

**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 - BEST EFFORTS
WBE - BEST EFFORTS
DSBE - BEST EFFORTS**

These ranges represent the percentage of MBE, WBE, DBE¹ 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 agency² 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

²A 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		DEPARTMENT OF COMMERCE OFFICE OF ECONOMIC OPPORTUNITY (OEO)	
Bid Number: _____		Bid Opening Date: _____	
List below ALL MBE/WBE/DBE/DSBEs that were solicited regardless of whether a commitment resulted therefrom. - Photocopy this form as necessary.			
<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DSBE <input type="checkbox"/> M-DBE <input type="checkbox"/> W-DBE			
Company Name		Commitment Made Yes (If Yes, give date) NO	
Address			
Contact Person			
Telephone Number		Amount Committed To Dollar Amount	
Fax Number		\$	
Email Address		Percent of Total Bid	
OEO REGISTRY #		%	
CERTIFYING AGENCY			
<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DSBE <input type="checkbox"/> M-DBE <input type="checkbox"/> W-DBE			
Company Name		Commitment Made Yes (If Yes, give date) NO	
Address			
Contact Person			
Telephone Number		Amount Committed To Dollar Amount	
Fax Number		\$	
Email Address		Percent of Total Bid	
OEO REGISTRY #		%	
CERTIFYING AGENCY			
<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DSBE <input type="checkbox"/> M-DBE <input type="checkbox"/> W-DBE			
Company Name		Commitment Made Yes (If Yes, give date) NO	
Address			
Contact Person			
Telephone Number		Amount Committed To Dollar Amount	
Fax Number		\$	
Email Address		Percent of Total Bid	
OEO REGISTRY #		%	
CERTIFYING AGENCY			

1. If Bidder makes solicitation(s) and commitment(s) with a DBE, Bidder shall indicate which class type, M-DBE or W-DBE, is submitted for credit.
 2. Attach all quotations to this form.
 09/2010

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SECTION 1: GENERAL BID SUBMISSION

1.1 TITLE: Street Lists Printing for Elections

1.2 CONTRACT TERM: 04/01/2011 to 03/31/2012 ("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.

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Purchase orders issued as a result of this bid will be for materials or services to be delivered generally on an as-needed basis. Successful bidders are cautioned not to deliver any materials or services 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.

Commodities or services 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 Street Lists Printing for Elections for the City Commissioners Office 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 (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").

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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, 2010 through June 30, 2012**

Bidders may qualify for the Master Bid Security Program described above for **(July 1, 2010 - June 30, 2012)** by submitting a check in the amount of **\$175.00** made payable to the City of Philadelphia. The check should be submitted, under separate cover, to the Bid Unit Supervisor at least one day prior to the first bid that the bidder wants covered under the program and is *non-refundable*. Or if, and only if, the bidder chooses to submit the check for the Master Bid Security Program with their bid, the check **MUST** be in the form of a Certified, Treasurer's or Cashier's Check, Bank or United States Postal Money Order and is non-refundable.

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

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

1.8.6 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 allow sufficient time prior to bidding for processing of the LBE application.

1.8.7 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".

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1.8.8 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 _____

Vendor's WEB 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 _____

Vendor's WEB address _____

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1.8.9 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 prior to the bid opening by calling (215) 686-4720 or 4721, or by addressing a letter or fax (fax # 215-686-4727) to the Buyer. Questions, whether written, 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.

1.9 BIDDER QUALIFICATION:

1.9.1 All bidders must be a bona fide manufacturer of, or dealer in, the article or service 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 or service 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.

1.9.2 DUE TO THE VOUME OF PRINTING AND THE RELATIVELY SHORT TURNAROUND TIME, THE SUCCESSFUL BIDDER MUST DEMONSTRATE THE ABILITY TO PRINT THE ENTIRE JOB IN-HOUSE WITHOUT SUBCONTRACTING.

Bidders who have not performed this service for the City of Philadelphia in the past three (3) years are required to outline in their bid to the City, how they intend to perform the service within the time constraints required by the bid, plus a listing of all equipment available for use on this particular job.

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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: _____

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SECTION 2: SPECIFICATIONS

2.1 Printing of Street Lists - General and Primary Elections

- 2.1.1 Successful vendor(s) shall be required to provide the City of Philadelphia' **City Commissioners Statistical Unit with PRINTING-ELECTION STREET LISTS**, as specified in Sections 2 & 5 of this Invitation and Bid.
- 2.1.2 Street Lists will be printed as single individual sheets and in bound volumes.
- 2.1.3 One hundred (100) sets per Ward will be provided. A set consists of one list for each division within the Ward.
- 2.1.4 Four (4) of the 100 complete sets (all Wards, Divisions) are to be bound in cloth, approximately eight volumes in a set, per attached specifications.
- 2.1.5 City Commissioners will furnish an export from the Statewide Uniform Registry of Electors containing all registered eligible voters in Philadelphia on CD in text format to the successful bidder per the schedule outlined in "Attachment A" (Tentative Time Table for Street Lists)
 - 2.1.5.1 Printing-Laser of Street Lists for the General Election and the Primary Election, Individual Unbound Lists.
 - 2.1.5.2 Printing-Laser of Street Lists for the General Election and the Primary Election, Bound Volumes, four (4) complete sets (approx. 8 volumes per set).
 - 2.1.5.3 The actual dates to be provided by a representative from the City Commissioner's Office.

2.2 The following paragraphs will provide detailed specifications for laser printing of Election Street Lists.

Trim Size: (Both Street Lists and Bound Volumes)

Each sheet will be 8 ½" x 11"

Stock: (For Street Lists)

20 lbs. #4 Sulfite Bond or 50 lbs. Offset Opaque, white, black ink, 96 complete individual sets Printed 1 side reverse side blank, 4 complete bound sets Printed both sides. The font style and size must be the same as the sample Street List in Attachment B.

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2.2.1 **QUANTITY: (Street Lists)**

100 complete sets, to be collated, packed and shipped as follows:

76 complete Ward Sets of each Ward will be: Ward 1, Division 1 to 21 once and so on until 76 sets are run. Each set must be separated by a color page. Boxes must be labeled "Ward Sets", "Ward XX", and numerically marked as "Box X of X". Only completed Wards will be shipped.

20 COMPLETE Division Sets of each Division will be as follows: Ward 1, Division 1 once and so on until 20 sets are run. Each Division Set must be separated by a color page. Boxes must be labeled "Division Sets", "Ward XX", and numerically marked as "Box X of X". Only completed Wards will be shipped.

Four (4) of the 100 sets will be bound as per 2.2.2.

Currently there are 66 Wards with 1,687 Divisions. The number of Divisions within a Ward may vary between 10 to 51. A sample Street List is shown in "Attachment B". It is estimated that each Division will require an average of 5 sheets.

It should be noted that previous Street Lists consisted of approximately 840,000 to 890,000 sheets of paper and 170,000 staples.

Printing is to be one side, reverse side will be blank. Each sheet should have 2 columns of voters with approximately 73 lines per column.

