: wiring, switches, valving, hoses, tubing, controls, etc. |
| All added equipment | 2 years / Unlimited miles |

LIGHT BAR WARRANTY **(Item 4.47.1)**
Warranty (100 % part, labor and travel time $0 deductible)
10 years on ALL LED products.
5 year on ALL OTHER ITEMS
**BIDDER INITIALS _____**

NOTE: All minor repairs (over four (4) labor hours) shall be performed within 2 working days, Sundays excluded.

MUST BE FILLED IN
FIRM (VENDORS) NAME _____ BID NUMBER _____

All major repairs shall be performed within 7 working days, Sundays excluded.

All warranty work performed by City forces will be billed at the rate of **$52.00/hour.**
**BIDDER INITIALS _____**

Transportation to and from the vendor's site, if required, is the successful bidders responsibility. If transportation is performed by City forces it will be invoiced at **$100.00/hour each direction, plus the cost of any needed equipment.**
**BIDDER INITIALS _____**

If the time intervals for minor and major repairs are exceeded, **the City of Philadelphia reserves the right to perform warranty work with direct invoicing to the successful bidder, not the manufacturer.**
**BIDDER INITIALS _____**

Copies of Warranty Repair Orders shall be forwarded to the Office of Fleet Management within five (5) days after completion of each repair, including all cost for parts and labor.
**BIDDER INITIALS _____**

**WARRANTY REGISTRATION**
The City of Philadelphia requires the successful bidder supply **WARRANTY REGISTRATION** of all warrantable components.

The warranty registration forms shall be supplied to the City, by the successful bidder, listing component description and serial number and chassis serial number. Each form shall require the signature of a representative of the City (OFM), the successful bidder and the subcontractor, where applicable.

If the successful vendor or their subcontractor, supply a standard warranty registration form which includes disclaimers, the City reserves the right to refuse to sign. If no other registration for can be supplied the City shall sign the standard form as a **"REGISTRATION ONLY".**

The City recognizes only the warranty terms cited in the Invitation to Bid and agreed to in the contract awarded to the successful bidder, under Warranty, section 18 and Engineering Responsibility & Chronic Complaints/Failures, Section 35.

The City reserves the right to hold final payment until all warranty registrations are completed and a copy of such registrations supplied to OFM. A city form is to be completed for each vehicle.

**BIDDER INITIALS _____**

MUST BE FILLED IN
FIRM (VENDORS) NAME _____ BID NUMBER _____

## 19.0 PRE-CONSTRUCTION / PRE-PRODUCTION INSPECTION:

**19.1** Provide the Office of Fleet Management pre-construction meeting for the complete unit. The meeting will be held in the City of Philadelphia. The prime vendor and any sub-contractors must be present.

**19.2** Provide the Office of Fleet Management pilot inspection for the chassis at the manufacture plant, for one person on each inspection trip. The successful bidder shall incur all expenses for lodging, meals, and transportation (transportation will be via air if more than 125 miles one way).

**19.3** Provide the Office of Fleet Management pilot inspection for the body manufacture / up-fitter at the manufacture plant, for one person on each inspection trip. The successful bidder shall incur all expenses for lodging, meals, and transportation (transportation will be via air if more than 125 miles one way).

## 21.0 QUESTIONS REGARDING BID

All questions regarding Bid Specification should be directed to the Office of Fleet Management.
Bud Lipski, 215-686-1875 / E-Mail - bud.lipski@phila.gov
Pete Baker, 215-686-1877 / E-Mail - pete.baker@phila.gov

## 22.0 ILLUSTRATIONS & DRAWINGS

**REQUIRED FOR THIS BID BIDDER INITIALS _____**

## 24.0 CERTIFICATION OF COMPLIANCE WITH SPECIFICATIONS

The bidder shall certify on the form furnished with the Invitation and Bid that the Truck, component units, and parts shall be suitable for the work to be performed and will be constructed to definite standard dimensions, with proper clearance and fits; that previously published or set ratings shall not arbitrarily be raised without prior approval of the manufacturer of the actual unit and further, that the truck offered shall comply in every respect with the terms of this specification. In the event that the truck offered does not comply with this specification, the bidder shall state definitely, referring to the proper paragraph of this specification, where the Truck he proposes to furnish does not comply. Where no statement is received, the successful bidder shall be required to meet every requirement of the specification.

MUST BE FILLED IN
FIRM (VENDORS) NAME _____ BID NUMBER _____

**25.0 REQUIREMENTS**

General - Though they shall not be specifically enumerated herein, all parts necessary to provide a complete and efficient truck shall be furnished. All parts shall conform to current engineering practices of the industry relative to design, strength, quality of material and workmanship. The City reserves the right, at its option alone, to accept trucks with minor deviations from this specification.

**26.0 MATERIALS**

The Truck and all parts thereof shall be made of materials which are suitable for the intended service and shall be produced by current standard manufacturing processes. The materials shall be free from characteristics or defects which affect the appearance or which shall affect the proper functioning of the finished product.

**27.0 GROSS VEHICLE WEIGHT AND DRY CHASSIS WEIGHT RATINGS**

These shall be as specified in the Invitation to Bid. The gross vehicle weight rating shall include the weight of the complete chassis and cab.

**30.0 SHIPMENT AND DELIVERY**

**30.1** Delivery Information - Final Delivery shall be made between the hours of 8:00 AM and 3:30 PM, Monday through Friday, except City Holidays. Each unit shall be accompanied by a Delivery Slip which will contain the City's Bid Number, Item Number, Purchase Order Number, and Serial Number of the Unit.

