

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

CITY OF PHILADELPHIA

Hugh Ortman
Procurement Commissioner

July 31, 2009

BID NUMBER: S0Z56240
TITLE: Office Automation
DEPARTMENT: Various
DATE TO OPEN: August 06, 2009 at 10:30 AM

ADDENDUM # 1

TO ALL BIDDERS:

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

Subject Bid # S0Z56240, "Office Automation", has been Postponed Until Further Notice.

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

Buyer, T. Vinson

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

TV/cs

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

CITY OF PHILADELPHIA

Hugh Ortman
Procurement Commissioner

August 7, 2009

BID NUMBER: S0Z56240
TITLE: Office Automation
DEPARTMENT: Various
DATE TO OPEN: August 06, 2009 at 10:30 AM

ADDENDUM # 2

TO ALL BIDDERS:

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

Subject Bid No. **S0Z56249**, “**Office Automation**”, is now scheduled to open on **Monday, August 24, 2009 at 10:30 AM.**

The City of Philadelphia reserves the right not to accept any addition questions at this time.

Attached is **Revised Bid Cover Sheet** with **Office of Economic Opportunity Participation Ranges.**

Attached are Questions and Responses resulting from the Non-Mandatory Pre-Bid Meeting of July 23, 2009.

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

Buyer, T. Vinson

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

Attachment

TV/cs

BID OPENING DATE AND TIME

ON: AUGUST 6, 2009

AT: 10:30 A.M.

S0Z56240	PAGE 1 OF 21	INVITATION AND BID ADVERTISED	BIDDER MUST COMPLETE BELOW 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.		 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
DEPARTMENT DIVISION VARIOUS	AWARDING AGENCY AWARD DATE		Federal EIN/Social Security Number
DATE FOR THE PROCUREMENT COMMISSIONER	BUYER T. VINSON K. OWENS		

TITLE OF BID **OFFICE AUTOMATION**

Office of Economic Opportunity (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.

<u>Participation Ranges</u>			
M-BE:	5%	to	10%
AND/OR			
W-BE:	5%	to	10%
DS-BE:	0%	to	0%

Any and all questions about Executive Order 02-05 and bidder compliance should be directed to the Office of Economic Opportunity (OEO) office at (215) 686- 6232.

BID QUESTIONS

All questions concerning this Invitation to Bid, including specifications and conditions, must be presented prior to the bid opening date and time. Contact the Procurement Department, Public Information Center by calling **(215) 686-4721, 686-4720, or 686-4719** with questions.

For City Use Only

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

**QUESTIONS AND ANSWERS
OFFICE AUTOMATION
INVITATION AND BID #S0-Z56240
NON-MANDATORY PRE-BID MEETING OF JULY 23, 2009**

Question #1

Under Section 1.9.6 the City of Philadelphia requests Letters of Authorization which our company will supply for all of its primary vendor partners. However, since we carry more than 1000 MFG's items can we offer a blanket authorization letter for the smaller vendors via a letter from a distributor?

Answer:

Yes.

Question #2

Under Section 2.2 Warranty: The City states that a three year warranty is needed on all "Servers, PC's and laptops" and the original equipment manufacturers warranty on all peripherals. If the warranty on a peripheral is one year (Such as a Printer) is this acceptable?

Answer:

Yes.

Question #3

If the bidder offers an option for leasing of the equipment, will the City consider incorporating the terms of the leasing company into any subsequent contract?

Answer:

No.

Question #4

In relation to Section 7 (b)(14), will the City consider equipment and/or software to be deemed automatically accepted if the City does not notify bidder of performance issues within ten (10) days of performance of the services or delivery of the equipment.

Answer:

As stated in the Non-Mandatory Pre-Bid Meeting, there will be no changes to the Data Processing Agreement attached with Invitation and Bid No. S0Z56240. Offering counter terms and conditions may result in bidder disqualification.

Question #5

With regard to Section 15 (c)(1), will the City consider deletion of the following stricken language and the entire deletion of Section 15(c)(2)? “The City may purchase from others, upon such terms and in such manner as the Procurement Commissioner deems appropriate, equipment, software, other products, and/or services similar to and in substitution of those terminated. ~~In such event, Contractor shall, subject to the limitations set forth in Paragraph 16 of this DPA, be solely responsible and liable to the City for the full amount of any costs incurred by the City for such similar equipment, software, other products, and/or services, and Contractor agrees to pay such costs upon receipt of the City's invoice therefor.~~”

Answer:

Reference is made to the response provided in Question #4 of this Addendum.

Question #6

Will the City consider deletion of Section 19 (b)(9), as bidder is not the manufacturer of the software and cannot grant the right to modification of such?