2.2.2 **QUANTITY: (Bound Volumes)**

Four (4) complete sets (all Wards and Divisions) bound in dark blue cloth, approximately eight (8) volumes per set. Election type, time of election (Spring/Fall), election year, and Ward numbers will be presented in gold leaf. Pages will be printed on both sides except where a Division ends and a new Ward/Division begins.

2.2.3 **BINDING: (Street Lists)**

All copies of each division will be collated and delivered flat, with a single staple on the top left hand corner (approximately 170,000 staples).

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2.2.4 **COMPOSITION AND PRODUCTION**

Bidder must sort the data in the following fields: Ward, Division, Apartment House Name, Street Name (including pre-directional, street name and street designation in a single field), Odd house numbers, Even house numbers, Apartment Number, Last name of Voter. The record layout of the SURE system export that will be provided by the City of Philadelphia to the successful vendor is shown in "Attachment C", Vendor Record Layout. The following must be printed in the voter columns on the Street List:

2.2.5 **PAGE TITLES AND FOOTNOTES:**

Each page within each Division will be headed with the Ward, Division, and Election Type and Year, and will be sequentially numbered. The City Commissioner's title and names will be printed in a one inch (1") area at the top right hand margin of each page.

On the bottom left hand corner of each page will be printed two (2) numbers separated by a blank space or dash. The first number will be a single digit corresponding to the original CD sequence from which the particular Ward/Division are being printed. The second number will be a sequential number beginning with the first page of the first Ward on that CD and ending with the last page of the last Division of the last Ward on that same CD.

The registration status asterisk meaning will be footnoted on the bottom of each page as follows "*=UNCONFIRMED MOVE INTO OR OUT OF ADDRESS- DESIGNATED INACTIVE".

2.2.6 **APARTMENTS HEADINGS AND APARTMENTS**

The Apartment Heading will consist of the Apartment building name, house number, street name (Street name includes pre-directional, street name and street designation as one field or column). The Apartments will appear in alphabetical order within each Division listing.

The vendor must identify all records of voters residing in Apartments by searching for the voter's apartment name in Address Line 2 within each voter record in the export. All voters with data in Address Line 2 will be considered to be residents of an apartment. These voters will be printed on the Street List under the Apartment Name (Address Line 2) as follows:

List of voters in the building, first showing blank apartment numbers, followed by those with apartment numbers in numerical order.

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Voter record should appear in the following order: Apartment number, registration status, last name, first name, initial, party designation.

Voters with Inactive registration status, designated by an "I" in the Voter Status column must have an asterisk printed as registration status before the last name.

The apartment number, asterisk (if required), and last name are to be left justified within the column. The first name, initial and party designation are to be right justified within the column.

If the voters to be listed under an Apartment name heading overflows into a second or third column, the apartment name heading with the word "(Continued)" in parenthesis will appear at the top of each such column.

2.2.7 **STREET HEADINGS AND RESIDENCES**

Voters records without any data in Address line 2 will be printed under a Street Name heading consisting of the Pre-direction, Street name, Street designation. The Streets will appear in alphabetical order within each Division listing. The records will be ordered by ascending Odd house numbers, than ascending Even house numbers per hundred block.

The voter record should appear as follows: house number, voter status, last name, first name, initial, party designation.

Voters with Inactive voter status, designated by an "I" in the Voter Status field must have an asterisk printed as an indication of this Inactive status after the house number and before the last name. The house number, asterisk (if required), and last name are to be left justified within the column. The first name, initial, and party designation code are to be right justified within the column.

If the voters to be listed under a Street name overflows into a second or third column, the Street name heading with the word "(Continued)" in parenthesis will appear at the top of each such column.

2.2.8 **HOUSE NUMBERS**

The vendor will print the House Number as it appears in the export, including instances where the house number begins with a "0".

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In those instances where the house number does not have a leading "0", (zero), and the House Suffix is a "9", print one leading zero before the House Number, right justified, but DO NOT print the "9" after the house number.

2.2.9 HOUSE NUMBER SUFFIX

The house number is edited by the value found in the House Suffix code field.

If the House Suffix code is "1/2" print ½ (one-half) immediately after the house number, right justified.

If the half code is a "9" print one leading zero before the House Number, right justified, but DO NOT print the "9" after the house number.

If the House Suffix code is any other character print that character after the house number, right justified.

2.2.10 POLITICAL PARTY CODES

The political party affiliations listed in the voter records may contain hundreds of different Party names. The vendor will only list the Party for voters as follows:

<u>SURE Export Party Name</u>	<u>SURE Party Code</u>	<u>Street List Code</u>
Democrat	D	D
Republican	R	R
Green	GR	G
Libertarian	LN	L
Constitution or	CT or	C
Constitutional	CL	C
No Affiliation	NF	N

All SURE Party Names and codes not specifically listed in the above table will be indicated on the Street List under the category "Other" with an O being the Street List Code.

2.2.11 DIVISION STATISTICS

On the bottom of the last page of each Division Street List, a count must be printed indicating the number of voters by Party, and grand total of all voters in the Division.

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Parties must be listed as follows:

D, R, G, L, C, N, O. If necessary, these registration statistics may be printed across both columns or a single column as indicated in the attached sample Street List. The footnote **"The Division Registration Statistics include both Active and Inactive voters"** will be printed under the numerical total.

NOTE: A SAMPLE STREET LIST IS PROVIDED AS "ATTACHMENT B"

2.2.12 **COMPUTER DATA FILE**

The SURE System Street List export is text format.

The successful bidder will be requested to meet with staff people from the City Commissioners Office to discuss methods and procedures, responsibilities, possible problems and available options, deadlines and any other matter related to the printing of the Street Lists. At this meeting, the successful bidder will be given a Test File CD for Ward/Divisions 02/13, 08/08, 27/19, 35/28, 62/05, for testing and debugging programs.

- 2.2.12.1 The successful bidder must submit proofs of the Ward/Divisions on the Test File CD to the City Commissioners Office for written approval by the Commission.
- 2.2.12.2 Voter Registration for the Elections will close 28/29 Days before election day. The Registration Commission will continue to input last minute applications up to 10:00PM, the Monday/Sunday following the close of registration at which time the Voter Registration File will be closed and the export executed.
- 2.2.12.3 The City Commissioners Data Processing Unit will immediately begin to prepare the registration file and execute the SURE System Street List export.
- 2.2.12.4 Production CD for pickup by the responsible vendor. The SURE System Street List export file of eligible voters will consist of approximately one CD and must be converted by the successful bidder to Print Image for the Laser Printer. If the export requires more than one CD, then each CD will contain only complete Wards, with record counts on the label. The Voter Registration File contains approximately 1,000,000 records.

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Refer to "ATTACHMENT C" for Voter Registration SURE System Street List export record layout.

2.2.12.5 The successful bidder should not anticipate the availability of the Production File CD prior to 10:30AM the Monday or Tuesday following the close of registration.

2.2.12.6 The successful bidder must submit production proofs of the first four Divisions from each of the eight tapes or the two cartridges for written approval prior to going to full production for the Wards on such tapes or cartridges.

2.2.13 **DELIVERY SCHEDULE**

Street Lists will be delivered as they are completed. However, a minimum of eleven Wards must be delivered to the Registration Division within two (2) days after the vendor has picked up the Production Tapes. Complete delivery of the finished Street Lists, both Ward Sets and Division Sets, will be made within six days of receipt of the Production CD from the City Commissioners Office. Saturday and Sunday production and delivery are to be included at no extra charge.