**VENDOR MUST NOTIFY OFM, THIRTY (30) DAYS PRIOR TO MAKING ANY DELIVERY.**

| | |
|---|---|
| DELIVERY CONTACT PERSON: | PETE BAKER (215-686-1877)<br>BUD LIPSKI (215-686-1875)<br>OFFICE OF FLEET MANAGEMENT<br>100 S. BROAD STREET, 3RD FLOOR<br>PHILADELPHIA, PA 19110 |
| DELIVERY LOCATION: | OFFICE OF FLEET MANAGEMENT<br>SHOP 415<br>3895-99 RICHMOND STREET<br>PHILADELPHIA, PA 19137<br>215-685-1232 |

**30.3 DELIVERY CONDITIONS**

**30.3.1** Vehicles, regardless of delivery point, shall be ready for use including all lubricants, coolant and operating fluids as required, minimum of 30 gallons of

fuel, equivalent amount of diesel engine fluid, if required. Battery shall be fully charged, tires properly inflated.

## 31.0 INSPECTION

**31.1** Pennsylvania State Inspection (If Required)
Each vehicle shall pass the Vehicle Code Examination of the Department of Transportation, Commonwealth of Pennsylvania; when delivered, chassis vendor shall have attached current State Inspection Stickers in the proper location.

**31.2** Exhaust Emissions Inspection (If Required)
All vehicles with GVW's subject to the provisions of the Pennsylvania Department of Transportation exhaust emission regulations must meet said requirements and have the appropriate sticker affixed to the windshield, along with the State Vehicle Inspection Sticker, when the vehicle is delivered to the City.

**31.3** City Inspection - City Inspection of delivered vehicles will be conducted at the specified delivery point. It will be conditioned upon the satisfaction of all of the requirements of this specification and the Invitation to Bid.

Upon **final delivery to the City**, any vehicle(s) not meeting the requirements of the specification and the Invitation to Bid will be rejected. All rejected vehicles must be removed from the City's equipment delivery location within 48 hours of notification to the bidder / vendor.
**BIDDER INITIALS** _____

Upon **final delivery to the City**, in addition to liquidated damages (if applicable), the City at its sole discretion will charge the vendor / successful bidder a re-inspection fee of **$150.00** for each occasion a vehicle(s) / equipment not meeting the requirements of the specification and the Invitation. This re-inspection fee will be assed each occasion a unit must be re-inspected.

This re-inspection fee will be deducted from the invoice for unit(s) not meeting the requirements of the specification and the Invitation to Bid.
**BIDDER INITIALS** _____

**31.4** OFM, Bureau of Quality Assurance, shall be notified when the Pilot or First Production Model is available for inspection.

MUST BE FILLED IN
FIRM (VENDORS) NAME _____ BID NUMBER _____

## 32.0 CERTIFICATIONS & MANUALS (PER ORDER)

**32.2** Provide the necessary documents for the City to take Title to the vehicle in accordance with the Pennsylvania Motor Vehicle Code.
**ALL THE ITEMS, INVOICE (STATE ORIGINAL), MSO, MV-1 (COMPLETED), COPY OF THE SECOND STAGE STICKER) ARE TO BE HAND DELIVERED FOURTEEN (14) DAYS PRIOR TO DELIVERY TO:**

**CITY OF PHILADELPHIA**
**OFFICE OF FLEET MANAGEMENT**
**BUREAU OF QUALITY ASSURANCE**
**100 S. BROAD STREET, 3RD FLOOR**
**PHILADELPHIA, PA 19110**

**32.3** Operation, Maintenance and Repair Data

Prior to the delivery of the first units, the vendor shall forward directly to the Office of Fleet Management, Maintenance, Operating and Repair manuals and Parts Lists as specified below. The manuals shall be shipped separately to OFM 100 S. Broad Street 3rd Floor, Philadelphia, Pa. 19110 and not with the units. All manuals shall be in the form of neatly bound books, with durable covers, and shall be properly identified with the manufacturer's name, model and serial number of the equipment.

The operating and maintenance or shop manuals shall be the latest manufacturer's handbook, covering in detail the recommended operating, maintenance and service procedures.

Where components or equipment of several manufacturers have been used in manufacturing the unit, the manuals shall include operating, maintenance and repair information and parts lists of all manufacturers covering all of the components used. Where the vendor or manufacturer uses components manufactured by other in building equipment which he sells under his own trade name, he shall furnish the parts numbers and full data of the original manufacturers of all components used, where possible, as well as the part numbers he may assign to these components as being parts of his product.

**32.3.1** One (1) set of manuals shall be furnished for each ordered.

Each manual shall cover chassis, superstructure, engine, transmission, differential, hydraulic system and all other added equipment. Operating Instructions and schematics including:

| | |
|---|---|
| Maintenance Instructions | Emission Diagrams |
| Repair Instruction | Electric Wiring Diagrams |
| Parts Information | Collision |

Provide an eight year subscription to all manufacturer issued Service Bulletins (two for each vehicle supplied under this order)

**NOTE:** **Provide two (2) additional sets of operators manuals, these manuals are to be delivered one month prior to delivery.**

**32.3.1.2** **SOFTWARE**
Provide software package(s) for all components; ie: engine, transmission, brake, hydraulic systems. Cost shall include all required hardware (excluding a computer), and all licensing fees for one year.
**BIDDER INITIALS _____**

**32.3.2** Preventive Maintenance Instructions
In addition to the manuals specified above, the vendor shall furnish an equal number of condensed Preventive Maintenance Instructions for all parts of the unit. These instructions shall consist of manufacturers' recommendations for periodic lubrication, cleaning and other preventive maintenance services, and shall be made up in a compact from covering the particular unit delivered.