Answer:

Reference is made to the response provided in Question #4 of this Addendum.

Question #7

Will the City consider adding the language “with the exception of third party intellectual property” at the end of the first sentence of Section 20?

Answer:

Reference is made to the response provided in Question #4 of this Addendum.

Question #8

Will the City consider deleting all reference to endorsements in Section 21 and deleting the following sentence: “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.”?

Answer:

Reference is made to the response provided in Question #4 of this Addendum.

Question #9

Page 5, Paragraph 1.7.1

Does an OEM (Original Equipment Manufacturer) have to be Enterprise Tier, or can they be listed by Gartner as “Specialty/Segment Focused Tier” for example? The number of US Based Manufacturers that are Enterprise Tier is quite small, and as an ISO 9000 rated US Based System Builder, we would certainly like to consider responding to this Bid.

Answer:

The Enterprise Tier designation would be preferable but not to the exclusion of other qualified vendors. If a company states they can meet the other qualifications of the Bid, we have no problem with allowing them to submit a Bid.

Question #10

Page 6, Paragraph 1.7.2.3

The (3) customer references requested must have been for over \$1M each and over 3000 computers. Since the OA does not cover computers, except specialty items like Tablet PCs & Heavy Duty Laptops, we would never get near to 3000 computers in a year. Also, during this past fiscal year, the City of Philadelphia purchased from our company about \$247K in product, with the average purchase order being about \$7700. Additionally, we have been an OA Vendor for the past several years and have a terrific reputation throughout the City of Philadelphia. In light of above, do we need to provide customer references? If we do, is there a form to use, or do we just put them on company letterhead?

Answer:

The OA does cover pc’s, just those not presently offered under an existing City contract. Providing Customer references is always helpful in reviewing bids even if it doesn't meet the requisite numbers/dollar amount, especially if the reference is from a customer with a history of substantial purchasing. A standard letter of reference should suffice.

Question #11

Page 13, Paragraph 3.2.2

The text says that “all awards as a result of this bid will have a minimum contract amount of \$30,000.01. All awards at the \$30,000.01 amount will be subject to a \$50.00 Master Performance Security Fee.”

During the last fiscal year, our company received about (32) awards from the Office Automation Templates, only (3) of them were at the minimum \$30,000.01 level. Please explain what this means and whether the \$50 Fee is invoked.

Answer:

The Master Performance Security Fee applies to the initial contract award only; and not to any individual Office Automation Template awards thereafter.

Question #12

There appears to be NO PARTICIPATION RANGES listed for M-BE/W-BE. Is this correct? If so, then it is my understanding that the form attached for Participation & Commitment is not required, but strictly voluntary. Is that correct?

Answer:

Reference is made to the Revised Cover Sheet issued with this Addendum which incorporates the revised OEO Participation Ranges for this Invitation and Bid.

Question #13

Is a Bid Bond required? How much? To whom?

Answer:

Reference is made to Paragraph 1.9.8 of this Invitation and Bid.

Question #14

Is Bid Security required? How much? To whom?

Answer:

Reference is made to Paragraph 1.9.8 of this Invitation and Bid.

Question #15

Is a Bid Processing Fee required? How much? To whom?

Answer:

Reference is made to Paragraph 1.9.9 of this Invitation and Bid.

Question #16

What is the Master Performance Security Fee? Is that required? How much? To whom?

Answer:

Reference is made to Paragraph 3.2.2 of this Invitation and Bid.

Question #17

Page 12, Paragraph 2.6.2

Do we need to respond with leasing rates? We would never lease directly ourselves and the City hasn't issued a lease request against the Office Automation in the previous contract.

Answer:

All bidders are required to comply with instructions as outlined in Paragraph 2.6.2 of the Invitation and Bid.

Question #18

Attachment B appears to just be a "SAMPLE." Do I need to do anything with this?

Answer:

Attachment B of the Invitation and Bid is for Sample purposes only.

Question #19

Attachment C appears to be a "SAMPLE." Do I need to do anything with this?

Answer:

Attachment C of the Invitation and Bid is for Sample purposes only.

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FAX: (215) 686-4716

CITY OF PHILADELPHIA

Hugh Ortman
Procurement Commissioner

August 13, 2009

BID NUMBER: S0Z56240
TITLE: Office Automation
DEPARTMENT: VARIOUS
DATE TO OPEN: August 24, 2009 at 10:30 AM

ADDENDUM # 3

TO ALL BIDDERS:

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

Page 2, Paragraphs 1.3 through 1.3.3

The listed dates of 09/1/09 through 08/31/2010 are revised as follows:

10/1/09 through 09/30/2010

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

Buyer, T. Vinson

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

TV/mv