2.2.13.1 Vendor must produce and deliver, within 48 hours of request, additional copies, if requested at sheet bid price.

NOTE: CALENDAR DAYS TO PRODUCE THE STREET LISTS FOR BOTH THE 2011 GENERAL ELECTION AND THE 2012 PRIMARY ELECTION ARE PROVIDED IN "ATTACHMENT A".

Election prices quoted will be in all calendar days - Saturdays and Sundays included at no extra charge.

2.2.14 **PROGRAMMING MATERIAL**

All programming material prepared specifically for this Street List bid, including coding, instruction sheets, source and object decks, flow charts, and both Print Image and File CDs become the property of the City of Philadelphia. Compliance within ten days of the project's completion is a condition of payment.

2.2.15 **CONFIDENTIALITY**

The Pennsylvania Voter Registration Act, as codified in Act 3 of 2002 prohibits the release of any, and all voter data except by a City Commissioner or their authorized personnel.

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Bidder warranty that all Voter Registration Data files and information furnished by the City Commissioners Office will be retained by the bidder in strictest confidence and that all such data tapes and/or material will not be used, copied, duplicated, and or disclosed to anyone without the express written permission of the Chairwoman of the City Commissioners.

2.2.16 **ATTACHMENTS**

- 2.2.16.1 ATTACHMENT A - Production and Delivery Calendar for the General Election and The Primary Election.
- 2.2.16.2 ATTACHMENT B - Samples of Street Lists.
- 2.2.16.3 ATTACHMENT C - SURE System Street List Export-Record Layout.

2.3 **WARRANTY**

Bidders must guarantee all printing will be performed by fully qualified printers or printing agencies. The services performed must be guaranteed a minimum of 90 days from the date delivery is accepted by the City. Work must be done in a fully professional manner and the final work product(s) must be of high quality and exhibit professional quality workmanship.

2.4 **PRICING**

In Section 5 "Pricing", bidders are requested to provide the cost of Unbound Lists (individual lists) and Bound Lists (Volumes) for the entire period of the contract in cost per sheets (sh).

NOTE: No premium rates will be paid over bid prices submitted.

2.5 **DELIVERY LOCATION:**

City Commissioners
Voters Registration, Statistical Unit
Riverview Place, 5th Floor
Delaware Avenue and Spring Garden Street
Philadelphia, PA 19123

ATTENTION: Bob Lee, Voter Registration ADM 215-686-1591
Anthony Catone, Programs Analyst Project Leader 215-686-1514

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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. Bidder must bid all items to be eligible for award.
- 3.2.2 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.

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3.2.3 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.

3.2.4 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.

3.2.5 Insurance

Insurance is a requirement for this bid in accordance with Paragraph 15 of the "Terms and Conditions of Bidding and Contract".

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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 in 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.

SECTION 4: CONTRACT MANAGEMENT

4.1 CITY OF PHILADELPHIA RESPONSIBILITY

4.1.1 Order Against Contracts

- (i) Upon contract conformance of a Firm Limit bid, the Procurement Department shall apply the department's requisition against the contract and issue a purchase order for product and/or service awarded.
- (ii) Subsequent to contract conformance of a Requirements bid, purchase orders will be issued at such time that the product and/or service 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.

4.1.2 Invoices shall be submitted after delivery and acceptance of the Product or service by the City. The City attempts to process invoices in a timely manner. Delays can occur because of incomplete or inaccurate invoicing information. Please make sure that invoices contain the information as specified in Section 4.2.12., this is necessary to process payments to the Contractor as quickly as possible. Invoices which are not in accordance with the instructions in section 4.2.12 will be rejected for correction.

4.1.3 The using agencies and departments are responsible for monitoring the services and/or 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.

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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 and/or acquire products/services 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 schedule 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. **The City, however, reserves the right to accept or reject the letter and to acquire the supplies or materials in the open market.**

OR.

(to be used when requesting discounts or mark-ups to price lists)

The City reserves the right to add, delete or change locations; or to acquire other types of _____ 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:

If the items to be acquired are contained on the price list submitted by the vendor, but are not specifically listed on the bid, no letter is required. The items will be paid for at the discount listed in Section 5: Pricing. If the items are not contained on the price list, the vendor must submit a letter on vendor's letterhead, listing the bid number, the period of the contract, the item(s) with full descriptions and specifications and the price to the City. **The City, however, reserves the right to accept or reject the letter and to acquire the supplies or materials in the open market.** If the letter is accepted by the City, it will automatically become part of the vendor's contract.

4.2 VENDOR RESPONSIBILITY

4.2.1 Contractor may deliver only products 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.

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4.2.2 Contractor may deliver only products at the prices quoted in the contract and that are reflected on a purchase order or a change to a purchase order (a change to a purchase order is issued whenever the items, unit price, total amount, or terms and conditions change from the original purchase order).

4.2.3 Contractors may deliver products up to the dollar limit of the purchase order and for the period shown on the purchase order. Contractors are requested to carefully monitor obligations against purchase orders and inform the departments of anticipated funding shortfalls.

4.2.4 DELIVERY:

Unless otherwise specified in Section 2, noted by bidder in Section 5, and/or approved by the Using Agency, delivery of product and/or service will be made within 30 days from date requested by Using Agency. **VENDOR NOTE:** In Section 5, specify delivery if other than 30 days.

4.2.4.1 Liquidated Damages

Liquidated Damages in the amount of 5% of the unit price may be applied to each item which exceeds the delivery schedule/requirement.

4.2.5 In the event that the contractor receives an order for products 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.

4.2.6 Should products 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.

4.2.7 For delivery of products contractors shall honor and be paid for orders placed until the close of business of the date of purchase order expiration. Delivery of product may occur following purchase order expiration, so long as the order was placed prior to the purchase order expiration date.

4.2.8 Approval of Work

All completed work shall be approved by the ordering department prior to approval for payment.

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Work must be completed in a first class workmanlike manner to the absolute satisfaction of the City. The cost of any faulty or inadequate workmanship or parts will not be paid for by the department and must be assumed by the Contractor. In addition, the Contractor is responsible for picking up any delivered materials that are rejected for non-compliance to specifications. Any and all costs associated with the return to be at the sole expense of the Contractor.

4.2.9 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.

4.2.10 Invoices/Receipts

4.2.10.1 Successful bidder(s) agrees not to invoice more than once per month per purchase order.

4.2.10.2 For Time and Material type invoices it is typically necessary to submit two (2) separate invoices - one for labor expenses and one for parts. If two (2) invoices are required, there will be two (2) different purchase orders also. The City recommends that such Time and Material invoices have the same invoice number but different suffixes (e.g. 1234L (labor) and 1234P (Parts)). Supporting Work Orders with the signature and payroll ID number of the authorized/designated City personnel must be included.

4.2.10.3 Invoices should be sent in triplicate to each ordering department: One (1) original and two (2) carbon copies of fully itemized invoices (no photostat copies). Failure to submit invoices in the form noted below will cause a delay in payment.