**32.3.3** Recommended Spare Parts
The vendor shall furnish with each service manual a list of recommended spare parts. The list shall include all necessary data for ordering the parts, even if originally furnished by other manufacturers.
The vendor warrants that they shall maintain or have maintained a stock of repair parts within the Philadelphia Metropolitan area at inventory levels for the period described hereafter:

The manufacturer shall supply, through a dealer, a published price list for spare parts required to support the units to be manufactured hereunder for ten (10) years from the date of delivery of the last unit.

Technical and field service support shall be provided by the vendor, if necessary. This support shall be by personnel qualified to advise on training, repair and maintenance of the equipment. The technical representatives shall be available in the Philadelphia Metropolitan area when required by the City.

The repair or shop manuals shall include but not be limited to detailed drawings, electric, pneumatic and/or hydraulic schematics, piping diagrams and other pertinent information.

**33.0 SIGNS**

Signs, decals, and etc. showing dealers name and/or address, shall not be permitted on the outside of the unit.

**33.1** Manufactures name (s), address and striping shall be removed before delivery.

**34.0 INSTRUCTIONS & TRAINING (PER-ORDER)**

The vendor shall furnish three (3) video training DVD's, covering the following subjects (if available):

Operator Training
Routine Maintenance
Preventive Maintenance

If the vendor does not have video training DVD's available at the time of the bid opening, it shall be acceptable to the City that the vendor tape the training sessions at the time of the training, making three (3) copies available to the City.

In addition, the vendor shall instruct City employees in the operation, servicing and maintenance of the units or equipment delivered at the following City facilities and at such times as the Engineer may designate, all within thirty (30) days after final acceptance of the first unit.

**34.1** Operators Location to be determined
One Day Program

**34.2** Technician
Provide technician training for a class group of 10 technicians, per day by a certified factory trainer on all components used in the manufacturing of the unit. All required training equipment and materials shall be supplied shall be included in the cost. The training facility shall be within the city limits.
**BIDDER INITIALS _____**

**35.0 ENGINEERING RESPONSIBILITY & CHRONIC COMPLAINTS/FAILURES**

The term **CHRONIC COMPLAINTS/FAILURES**, as used herein, shall mean that the same component, sub-component, assembly or part, such as an engine, transmission, differentials, hydraulic system, pumps, etc. including valves, controls, water pumps, high pressure water systems, etc. develops repeated defects, breakdowns, and/or malfunctions.

The responsibility for the design of this equipment shall rest upon the successful vendor, and they shall consider all elements of operation for which the warranty shall apply. The successful vendor shall be responsible for the compliance and performance of each subcontractor, including all suppliers.

MUST BE FILLED IN
FIRM (VENDORS) NAME _____ BID NUMBER _____

Where the equipment, units and/or sub-components develop **CHRONIC COMPLAINTS /FAILURES** during service operations, the successful vendor will be required to make any engineering design changes, repairs, alterations, retrofits or to make an adequate heavy duty redesign of any component so as to properly correct and continue to render continuous, durable and safe performance. Warranty periods shall be for an additional one year, measured from the completion date of any corrective measures. This additional warranty shall not expire at the end of the initial warranty period even when the correction is performed in the last days of the original, stated, warranty period.

Minor items or ordinary service adjustments are not included nor considered under this scope of **CHRONIC COMPLAINTS/FAILURES**. Conditions caused by other factors such as operational damage due to accidents, vandalism, misuse, or lack of proper maintenance, service, lubrication as prescribed or recommended by the Original Equipment Manufacturer (OEM), are also excluded.

Records and reports will be maintained by the Office of Fleet Management and will be made available for the successful vendors periodic examination relative to **CHRONIC COMPLAINTS/FAILURES.**

The successful vendor shall provide written reports to the City, detailing the action taken as a result of a notice of complaint describing the failure. Any written notices of complaints or field action with corrections made, shall be forwarded directly to the Office of Fleet Management, 100 S. Broad Street, 3rd Floor, Philadelphia, PA 19110, Tel. (215) 686-1825, FAX (215) 686-1829, in numbered report identifying the vehicle's property number, part or serial number of the failed component, with copies to the Engineering Section, same address.

For a fair and equitable evaluation of the **CHRONIC COMPLAINT/FAILURE**, the successful vendor, when notified of service difficulties, will be permitted to make detailed studies, analyze operational conditions and will have access to the equipment in order to make recommendations for corrections so as to obtain the desired safe and durable mechanical performance.

To reduce or eliminate **CHRONIC COMPLAINTS/FAILURES** on equipment, the City, as part of this contract, shall designate a Technical Review Committee, consisting of the Fleet Manager, Fleet Engineer, Deputy Fleet Manager and Operations Manager of the affected equipment, to review, analyze and evaluate any successful vendors remedies.

In the event the successful vendor fails to address, or make the proper changes, repairs, modifications, retrofits, or does not render field service after written notice, or unnecessarily delays any actions, the Office of Fleet Management shall have the option of seeking appropriate restitution for loss of production.

The successful vendor shall also be subject for Loss of Use, in the form of rental, lease payments, or a $200.00 per day fee, while a vehicle is rendered unserviceable or out-of-service.

