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) 686-4750
FAX (215) 686-4728

Hugh Ortman
Procurement Commissioner

Dear Prospective City Vendor:

Thank you for your interest in doing business with the City of Philadelphia. Attached is an application for placement on our Bid Announcement List.

If you are new to doing business with the City of Philadelphia, we have revised our application form to accommodate businesses providing Services, Supplies and Equipment as well as Public Works' contractors. If you are a general Service, Supply, and Equipment vendor, once you complete the application form and are on the Bid Announcement List, you will receive bid and/or proposal notices and information on how to obtain a bid in those categories for which you have registered. If you are a Public Works contractor, once you are on the announcement list, you will receive notices of upcoming bid opportunities and information on where to purchase bid packages in those categories for which you have registered.

Bonding: Service, Supply, and Equipment Vendors

For Service, Supply and Equipment Bids, City Charter provisions currently require a security bond on all bids greater than $25,000. For bids greater than $500,000, the bonding requirement must be met by accompanying each bid with a certified check in the amount stated in the bid, or a bond on the form included in the bid. For bids totaling $500,000 or less, vendors may submit with the bid, a certified check amount from the schedule included in the bid package or they may enroll in the Master Bid Security Program. The Master Bid Security Program provides a security bond guarantee for a specified period (one or two fiscal years) and covers appropriate bids submitted during that time. The program **does not** cover Professional Consulting Services, Public Works, or Construction and Demolition (wrecking and building removal). To enroll in the program, please complete the tear off section of this letter and submit it with a non-refundable check (**no personal checks**) payable to the City of Philadelphia in the amount set forth below.

Fiscal Years 2008 (**Covers July 1, 2007 - June 30, 2008**) - $120.00

This check is required at least one day prior to the bid opening date. If you are interested in this option, you are encouraged to send a check at this time. If you do not become a participant in the program at this time, you may still submit this application; however, as stated above, when submitting a bid it must be accompanied by a certified check in the amount specified in the Terms and Conditions of Bidding.

Bonding: Public Works Contractors

For Public Works' bids, the Master Bid Security does **not** apply. The law requires a bid bond in the amount of 10% of the gross amount of the bid. Each Public Works' bid also requires the completion of a "Questionnaire and Financial Statement" for vendors to qualify as bidders. A bid bond is then submitted along with the bid. This information is also included in the Standard Contract Requirements Supplemental Provision No. 5 (Revised) found in each Public Works Specification.

MBEC Certification

Minority, female, or disabled-owned businesses may be eligible for certification by the Minority Business Enterprise Council. To apply, please contact the Minority Business Enterprise Council at (215) 686-6370.

Address Update

PLEASE NOTE that if you move or wish to change any information, please forward the changes on your letterhead for our files.

Additional Information

The Procurement Department offers several publications to supplement your knowledge of purchasing practices and City ordinances. For additional information on these materials or any other issues please feel free to contact the Procurement Department's Public Information Unit at (215) 686-4720; or visit our Web Site at www.phila.gov for current bid listings and Procurement forms. **Once in our Web Site under 'Quick Hits' click on "Contracts Online", then under "Bids Online" click on "Click Here"; or go directly to www.phila.gov/bids.**

Once again, thank you for your interest in doing business with the City of Philadelphia.

Sincerely,

Hugh Ortman
Procurement Commissioner

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