- (a) After the delivery or services have been completed the Contractor must submit three (3) copies of the invoice for payment to the receiving department listed on the purchase order.
- (b) The invoice must correctly reference the purchase order number, the vendor name, address and Federal Employer Identification number.
- (c) 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".
- (d) The invoice must show the quantity and type of item or service and the price.
- (e) The unit of purchase on the invoice must agree with the unit

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cited on the purchase order. Reference to the specific line item is helpful.

(f) For Time and Material type invoices see 4.2.12.2 above.

4.3 PRICE INCREASE/DECREASE LANGUAGE

. 4.3.1 PRICE INCREASE OR DECREASE:

Contractor shall provide Printing of Street Lists at the prices set forth in Section 5 for period of twelve (12) months; thereafter, service may be renewed under the terms and conditions of this agreement at the sole option of the City on an annual basis for additional one (1) year period(s). Contractor may increase prices for the three (3) renewal period(s) provided that; notice of price increases must be received, in writing, by the City at least 60 days prior to the expiration of each contract period and price increase letter shall be sent to the Buyer, Room 120 Municipal Services Building, 1401 JFK Blvd., Phila., PA 19102, referencing the Bid #, Contract #, period and showing item(s), descriptions and applicable pricing.

In no event shall the increased prices exceed contractor's published charges for non-educational state and local governments on the effective date of the adjustment, under similar terms and conditions.

Failure to notify the City within this sixty (60) day time frame shall result in the following:

the effective date of the price increase shall be sixty (60) days from the receipt of the price increase letter by the City;

or

if the letter is not received before the last day of the contract period, the prices for the renewal period shall be the same as the prices for the previous contract period.

NOTE: Price decreases may be forwarded to the Procurement Department buyer, in writing at any time during the contract period, to include any renewal period(s).

Failure to notify the City within the time frame specified in 4.3. will result in a commensurate delay in implementing the price change.

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

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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.

	QTY.	UNIT OF MEASURE	UNIT PRICE	AMOUNT
5.1 32532 000 004 Printing - Laser of Street Lists for General Election and the Primary Election, see paragraphs 2.1.5 and 2.2.1	100	SH	\$_____	\$_____
5.2 32532 000 005 Printing - Laser of Street Lists for General Election and the Primary Election Bound Volumes See paragraphs 2.1.5. and 2.2.2 above	4	ST	\$_____	\$_____

Extended Total Bid Amount \$_____ (Unit Price X Quantity for all items bid).

BIDDER TO STATE HOW PRODUCT(S), SUPPLIES AND/OR PARTS ARE TO BE DELIVERED TO THE CITY OF PHILADELPHIA: (E.G. ON-SITE DELIVERY VIA AWARDED VENDOR'S TRUCK, UNITED PARCEL, U.S. POSTAL SERVICE ETC.).

TYPE OF TRANSPORT: _____

ATTACHMENT "A"

**ELECTION CALENDAR FOR THE MAY 17, 2011 MUNICIPAL PRIMARY ELECTION
AND THE NOVEMBER 8, 2011 MUNICIPAL GENERAL ELECTION**

Tentative Time Table for the production and delivery of:

Street Lists

DAY	DATE	EVENT
29 Monday	April 18, 2011	Last Day to Register to Vote for General Election
23 Sunday	April 24, 2011	CCO Closes Data File for Street List Production P.M. - CCO executes Street List export and produces CD
22 Monday	April 25, 2011	SURE Street List Export CD Available for Vendor Pickup
21 Tuesday	April 26, 2011	Vendor submits proofs of Street List
20 Wednesday	April 27, 2011	Vendor Delivers Street Lists for first 11 Wards
19 Thursday Thru 17 Saturday	April 28, 2011 Thru April 30, 2011	Vendor continues delivery of Street Lists as Wards are completed.
16 Sunday	May 1, 2011	Vendor Completes delivery of ALL Ward Sets & Division Sets of Street Lists for all 1,687 Divisions for all 66 Wards
15 Monday	May 2, 2011	CCO - Mandated Date for Street List Distribution
0 Tuesday	May 17, 2011	2011 Municipal Primary Election
DAY	DATE	EVENT
28 Tuesday	October 11, 2011	Last Day to Register to Vote for General Election
22 Monday	October 17, 2011	CCO Closes Data File for Street List Production P.M. - CCO executes Street List export and produces CD
21 Tuesday	October 18, 2011	SURE Street List Export CD Available for Vendor Pickup
21 Tuesday	October 18, 2011	Vendor submits proofs of Street List
19 Thursday	October 20, 2011	Vendor Delivers Street Lists for first 11 Wards
18 Friday Thru 17 Saturday	October 21, 2011 Thru October 22, 2011	Vendor continues delivery of Street Lists as Wards are completed.
16 Sunday	October 23, 2011	Vendor Completes delivery of Ward Sets of Street Lists for all 1,681 Divisions for all 66 Wards
15 Monday	October 24, 2011	Vendor Completes delivery of Division Sets of Street Lists for all 1,687 Divisions for all 66 Wards
15 Monday	October 24, 2011	CCO - Mandated Date for Street List Distribution
0 Tuesday	November 8, 2011	2011 Municipal General Election

NOTE: The Election Schedules are subject to legislative change by the Pennsylvania General Assembly

APPLETREE ST

2013	SWAIN	BARRY E	D
2033	KUSHON JR	DONALD J	DD
2035	TESTA	MICHAEL G	DD
2037	RICH	ELIZABETH L	DD
2037	RICHARDS	DAVID G	DD
2041	HORVATH	JILLIAN M	RR
2041	HORVATH	ANDREW S	RR
2043	EVANS	GERARD B	DD
2045	SMITH	WARD L	ND
2045	SMITH	ELIZABETH J	DD
2047	SCHERER	LAURA K	DD
2051	PALMER	ANNE T	DD
2036	LEVIN	DMITRI	NN
2036	LEVIN	ANNA E	NN
2036	LEVIN	MILENA	NN
2040	EVANCO	WILLIAM M	DD
2042	COSTIGAN	MARY E	DD
2044	ABRAHAM	HAROLD N	DD
2046	BITONTI	SAMUEL P	DD
2046	GIRIFALCO	SANDRA A	DD
2048	* LEVY	CINDY R	DD
2050	* PREY	LAURENCE J	NN
2050	* VAGASSKY	CHANTAL	RR
2050	* VAGASSKY	JAN L	RR
2052	CLAYTON	EVERETT M	NN
2052	CLAYTON	YVONNE L	NN
2054	* HUANG	MARISSA G	NN
2054	* HUANG	VERNON W	NN
2054	SZYMCZAK	MELISSA A	DD
2058	KLEIN	ELIOTT	DD
2060	LIEM	ELIZABETH Y	DD
2060	WILK	ANNA M	DD