MUST BE FILLED IN
FIRM (VENDORS) NAME _____ BID NUMBER _____

Attention Bidder:

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

**Exhibits**
**Drawings**
**Attached specifications**
**Attached documents**

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

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

## INSTRUCTIONS FOR GETTING PAID BY THE CITY OF PHILADELPHIA

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

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

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

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

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

# BIDDERS GUIDELINES*

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

- Read the entire bid so that you fully understand all the requirements.
- All bids must be submitted to the City no later than the time and date states as the Bid opening.
- Note the City Anti-Discrimination Policy or Economic Opportunity Plan (EOP). If Department of Commerce Office of Economic Opportunity (OEO) Participation is required be sure to fill out all appropriate forms. If you have questions call OEO at (215) 683-2000.
- Make sure you submit the appropriate Bid Security and Bid Submission Fee with your bid. Refer to Section 1 of the bid and the Conditions of Bidding sheet.
- Bidder must meet all qualifications.
- If an alternate to any item is being offered, you must follow the instructions in paragraph 2 of the Conditions of Bidding sheet.
- Does the bid require a site inspection, attendance at a Pre-Bid Meeting, samples, financial information or other data you must provide?
- Have you signed and returned all Addenda?
- If the bid is going to be awarded as a whole, you must bid on all items. See Section 3 of the bid: Bid Evaluation and Award.
- Bidders' attention is directed to the Conditions of Bidding sheet regarding the Master Performance Bond.
- Bids and pricing must be written in ink or typed. Faxed bids will not be accepted.
- Do not submit counter terms or conditions. **Your bid will be rejected**.
- Have you signed the Contract Page and affixed your Corporate Seal as required?
- **Do not** combine check amounts. All checks should be individual and specific.
- Please double check all mathematical calculations for errors.

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

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

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

## ATTENTION VENDORS

If your company would like to receive the results of a particular bid, the Public Information Unit of the Procurement Department will forward this information to you at a **$10.00 fee, company check or money order only, no personal checks or cash,** for **each** bid number requested. Please be advised that bid tabulations **are not available** by telephone. If you have any questions, Please call 215-686-4755 or 215-686-4756.

## BID RESULTS REQUEST FORM

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

Date of Request:_____

Bid Number Requested: _____ Opening Date: _____

Company Name: _____
Company Representative: _____
Address: _____
_____

Telephone No.: _____ Fax No.: _____

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

- ☐ Company check or Money Order payable to **"City of Philadelphia"**
- ☐ A self-addressed stamped envelope which is at least 9 ½ " x 12 ½ " or larger for each Bid requested.

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

**Mail Request To:**
The Procurement Department Public Information Unit
Attention: Bid Results
1401 JFK Blvd.
Room 170B
Philadelphia, PA 19102

**COMPANY CHECK OR MONEY ORDER ONLY**

**Revised 09/08**

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

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

Hugh Ortman
Procurement Commissioner

**Master Bid Security Program for Service, Supplies and Equipment Bids**
**Period of Coverage: July 1, 2011 – June 30, 2012**

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

Dear Vendor:

The Philadelphia City Charter requires that each bid submission over $30,000 be accompanied by a certified check in the amount specified in the bid invitation. This requirement can be met for most bids if the Bidder is covered under the City's Master Bid Security Program. This program provides bid security coverage for Service, Supply and Equipment bids that have a total dollar value of over $30,000 up to $500,000.

To file for coverage under the Bid Security Program, for the period **July 1, 2011 to June 30, 2012**, complete the enclosed application and return it with a check for **$120.00.** Make the check payable to "**City of Philadelphia**". It is **non-refundable.** To clarify the precise use of the check, enter the words "**Bid Security Program**" **2011–2012** on the face of the check.

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

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

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

---

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

Company Name: _____

Fed EIN/SSN: _____

Street Address _____

City, State, Zip: _____

Contact Person: _____

Telephone No: (___)_____Fax No: (___)_____

☐ A. Check payable to the City of Philadelphia in the amount of $120.00 for 7/1/11 to 6/30/12

**DO NOT SEND CASH. NO PERSONAL CHECKS.**

***Internal Use Only***

Rcvd. ___/___/___ Pymt. Type _____ Ck. Amt. $ _____ Ck.# _____

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

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

Rob Dubow
Director of Finance

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

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

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

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

# Vendor Information Payment Reference Guide

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

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

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

Hugh Ortman
Procurement Commissioner

Dear Valued Vendor,

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

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

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

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

# TERMS AND CONDITIONS OF BIDDING AND CONTRACT

## BID SUBMISSION

**1. PREPARATION AND SUBMISSION OF BID.**
All bids must be written in ink **or** typewritten and made on the forms issued and signed in ink by a person with legal authority to bind the bidder. The contract awarded hereunder shall consist of the Invitation and Bid, , all addenda thereto issued by the City, all exhibits and attachments issued and/or accepted by the City and these Terms and Conditions of Bidding and Contract (the "Contract"). It is the sole responsibility of the bidder to ensure that it has received any and all addenda and the Procurement Commissioner may in his/her sole discretion reject any bid for which all addenda have not been executed and returned in accordance with the instructions provided therein. No bid may be considered if received after the date and time for the opening of bids established by the Invitation and Bid, nor may any bid be modified after that date and time. The time of bid opening shall be the time displayed on the City's official bid clock located at the bid room. In the event of any discrepancy between actual time and the City's official bid clock, the latter shall determine the time of bid opening.

**2. BID SECURITY.** Unless the bidder is enrolled under the City's Annual Master Bid Security Program or an individual bid bond is required in the Invitation and Bid, all bids must be accompanied by a Certified Check, Treasurer's Check, Cashier's Check, Bank Money Order, or United States Postal Money Order made payable to the order of "The City of Philadelphia" in the proper amount as shown below:

| AMOUNT OF BID OR ESTIMATED. CONTRACT | AMOUNT OF CERTIFIED CHECK |
|---|---|
| $ 30,000.00 or less | No Check Required |
| $ 30,000.01 - $ 99,999.99 | $ 500.00 |
| $100,000.00 - $249.999.99 | $2,000.00 |
| $250,000.00 - $499,999.99 | $4,000.00 |
| $500,000.00 or more | $6,000.00 |

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

Any bid in excess of $500,000 is not covered by the Annual Master Bid Security Program, and bidder must submit a certified check, treasurer's check, cashier's check, bank money order, or United States postal money order made payable to the order of "The City of Philadelphia" in the required amount.