ARCH ST

1717	SCHULMAN	DAVID E	R
1717	TURNER	SUZANNE E	DD
1835	ABBOTT	NATALIE S	NN
1835	ALLEN	FREDERICK T	RR
1835	BELKIN	JACOB	DD
1835	BIVENS	ASHLEY A	DD
1835	BORLIN	TINA M	DD
1835	* BRICH	ROBERT J	LL
1835	* DE STEFANO	JUSTIN H	DD
1835	HELLER	DANIEL I	DD
1835	* KINDERMAN	LANEY A	RR
1835	MALONZO	MICHELLE S	RR
1835	BERENBAUM	ELIZABETH C	RR
1835	DRATCH	DAVID R	NN
1835	KERWIN	CHRISTINE A	DD
1835	GROSSMAN	CAROLYN B	NN
1835	* WEISS	STEPHANINE Y	NN
1835	ALBERT	JULES D	RR
1835	JOHNSON III	LAWRENCE	DD
1835	WISEMAN	JULIA J	RR
1835	REBER	MATTHEW Q	NN
1835	REBER	LESLIE M	DD
1835	* BICKHAM	JULIE V	DD
1835	PATODIA	SACHIN	RR
1835	NEFF	DIANAH L	DD
1835	FYRBERG	SUSANNAH S	NN
1835	HACKER	MICHAEL W	DD
1835	SAGGAR	SANDEEP A	RR
1835	SAGGAR	JYOTI A	NN
1835	HAMMER	VIOLET A	RR
1835	BOBROW	ADAM	RR
1835	WEST	COURTNEY J	RR
1835	SMITH	MARK M	DD
1835	SMITH	RANDI J	DD
1835	BELL	JORDAN D	DD
1835	CUNNINGHAM	SEAN L	RR

ARCH ST (CONTINUED)

1835	CUNNINGHAM	JENNIFER B	DD
1835	WOZNIAK	DAVID E	RR
1835	VUONG	WILLIAM D	NN
1835	SHETTY	ANILA K	DD
1835	DI PIAZZA	LARA A	NN
1835	O DONOVAN	TIMOTHY V	NN
1835	SALEMI	MICHAEL P	RR
1835	KRAUSE JR	PATRICK H	DD
1835	WILSON	CHRISTINA J	DD
1835	SCHILLER	JOSHUA G	DD
1835	SCHUMAN	EDELINA	NN
1835	* SIMONS JR	ROBERT H	RR
1835	COLLIER	MARY T	DD
1835	COLLIER	JASON	DD
1835	DE RAIMO	GINA MARIE	RR
1835	HOFFER	STEPHANIE A	RR
1835	CLAIRE	STUART B	DD
1835	BUCCO	RAFFAELLA	DD
1835	JARAMILLO	ALVARO E	DD
1835	KESTENBAUM	JACQUELINE P	RR
1835	KESTENBAUM	ADAM M	RR
1835	SPIELMAN	JACQUELINE P	RR
1835	* AURITT	STEPHANIE J	DD
1835	VARALLO JR	VINCENT P	RR
1835	MOON	CHRISTOPHER M	GR
1835	* SCHNEIDERMAN	GREGORY	DD
1835	STEWART JR	ROYDEL A	NN
1835	KANIA	LEANN M	DD
1835	KANIA	PAMELA J	RR
1835	LAI	JULIE C	RR
1835	MC CAFFREY	JAMES P	RR
1835	MILLER	JEFFREY D	DD
1835	ROBINSON	LENI J	RR
1835	JACOBS	JEFFREY C	DD
1835	LEWIS	RANDY J	DD
1835	HANK	MATTHEW J	RR
1835	BODEN	MICHAEL S	RR
1835	BADORF	LANCE P	RR
1835	FLOOD	MARK F	DD
1835	PALIANI	CHRISTOPHER M	DD
1835	DASS	KAPIL G	DD
1835	HELLER	LINDSEY G	RR
1835	GORADIA	AMI D	DD
1835	VORA	SUDHIR R	RR
1835	MARINACCIO	DANIELLE C	DD
1835	BOSCIA	NICOLE M	DD
1835	HALL	VALERIE A	DD
1835	BOLLEPALLI	SUREKA	DD
1835	MALEMPATI	SRIKANTH	NN
1835	RAHAGHI	KAIVON P	RR
1835	MALONZO	MADONNA S	RR
1835	APPEL	BRIAN S	DD
1835	* HUERTAS	ANDREW	DD
1835	LOCKETT	NICOLE T	DD
1835	CANTRILL	EMILY H	DD
1835	OBARAY	RIDWAN A	DD
1835	* GARVER	TRACEY J	DD
1835	BIVENS	KENNETH	DD
1835	MESANZA	LISAMARIE	NN
1835	MESANZA	GABRIEL	NN
1835	RYAN	BRENDAN J	RR
1835	LE MELLEDO	DENISE J	DD
1835	LEMELLEDO	JEAN CLAUDE R	DD
1835	NGUYEN	NHAN T	DD
1835	KASS MENCHER	CATHY	DD
1835	MENCHER	ERIC J	DD
1835	HARDING	MATTHEW J	NN
1835	NAKAMURA	LINDY	NN
1835	* COMFORT	DAVID R	RR
1835	NOBLE	SHELLY R	DD
1835	NOBLE	TRAVIS J	RR

ARCH ST (CONTINUED)

1835	AZZOLINI	CHRISTIE L	N
1835	* CARTER	MEREDITH S	R R
1835	HOERST	LIZANNE V	R R
1835	ROGERS	KELLY M	D R
1835	ROGERS JR	JOSEPH P	R N
1835	NIHILL	COLLEEN F	N D
1835	HENDRICKS	MARCIA B	D D
1835	HENDRICKS	DARYL M	D D
1835	GADBOIS	CHRISTOPHER J	N N
1835	GARNEAU	KENT	N R
1835	WREN	STEPHANIE R	R R
1835	HAUPTFUHRER	ELIZABETH L	R R
1835	MERLINO	ALICE V	N N
1835	* PURI	LALIT	N N
1835	SANKARANARAYANAN	PRIYA	N N
1835	SHIPPEN	ERICA R	D D
1835	AARONSON	MICHAEL B	D D
1835	COLLIER	REBECCA	D D
1835	CASEY	MARYBETH A	R D
1835	PIPPIN	JAMES A	D D
1835	EVAK	THOMAS M	D R
1835	FARINA	ELLEN E	R D
1835	STAPLE	LAUREN E	D D
1835	LUXENBERG	DOUGLAS M	D D
1835	WIENER	MATTHEW L	D D
1835	WIENER	PATRICIA J	R D
1835	WHITE	TERRY	D D
1835	WHITE	RACHEL C	D D
1835	FAIRORTH	LAUREL R	D D
1835	SCHONHERZ	BRIAN J	D D
1835	SCHONHERZ	HALLE BETH	D D
1835	HOGGE	TAYLOR	D D
1835	SPIVAK	ROBERT E	N D
1835	CLARK	RONALD R	D D
1835	* LANTZ	KEITH C	D D
1835	KONCSICS	THOMAS M	R R
1835	BULLITT	WILLIAM C	R R
1835	HEWETT	JOHN H	D D
1835	* O CONNOR	JOHN J	R R
1835	STEVENSON	ANDREA J	N D
1835	KLEIN	DAVID H	D D
1835	ROWE	DENNIS C	L R
1835	KING	BRIAN C	R R
1835	KING	STEPHANIE A	R D
1835	GRIFFITH	MAXINE F	D D
1835	STAUB	JENNIFER L	R R
1835	GOLDSTEIN	LORI B	N D
1835	GLICKMAN	PETER L	D D
1835	CRAWLEY	A BRUCE	D D
1835	DANIELS	TERRENCE D	D D
1835	HART	MONICA	D D
1835	RUBENSTEIN	BRIAN H	D D
1835	LONGO	MICHAEL J	R R
1835	DICHELO JR	JOHN J	R R
1835	LANE	TODD R	N N
1835	CONNELLY	KRISTIE L	R R
1835	BURPO JR	PAUL N	L D
1835	CHIMICLES	CHRISTOPHER D	D D
1835	MARTINEZ	YARA M	D D
1939	* GROSSMAN	MICHAEL D	N N
1939	LAMAINA	PETER J	N N
2025	CHEN	ALICE P	N N
2025	DOWNES	KEVIN J	N N
2025	DOWNES	ALISON H	D D
2025	FONTANA	MATTHEW E	N D
2025	LANDIS	ROBIN A	D D
2025	PELHAM	JACQUELYN J	D D
2025	VERNICK	BENJAMIN J	D D
2025	ZUBENKO	VLADIMIR	N D
2025	GELIEN	CYNTHIA N	D D
2025	LANDIS	KEITH C	D D

ARCH ST (CONTINUED)

2027	ROSADO BLAKE	NORMA	I
2027	CASEY	ANNE E	D D
2027	FIX	MICHAEL	D D
2027	BLAKE III	TREADWELL W	D D
2027	SCARPINATO	NINA C	N N
2027	TSAI	JEFF H	N N
2027	FREEMAN	JEREMY T	N N
2029	WHEELER	BETH A	R D
2029	WHITAKER	IRENE M	D R
2029	MARTINO	SHANNON A	R R
2029	MARTINO	MATTHEW C	N D
2029	PARKER	MITCH B	D D
2029	JAREMA	STEPHANIE A	D D
2029	DOWLING	DANIEL P	N N
2029	GERTH	RICHARD E	N N
2029	* RICHARDS	JENNIFER L	R N
2029	SCHRAMM	JONATHAN	N D
2029	EVANS	BRYAN W	D D
2031	AREINOFF	MICHAEL J	D D
2031	FAULKNER	ABIGAIL S	D D
2031	JOHNSTON	DENNIS L	D D
2031	HAINSWORTH	JASON	N D
2031	WOODBURN	ELIZABETH M	D D
2031	* FARINRE	FEYISAYO O	D D
2031	CAPPIELLO	LISA C	N D
2033	RUGGERI	GAYLE A	D R
2035	ADAMSKI	LINDA J	D D
2035	FENKEL	BRITTANY T	D D
2035	MILLER	PATRICK R	N R
2035	ADAMSKI	THERESE S	R R
2037	* MACHADO	ROBERTO A	N R
2037	ROCHVARG	SELMA R	R R
2037	SERRANO	THAIS	D D
2037	COLTRO	CRISTINA	N D
2039	CAMERON	JUDITH A	D D
2039	GUERRINI	STEVEN	D D
2039	LARKIN	MATTHEW T	D D
2039	MC NALLY	MATTHEW D	D D
2041	BRISSON	CHRISTINE M	D D
2041	MEOLA	MARC P	D D
2041	WILEY	JAMES F	R D
2043	* DINH	JEFFREY	D D
2043	SCOTT	TIPPONY E	D D
2045	BARG	DOUGLAS L	R D
2045	BARG	MICHAEL E	D D
2045	BARG	ROBIN	D D
2045	GOLD	PETER Z	N N
2045	GOLD	NICOLE M	N N
2045	* WHEELER	KARIN A	N N
2047	LEVINE	MORTON S	N D
2047	LEVINE	URI V	D D
2047	LEVINE	DALIA R	D D
2047	LEVINE	CARMEL P	D D
2047	SCHWARTZ	CRAIG B	R D
2047	SCHWARTZ	ALYSON G	D D
2049	CUTLER	LINDA	D D

CHERRY ST

1929	HANG	MY TRAN	D
2032	BARRETT	JOHN D	D D
2032	BRAY	CATHERINE M	D D
2032	* TELLER	JOSEPH	N N
2032	* TELLER	IRENE B	N N
2034	BOWDREN	WILLIAM	R D
2036	NOWACKY	JAMES J	D D
2036	NOWACKY JR	JAMES J	D D
2036	NOWACKY	JOSEPH V	D D
2036	NOWACKY	ELIZABETH T	D D
2036	NOWACKY	LISA M	R D
2036	NOWACKY	MICHELLE A	D D

CHERRY ST (CONTINUED)

2038	LUDWIG	FRUMA	D	D
2040	WALKER	JEFFFEY	L	R
2046	TUDOR	PAMELA	N	D
2048	FOWLER	JOHN	L	D
2050	HENWOOD	EUNICE	B	D
2050	REED	MICHAEL	J	R
2050	REED	URSULA	M	D
2052	CHANIN	MYRA		D
2052	SAMPLEY	BURTON	E	D
2052	* SWARTZ-ZERN	STEPHANIE	E	D
2052	CHANIN	ALVIN	M	D

JOHN F KENNEDY BLV

1801	WILEY	CHARLES	E	D
1801	REINHARDT	EDITH	A	R
1811	ROACH	CARREN		D
1829	HARPER	DIANNE		N

N 17TH ST

100	MIDDLETON SR	BRETT	E	D
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N 18TH ST

118	* JACKSON	MIKE		D
118	RUBINO	STEPHANIE	M	N
170	* SELBY	ANDREA		N

N 20TH ST

117	BENNETT	JUSTIN	M	L
117	DE PALMA	MELISSE		L
117	HANKIN	ABIGAIL	D	G
117	* WESCOTT	TRACEY	A	D
117	RUSH	NURISHA	A	D
117	SINGLA	ANIL	K	R
117	PERRYMORE	PAUL	R	R
117	SOLOMON	DAVID	E	D
119	SCHAFFER	LISA	J	N
119	SCHAFFER	MICHAEL		N
119	ADAMS	VERONICA	L	D
121	GILLESPIE	TIFFANY	K	D
121	SCULL	FRANCIS	D	D
121	LORSON	TERRY	F	D
121	NAGEL	KEVIN	D	N
123	COPELAND	LINETTE		D
123	RESMINI	RENALD		R
123	HERBERG	JENNIFER	M	N
123	DEGANGE	GINA	M	D
123	CLARK	CAROLYN		D
129	* GROSJEAN	MELISSIA	E	N
129	SILBERMAN	DAVID	L	D
129	VO	VINH		D
129	ZABROSKI	CATHERINE	V	D
129	DOYLE	PATRICK	C	R
131	DOTY	SARAH	A	L
131	DOTY	RICHARD	K	D
131	EDWARDS	AMANDA	R	D
133	GEESEY	MEGAN		R

N 21ST ST

117	* MILES	JASON		D
117	PRINCE	LYRIC	L	D
117	SUTTON	NATHANIEL	E	D
117	* RISSER	ALLISON	E	D
117	LIEU	SUSANNA		N
117	WAXMUNSKI	LARRY	P	D
117	PRINCE SQUIRE	MAVIS	R	N
119	SIPOS	KENNETH		D