Once the lowest responsive and responsible bidder has been determined all other bidders will receive a refund in the amount of the bid security submitted. Bid security submitted by the lowest responsive and responsible bidder will be refunded after receipt of all duly executed Contract documents, required fees, bonds or other performance security. Funds submitted for the Master Bid Security Program are not refundable.

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

| AMOUNT OF BID OR ESTIMATED CONTRACT | AMOUNT OF PROCESSING FEE |
|---|---|
| $ 30,000.00 or less | No Check Required |
| $ 30,000.01 - $ 100,000.00 | $ 10.00 |
| $ 100,000.01 - $ 300,000.00 | $ 30.00 |
| $ 300,000.01 - $ 500,000.00 | $ 50.00 |
| $ 500,000.01 - $1,000,000.00 | $100.00 |
| $1,000,000.01 - $2,000,000.00 | $200.00 |
| $2,000,000.01 - $3,000,000.00 | $300.00 |
| $3,000,000.01 - $4,000,000.00 | $400.00 |
| $4,000,000.01 - $5,000,000.00 | $500.00 |
| $5,000,000.01 or more | $600.00 |

**4. SPECIFICATIONS.** When a formal, numbered, specification is referred to in the Invitation and Bid, no deviation therefrom will be permitted, except if/as indicated in the Invitation and Bid and the bidder will be required to furnish articles and/or services in conformity with that specification. When catalogues, model numbers, trade names, or cuts are listed in the Invitation and Bid, they are, unless otherwise specified, included for the purposes of furnishing bidders with information concerning the style, type or kind of article and /or service desired. A bidder may offer an article and/or service which he/she certifies to be equal or better in quality, performance and other essential characteristics. If submitting an alternate, the bidder must specify the alternate (e.g., make and model #) in the bid and submit with the bid a complete description of the article (including any technical literature) and/or service proposed to be furnished. Failure to do so will require the bidder to furnish the article and/or service specified in the Invitation and Bid. The Procurement Commissioner reserves the sole right to determine whether alternates offered are equal or better. Unless otherwise provided in the bid specifications, all items offered by the bidder must be new. A "new" item is one which will be used first by the City. This clause shall not be construed to prohibit bidders from offering goods, supplies, equipment, or materials containing recycled materials or printing with recycled content; bidders intending to provide goods made with recycled materials should notify the Procurement Department.

**5. PATENTS**. The successful bidder shall be solely responsible for all royalties and charges that may be due to any patent holder for or on account of the use of any patented appliance, product or processes. Evidence of such payment shall be submitted upon request of the Procurement Commissioner and failure to submit such evidence may, in the sole discretion of the Procurement Commissioner, result in rejection of the bid or constitute an event of default, entitling the City to all rights and remedies as provided herein in Section 16 and/or 18.

**6. LOCAL BIDDING PREFERENCE**
In accordance with Chapter 17-109 of the Philadelphia Code relating to Local Bidding Preferences for Procurement Contracts, this bid may be subject to a 5% local bid preference. In order to determine eligibility to receive the 5% preference, if applicable, bidder or subcontractor must be certified at the time of the bid opening and must submit with the bid, the Local Business Entity Certification Number* as issued by the Procurement Department for the prime contractor or the applicable subcontractor.

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

the LBE application.

## EVALUATION AND AWARD

**7. TYPES OF BIDDER RESTRICTED.** Bidders must not be a party to more than one bid for the same article or service. A violation of this condition may, in the sole discretion of the Procurement Commissioner, result in rejection of any or all such bids in which the bidder has an interest.

**8. RESPONSIVENESS.** Subject to the right of the Procurement Commissioner to waive non-responsiveness as set forth below in this Section, these Terms and Conditions of Bidding and Contract and the specifications and requirements included in the Invitation and Bid are mandatory and must be strictly followed by all bidders in the preparation and submission of their bids. After bids are opened, the Procurement Department, and other City departments or agencies where appropriate or specified, shall review all bids for responsiveness to these Terms and Conditions of Bidding and Contract and the specifications and requirements included in the Invitation and Bid.

Any bid which is incomplete, obscure, conditional, or unbalanced, which contains additions not called for, or irregularities of any kind, including alterations or erasures, or which fails to conform in any respect to these Terms and Conditions of Bidding and Contract and the specifications and requirements included in the Invitation and Bid is non-responsive and shall be rejected, except where the Procurement Commissioner, in his/her sole discretion, determines that the non-responsiveness is not material to the Invitation and Bid or that a waiver of the non-responsiveness is otherwise permitted by the Invitation and Bid, by these Terms and Conditions of Bidding and Contract or by law. The Procurement Department's determination of non-responsiveness shall be final and any bid rejected as non-responsive shall not be eligible for contract award.

**9. RESPONSIBILITY.** Unless otherwise specified, after bids are opened, the Procurement Department, and other City departments or agencies where appropriate or specified, shall review and may investigate the responsibility, including, but not limited to, the qualifications, references, capacity and ability to perform the Contract resulting from the Invitation and Bid in accordance with its terms, and integrity, of the lowest responsive bidder. All determinations of bidder responsibility shall be vested in the sole discretion of the Procurement Commissioner and other City officials. Any bidder who is deemed not responsible shall be ineligible for award of the Contract.