N 21ST ST (CONTINUED)

121	YENOVKIAN	GEORGE	J	D
121	MORTON	JOHN	W	D
121	PANGLE	ANNETTE	M	D
121	GUNDERSON	SARA		N
121	FLESHMAN	RICARDO	M	D
121	NEWMAN	RICHARD	R	N
123	* BENNETT	JEREMIAH	D	D
123	GAFFNEY	MEGHAN	E	N
123	GRAY	ETHAN	F	R
123	HERENDA	JAMIE	L	R
123	BROWN	CHRISTOPHER	C	D
123	KNOX	JENNIFER	D	D
123	BRYDEBELL	THOMAS	J	N
123	NORTON	KATHERINE	A	N
125	MORSINK	MARLIES		N
125	RUTLEDGE	CHRISTOPHER	S	D
125	* YASUL	LUNA	M	N
127	FEIG	HAROLD		R
127	JONES	KIMBERLY	A	N
127	RUZZI	ANTHONY	C	D
127	MARGOLIS	LORYN	A	D
127	HODGE	JULIA	S	D

RACE ST

1916	ALTHOUSE	ROBIN	B	N
1916	BAUMET	ARIEL	M	D
1916	BAUT	CLARISSA	D	G
1916	CHMURA	APRIL	L	D
1916	CITTADINO	MEGAN	E	N
1916	DELAYO	LISA		D
1916	DOWNEY	ERIN	E	G
1916	DULCEY	CAROLINA		D
1916	HILL	CAITLIN	M	N
1916	HOOD	ELAINE	S	N
1916	INFANTE	KRISTA	N	I
1916	JOHNSON	LAUREN	E	N
1916	JONES	ALISHA	E	D
1916	KAPSAS	ELENI	K	D
1916	KEEGAN	BRANDY	D	N
1916	LINCOLN	MICHELLE	A	N
1916	MAHONEY	BRITTANY	A	D
1916	MC GOWAN	NADEAN	M	R
1916	MC GUIRE	ABIGAIL	E	G
1916	SACKSTEDER	JOANNA	D	D
1916	SAUNDERS	TARA	D	N
1916	STASKO	LAUREN	E	R
1916	WELGE	CAITLIN	D	G
1916	WERTZ	JESSICA	L	D
1916	WRIGHT	MELISSA	M	N
1916	HANDY	JAKIA	M	D
1916	ALBERT	LAUREN	B	G
1916	ORLOFF	LAUREN	K	D
1916	CRUZ	CARLA	M	M
1916	BAKER	ARIEL	B	D
1916	PENG	LINDA	M	L
1916	ANDERSON	SELENA	M	D
1916	AMBROZIA	GABRIELLE		N
1960	HERRERO LUGO	AURALIS		N

OAKWOOD AT THE WINDSOR

1700 BEN FRANKLIN PKW

COHEN	RACHAEL	E	D
MUNTEAN	REBECCA	M	N
PRATT	A MICHAEL		D
SHOBER	EDWARD	W	D
TAPERA SR	ERASMUS	N	R
ZHANG	JAMES	K	D
KATZMANN	MELANIE	S	R

OAKWOOD AT THE WINDSOR (CONTINUED)

1700 BEN FRANKLIN PKW

	RODRIGUEZ GUILLEN	JACQUELINE	R	R
	SINGH	REENA	E	D
603	* SCHOR	JUSTIN	B	N
605	* SCANLAN	SHANE	E	D
607	STEIN	ANNIE	L	D
903	* LEE	RYAN	K	R
1007	HAMMONDS	NICOLE	J	R
1009	LU	YI	N	R
1013	GALLOMBARD	JOSEPH	A	R
1101	DI NARDO	JOSEPH	D	D
1101	* DI NARDO	JOSEPH	D	D
1103	JALBERT	EDGAR	J	D
1105	PETERS	KATHLEEN	A	D
1109	RIMERIS	ROBERT	N	N
1110	GRAHAM	BRIAN	G	N
1112	* COUSIN	MARGARET	J	D
1112	FLOYD	LUCI	A	R
1209	PEKIN	LEYLAC	M	D
1217	* ST CLAIR	BRIAN	N	N
1501	* WONG	SHANNON	E	R
1517	SMITH	AUTHERINE	B	N
1616	CANO	MISTIQUE	G	D
1616	HALL	BERYL	D	D
1618	CRUMLEY	AMANDA	F	D
1703	PAGNI	SARA	E	D
1704	* HARRIS	DAVID	S	R
1708	PICCARRETO	MARISA	A	D
1708	SIRBAK II	JOSEPH	P	R
1713	BLOOD	LESLIE	A	N
180	RODRIGUEZ	NEIVA	D	D
1804	KENNEALLY	KATHLEEN	D	D
1806	HUBBARD III	THOMAS	H	D
1807	HEVER	JANE	B	R
1808	* DIAH	JUNE	B	D
1808	SMITH	CARNELL	A	D
1808	SMITH	LAFAYETTRA	M	D
1809	ZEBLEY	JENNIFER	L	R
1810	ERFLE	MARY	R	R
1811	KALANTARINIA	ARASH	N	R
1812	MOUL JR	WILLIAM	H	N
1812	NELSON	LORI	M	D
1901	BLOCK	ADAM	L	D
1903	BASINGER	SHAUN	E	D
1905	DANA	DORIAN	J	N
1909	POLEON	MERCEDES	D	D
2001	DYK	ABRAHAM	B	D
2003	BHATTACHARYYA	TAPATI	N	N
2003	BHATTACHARYYA	SUKHENDU	B	D
2004	SAVAGE	JAMES	K	D
2005	STREATER	GERTRUDE	D	D
2007	COHEN	JOY	D	D
2007	COHEN	HOWARD	J	D
2010	GARCIA	FRANCES	A	R
2011	ALLEVA	CHRISTA	N	D
2106	JOHNSON	JAMETTA	Y	D
2106	ZIGLAR	SADIE	H	D
2109	* PAPPAS	CATHERINE	E	D
2112	MARINILLI	SHEILA	A	D
2114	YOUNG	PAMELA	B	D
2114	YOUNG III	RUSSELL	G	D
2118	NIEVES	AURORA	M	D
2203	ROBINSON	DIANE	B	D
2210	COPPINS	KRISTA	K	R
2212	NICHOLS	VAL	E	D
2212	NICHOLS	CONSTANCE	R	D
2214	SULLIVAN	SUSAN	L	D
2215	WONG	LEE	L	R
2217	MALTENFORT	MITCHELL	G	G
2218	BONDS	MARYANN	D	D

OAKWOOD AT THE WINDSOR (CONTINUED)