Bidders deemed not responsible will be notified of such determination and the reasons therefore in writing by the Procurement Department, and shall have the right to contest the determination by submitting to the Procurement Department, within forty-eight (48) hours after receipt of its written determination, a written request for reconsideration that includes information relating to the bidder's qualifications and responsibility and demonstrating the insufficiency of the reasons stated in the written determination finding the bidder not responsible. Any further determination of a contesting bidder's responsibility shall be vested in the sound discretion of the Procurement Commissioner and other City officials.

**10. CANCELLATION AND AWARD.** The Procurement Commissioner, in his/her sole discretion, may cancel any Invitation and Bid prior to bid opening. After bid opening, the Procurement Commissioner, in his/her sole discretion, may reject all bids, if deemed in the best interest of the City. In all cases where a Contract award is made by the Procurement Department, the bidder is bound by the terms and conditions of the Invitation and Bid upon the submission of its bid. All bids are valid for a period of not less than 60 days, or as otherwise specified in the Invitation and Bid. If the bid has not been awarded within the specified period of time, the bid shall be valid for subsequent award only upon the express consent of the bidder, with no change to the submitted bid. Any price increases/decreases expressly provided for in the Invitation and Bid will be allowed. All Contract awards shall be made by the Procurement Department upon written notice to the bidder that is determined by the Procurement Department to be the lowest responsive and responsible bidder.

**11. QUANTITIES AWARDED.** For requirements contracts only, the articles and quantities of such articles as set forth in the Invitation and Bid are estimates and the Procurement Commissioner, in his/her sole discretion, may make an award for all or some of the articles bid and in such quantities as the Procurement Commissioner shall deem appropriate. For firm limit contracts, it is the City's intent to award based upon the quantities set forth in the Invitation and Bid, but the City reserves the right to award more or less.

**12. DELIVERY, PRICE INCREASES AND TIE BIDS.** All articles must be delivered at the price(s) bid, FOB Destination. Bids containing reservations of the right to increase the price(s) bid, including, but not limited to, late payment charges, will not be considered, except where the Procurement Commissioner, in his/her sole discretion, finds it in the City's best interest to do so. In the event of an absolute tie, the award decision will be made in the best interests of the City as determined by the Procurement Commissioner.

## CONTRACT EXECUTION AND CONFORMANCE

**13. CONTRACTS.** Awards of contracts in amounts less than or equal to $30,000 shall become contracts binding upon the City upon written notice of award by the Procurement Commissioner. Awards of contracts in amounts greater than $30,000 shall not become contracts binding upon the City until after written notice of award is made and until after all of the following conditions have been satisfied:

a. Successful bidder posts sufficient performance security, as required in the Invitation and Bid, within the time specified in the written notice of award;

b. Successful bidder posts a payment bond or other payment security, if and as required by the Invitation and Bid, within the time specified in the written notice of award;

c. Approval of the Contract as to form by the City's Law Department;

d. Certification by the Director of Finance and City Controller as to the availability of funds; and

e. Execution of the Contract by the Procurement Commissioner.

The Procurement Commissioner may, in his/her sole discretion, cancel any Contract award if any of the above conditions (a-e) are not satisfied, or if the Procurement Commissioner, in his/her sole discretion, determines cancellation to be in the best interests of the City. The bidder agrees that in the event of such cancellation, it shall not have any claim against the City, including any claim for breach of contract or of any other legal duty, or for lost profits, costs, damages, or expenses of any kind.

**14. PERFORMANCE SECURITY.** The City of Philadelphia requires performance security for contracts greater than $30,000. If the amount of the contract to be awarded is greater than $30,000 but less than or equal to $500,000, the successful bidder is required to participate in the City's Master Performance Security Program by paying to the City a non-refundable fee of $5.00 per thousand dollars of the contract amount for firm limit contracts and $4.00 per thousand dollars of the contract amount for requirements contracts, or as otherwise specified. If the amount of the contract to be awarded is in excess of $500,000 the successful bidder is required to furnish an individual performance bond, issued by a surety approved by the City on a form prepared by the City's Law Department and in the amount specified in the notice of contract award. The successful bidder is also required to pay a bond preparation fee to the City's Law Department in an amount prescribed by Chapter 17-700 of The Philadelphia Code; a schedule of such fees may be obtained from the Procurement Department's Public Information Office.

**15. INSURANCE.** Unless otherwise specified, the successful bidder (referred to in this Section as "Contractor") shall, at its sole cost and expense, procure and maintain in full force and effect, during the entire period of the Contract (including any applicable warranty and/or renewal periods), the minimum types of insurance specified below. All insurance shall be procured from reputable insurers authorized to do business in the Commonwealth of Pennsylvania and shall be acceptable to the City. All insurance required herein shall be written on an "occurrence" basis and not a "claims-made" basis. The City of Philadelphia, its officers, employees, and agents are to be named as additional insured on all policies required hereunder, except the Workers' Compensation and Employers' Liability. Also, an endorsement is required stating that the coverage afforded these parties as additional insured will be primary to any other coverage available to them. The City's coverage as an additional insured shall be primary coverage. The insurance shall provide for at least thirty (30) days prior written notice to be given to the City in the event coverage is materially changed, canceled or non-renewed. Certificates of insurance evidencing the required coverages shall be submitted to the City within fifteen (15) days of notice of contract award. The City reserves the right to require the Contractor to furnish certified copies of the original policies of all insurance required hereunder at any time upon fifteen (15) days prior written notice. The insurance requirements set forth herein are not intended and shall not be construed to modify, limit, or reduce the indemnifications made in this Contract by the Contractor to the City of to limit the Contractor's liability under this Contract to the limits of the policies of insurance required to be maintained by the Contractor hereunder.

(a) WORKERS COMPENSATION AND EMPLOYERS LIABILITY

(1) Workers' Compensation – Statutory limits

(2) Employers Liability - $100,000 Each Accident – Bodily Injury by Accident; $100,000 Each Employee – Bodily Injury by Disease; $500,000 Policy Limit – Bodily Injury by Disease

(3) Other states insurance including Pennsylvania

(b) GENERAL LIABILITY INSURANCE

(1) Limit of Liability: $1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability.

(2) Coverage: Premises operation: Blanket Contractual liability; Personal Injury liability; Products and completed operations; Independent Contractors; Employees as additional insured; Cross liability; Broad form property damage (including loss of use) liability; Asbestos abatement liability coverage (Note: Required for asbestos abatement projects only).

(c) AUTOMOBILE LIABILITY

(1) Limit of Liability: $1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability.

(2) Coverage: owned, non-owned and hired vehicles.

**16. INDEMNIFICATION**. All bidders shall indemnify, defend and hold harmless the City, its officers, employees and agents from and against any and all losses, costs (including, but not limited to, litigation and settlement costs and counsel fees), claims, suits, actions, damages, liabilities and expenses, occasioned wholly or in part by the bidder's act or omission or fault or negligence or the act or omission or fault or negligence of bidder's agents, subcontractors (including suppliers), employees or servants in connection with the Contract, including, but not limited to, those acts or omissions or faults or negligence in connection with loss of life, bodily injury, personal injury, damage to property, contamination or adverse effects on the environment, the bidder's default under the Contract, losses incurred by the City's Master Performance Security Program, failure to pay subcontractors and suppliers and any infringement or violation of any proprietary right (including, but not limited to, patent, copyright, trademark, service mark and trade secret). This obligation to indemnify, defend and hold harmless the City, its officers, employees and agents shall survive the termination of the Contract resulting from the Invitation and Bid.

**17. FAILURE TO EXECUTE CONTRACT.** Any bidder not lawfully released from its bid, who refuses to execute a contract in accordance with its bid or who fails, refuses or is unable to furnish any required payment security, performance security or insurance, as may be required by the Invitation and Bid and/or these Terms and Conditions of Bidding and Contract, shall be liable for the entire amount of its bid security, as liquidated damages to the City; or if bid security is furnished under the Annual Master Bid Security Program, for 10% of the amount of its bid, as liquidated damages to the City; or where the damages are readily ascertainable by the City, for the actual loss, cost or

damage incurred by the City as a result of its failure to execute the contract or to furnish such bonds, performance security or insurance.

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

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

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

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

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

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

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

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

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

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

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

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

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

**20. PAYMENT FOR EQUIPMENT.** Unless otherwise provided in the bid specifications, when equipment involves installation, (which shall also be interpreted to mean erection and/or setting up or placing in position for service or use) and/or testing, and where such installation or testing is delayed though no fault of the contractor, contractor shall be entitled to a payment equal to 50% of the price bid when such equipment is delivered on site and to a further payment equal to an additional 25% of the price bid when the equipment is installed and ready for test. The balance shall be paid only after the equipment is tested and found to be satisfactory by the City. If the equipment must be

tested, but installation is not required to be made by the supplier or if the equipment must be installed but testing is not required, and the installation or testing is delayed through no fault of the contractor, contractor shall be entitled to a payment equal to 75% of the price bid at the time of delivery and the balance shall be paid after satisfactory testing and/or installation, as required.

## TAX MATTERS

**21. TAX EXEMPTION**. The City of Philadelphia is exempt from the payment of any federal excise or transportation taxes and any Pennsylvania sales tax. The price bid must be net, exclusive of taxes. However, when under established trade practice any federal excise tax is included in list prices, bidder may quote the list price and shall show separately the amount of the federal tax, either as a flat sum or as a percentage of the list price, which shall be deducted by the City. In the event bidder pays any sales or use tax, bidder hereby assigns to City, or City's agent, all of its rights, title and interest in any sales or use tax which may be refunded as a result of the purchase of any articles furnished in connection with the Contract and bidder, unless directed by the City, shall not file a claim for any sales or use tax refund subject to this assignment. Bidder authorizes the City, in City's name or the name of bidder, to file a claim for refund of any sales or use tax subject to this assignment.

**22. TAX INDEBTEDNESS.** The City of Philadelphia does not wish to do business with tax delinquents or other businesses indebted to the City. In furtherance of this policy, the following certifications have been developed and shall form a part of any Contract resulting from the Invitation and Bid. The successful bidder or other entity Contracting with the City is referred to below as the "Contractor".

a. Contractor's Certification of Non-Indebtedness - Contractor hereby certifies and represents that Contractor and Contractor's parent company(ies) and subsidiary(ies) are not currently indebted to the City of Philadelphia (the "City") and will not at any time during the term of this Contract (including any extensions or renewals thereof) be indebted to the City, for or on account of any delinquent taxes (including, but not limited to, taxes collected by the City on behalf of the School District), liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established. In addition to any other rights or remedies available to the City at law or in equity, Contractor acknowledges that any breach or failure to conform to this certification may, at the option of the City, result in the withholding of payments otherwise due to Contractor and, if such breach or failure is not resolved to the City's satisfaction within a reasonable time frame specified by the City in writing, may result in the offset of any such indebtedness against said payments and/or the termination of this Contract for default (in which case Contractor shall be liable for all costs, losses and other damages resulting from the termination).

b. Subcontractor's Certification of Non-Indebtedness - Contractor shall require all subcontractors performing work in connection with this Contract ("subcontractor" shall also include suppliers providing goods or materials) to be bound by the following provision, and Contractor shall cooperate fully with the City in exercising the rights and remedies described below or otherwise available at law or in equity:

"Subcontractor hereby certifies and represents that subcontractor and subcontractor's parent company(ies) and subsidiary(ies) are not currently indebted to the City of Philadelphia ("City"). and will not at any time during the term of Contractor's Contract with the City (the "Contract"), including any extensions or renewals thereof, be indebted to the City, for or on account of any delinquent taxes (including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia), liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established. In addition to any other rights or remedies available at law or in equity, subcontractor acknowledges that any breach of or failure to conform to this certification may, at the option of the City, result in the withholding of payments otherwise due to subcontractor for services rendered in connection with the Contract and, if such breach or failure is not resolved to the City's satisfaction within a reasonable time frame specified by the City in writing, may result in the offset of any such indebtedness against said payments otherwise due to subcontractor and/or the termination of subcontractor for default (in which case subcontractor shall be liable for all costs, losses and other damages resulting from the termination)."

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

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

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

## GENERAL INFORMATION

**24. COMPLIANCE WITH LAWS.** All goods and services and all documents and other materials furnished under the Contract shall conform with all applicable federal, state and local laws, statutes and ordinances and the applicable rules, regulations, methods and procedures of all governmental boards, bureaus, offices, commissions and other agencies. Contractor shall maintain during the term of the Contract all licenses, and authorizations required by any applicable federal, state or local law or regulation. **Applicable law shall include, without limitation, the laws stated in paragraphs 25 through 31 herein.**

**25. NONDISCRIMINATION.**

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

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

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

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

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

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

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

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

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

c. Bidder agrees to cooperate with the City's Director of Finance in any manner which the said Director deems reasonable and necessary to carry out the Director's responsibilities under Section 17-104 of The Philadelphia Code. Bidder expressly understands and agrees that any false certification or representation in connection with this subparagraph (c) and/or any failure to comply with the provisions of this subparagraph (c) shall constitute a substantial breach of any Contract resulting from the Invitation and Bid entitling the City to

all rights and remedies provided in this bid or otherwise available in law (including, but not limited to, Section 17-104 of the Philadelphia Code) or at equity. In addition, it is understood that false certification or representation is subject to prosecution under IS Pa.C.S. Section 4904.

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

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

**29. PHILADELPHIA 21st CENTURY MINIMUM WAGE STANDARD.** If Contractor is an Employer, as defined in Philadelphia Code Section 17-1302(5) and 17-1303, Contractor shall comply with the minimum compensation standards by providing to those employees an hourly wage, excluding benefits, at least 150 percent of the federal minimum wage, and health benefits to each full-time, non-temporary, non-seasonal covered Employee, as more fully set forth at Philadelphia Code Chapter 17-1300. By submission of its Bid, Contractor so acknowledges and certifies its compliance with Chapter 17-1300 and shall promptly provide to the City, at its request, all documents and information further verifying its compliance with the requirements of this Chapter. Furthermore, Contractor shall notify each affected employee what wages are required to be paid.

The Managing Director's Office (MDO) may grant a partial or total waiver of Chapter 17-1300 based on specific stipulated reasons elaborated in Section 17-1304.

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

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

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

## TERMS AND CONDITIONS OF BIDDING AND CONTRACT

# SIGNING OF BIDS

This contract consists of the Invitation and Bid (including exhibits and attachments), any addenda thereto issued by the City and the foregoing Terms and Conditions of Bidding and Contract (collectively, the "contract") and contains all the terms, conditions and requirements agreed upon by the parties. The terms "contract" and "agreement," whether capitalized or uncapitalized, shall have the foregoing meaning wherever they are used in the invitation and Bid, addenda thereto, the Terms and Conditions of Bidding and Contract, and this page. No other contract or agreement, oral or otherwise, regarding the subject matter of the contract shall be deemed to exist or to bind any party hereto or to vary any of the terms contained in the contract.

This contract may not be changed, amended or renewed, in whole or in part, except by a written amendment signed by the parties. No waiver by the City of any breach or noncompliance by the undersigned with any provision of this contract shall relieve the undersigned of any of its obligations or representations made under this contract.

This contract and all disputes arising under this contract shall be governed, construed and decided in accordance with the laws of the Commonwealth of Pennsylvania. The parties agree that any lawsuit, action, claim or legal proceeding involving, directly or indirectly, any matter arising out of or related to this contract or the relationship created or evidenced thereby, shall be brought exclusively in the United States District Court for the Eastern District of Pennsylvania or the Court of Common Pleas of Philadelphia County. It is the express intent of the parties that jurisdiction over any lawsuit, action, claim, or legal proceeding shall lie exclusively in either of these two forums. The parties further agree not to raise any objection to any lawsuit, action, claim or legal proceeding which is brought in either of these two forums and the parties expressly consent to the jurisdiction and venue of these two forums. The parties further agree that service of original process in any such lawsuit, action, claim or legal proceeding may be duly affected by mailing a copy thereof, by certified mail, postage prepaid to the addresses specified in the Invitation and Bid and/or this page.

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

**SIGNING OF BIDS:**
**If bid is by an INDIVIDUAL or a PARTNERSHIP, or if the bid does not exceed $30,000, date and sign the bid here, with the original signatures, in ink.**

**This _____day of_____20**

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

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

**This_____day of_____20**

**CORPORATE SEAL**

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

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