1700 BEN FRANKLIN PKW

2218	* MAYA	SALOMON	R
2303	MUNTEAN	CHARLES	S
2305	O DONNELL	MARC	D
2317	BENWITZ	ADAM	W

STERLING HOUSE

1815 JOHN F KENNEDY BLV

	* BERNSTEIN	LILLIAN	D
	BUDILOV	LAUREN	B
	CARPENTER	HUGH	W
	* FRANK	REBECCA	S
	HAHN	LINDA	K
	HARTMAN	MATTHEW	F
	HAYDEN	MARY JEAN	B
	* JACOBSONH	DARA	L
	LEIBOWITZ	EDMUND	J
	LIPKEN	ARLENE	R
	MAIMON	SUSAN	J
	MESICS	MEGAN	J
	MONTILLA	DANIEL	A
	* PAGAN	JOSE	A
	* PETEL	DORIS	E
	RRUKA	DARDANA	D
	SHIELDS	TOMMIE	C
	* SINATRA	MARK	R
	TEPPER	MICHELLE	E
	* WEXLER	BRANDI	A
	WRIGHT	RICHARD	A
	COX	ELIZABETH	L
	COX	JAN	T
	KRAMER	SELMA	B
	* MILLER	ELIZABETH	R
	* OTTO JR	KARL	F
	* PESKIN	MARNI	L
	SIRKEN	SYLVIA	R
	ZINNI	MARIA	E
406	* HIRSCH	LOUIS	D
507	FORD	JOSEPH	P
512	* BECK	LAWRENCE	C
514	CHU	JUNE	Y
515	RAY	JAMIE	C
520	CHACHKIN	BENJAMIN	D
524	* ECKIAN	PHILIP	M
524	* LOUTFI	GEORGE	I
525	BUTLER	STEPHANIE	R
526	* STEIN	DORAH	R
527	HUKA	ERIS	N
530	JAGIELLO	ZIEMOWIT	R
532	STARER	JOANNE	M
601	IRVINE	KATE	L
602	MUSICK	FRANCIS	J
604	HIGHSMITH	CHERYL	E
605	SLAVECKI	DAVID	J
605	ZHANG	SUE	D
609	DI MEMMO	DEANNA	R
609	SOSA	VICTOR	M
611	COLUMBUS	ALEXANDRA	B
611	DRAKE	ROBERT	D
611	GOLDMAN	MICHAEL	P
611	PERL	MATTHEW	C
613	MC KINNEY	MARTHA	J
617	* AUTREY	AMY	B
617	FRIEDMAN	SHARON	L
619	COLEMAN	JOHN	C
620	BOEHMAN	JESSICA	M
623	MANOOCHERI	MICHAEL	A
623	VILLEGAS JR	BALTAZAR	N

STERLING HOUSE (CONTINUED)

1815 JOHN F KENNEDY BLV

624	* GOLD	JUDITH E	D
624	* ROSENBAUM	MICLELE	R
625	BRENDON	TRENT J	D
626	BROWN	MARGARET A	D
627	SHORE	STEPHEN H	D
630	HAGAN	MARY A	D
702	* SANCHEZ	IVAN E	D
703	WALLING	CHAD A	D
704	* BROWN	COLTON N	R
705	GLISSON	EVAN W	R
710	CHAE	LUCY M	D
710	THOMAS	ELSA	D
711	FEVE	SABRINA	I
717	MEIRSON	GHENADY	R
719	VOIGT	STEVEN T	R
721	NARESH	HIMANI	N
721	WONG	KELLY	D
724	CURRY	TODD A	D
724	WELDON	SHANNON M	D
726	SUMNER	CONNIE L	D
728	JONES	STEPHEN C	D
729	HILL	LANISE F	D
730	LO	KIRBY K	N
732	DOUGLAS	BRIANA M	R
808	GROVER	TODD W	R
808	NEDZ	JOHN P	R
813	GREENWALD	LAUREN E	D
814	FARRELL	JAMES D	R
815	LEE	MICHELLE A	D
815	* RACHAL	SHANNON L	D
819	* MC GUINNESS JR	JOHN F	R
819	ROSENBLATT	AARON R	D
822	COPPERMAN	GERTRUDE	D
822	* LLEWELLYN	KIMBERLY D	R
822	SCHOCHOR	LAUREN A	D
823	WILLIAMS	MARY E	D
826	CHUDOW	ERIC B	D
826	CHUDOW	MICHELLE T	D
827	WIDMAN	MINDY	D
828	VELASQUEZ	ENRICO P	D
829	SONG	DAVID K	N
831	HIGGINS	PAUL R	N
833	* CHOI	JEONG WOO	D
901	KIM	EUN A	R
901	ZELLEY	GEOFFREY A	R
903	STIL	EDWARD	D
904	* BOSTON III	HUGH C	R
906	BLAZICK	STEPHEN J	R
906	PANIGRAHI	ASIMA	R
909	UHRMANN	KARL	R
910	MIKLYA	JEFFREY	D
911	PULIDO	CLAUDETTE A	N
911	VELASQUEZ	JULIE A	D
911	WHITE	MEGHAN E	I
912	* MURPHY	ERIN M	D
913	DEVAUX	WILLIAM M	L
913	HAQUE	BESMA M	D
913	SAMDANI	AMER F	D
915	BACH	LINDA C	D
916	* METZINGER	JAMIE A	L
917	ROBERTSON	BROOKE A	N
917	THOMPSON	JESSE C	D
919	THOMAS	ROBERT W	R
923	* HASERICK	ELIZABETH J	R
924	* GREEN	ELLEN M	D
924	MANOS	EVANGELIA S	D
924	MANOS	JOHN S	D
927	BROBEIL	CAROLINE M	D
927	WIDMAN	JUDITH	D

STERLING HOUSE (CONTINUED)

1815 JOHN F KENNEDY BLV

929	SNYDER	GERTRUDE M	D
930	ARGOW	SAMUEL	N
930	* CAMPBELL	JOYCE A	D
932	SHIDELER	JAY R	N
1003	* GROSSMAN	AMY M	D
1005	CATALANO	MARIANNE	R
1007	* LEE	JANIE M	D
1008	LABOVITZ	PAULINE	D
1008	LABOVITZ	SHERMAN	D
1009	TORRES	ANGEL L	R
1009	TORRES	MARTHA J	D
1011	EVANS	SAMUEL L	D
1012	GAUGHAN	MATTHEW C	N
1012	* LERRO LANE	KIM M	R
1012	TUTEUR	MELISSA S	D
1013	KLIMASKI	DAVID J	R
1013	PINCHASIK	DAWN E	D
1014	STEIN MARCUS	KELLY	D
1015	HOFFERMAN	SHARON N	D
1015	HOFFERMAN	ISIDORE	D
1016	WALKER	ELIZABETH S	R
1017	SCOTT	SAUNDRA Y	D
1101	SHEA	MARGARET H	N
1107	RITCHIE	ANN M	D
1109	* CLEARFIELD	JULIUS	D
1109	* LIEBERMAN	MYRON A	N
1109	* LIEBERMAN	DEBORAH K	N
1110	COHEN	RYAN M	D
1110	SIMONS	JEFFREY S	D
1112	FAHRENFELD	MARISA L	N
1113	MC CARRON	ELIZABETH J	D
1113	PLANET	LILIA M	R
1115	HAYDEN	JOHN W	D
1115	* WEISSMAN	HALIE	D
1116	CANDIE	DOROTHY M	D
1119	URANO	HIROKO	N
1201	PUGH	JOY	R
1202	KRISTIANSSON	VIKTORIA	N
1203	JONES II	ROBERT A	R
1204	PRADA	ELIZABETH K	N
1205	* SRINIVASAN	LAKSHMINARAY	N
1207	LIPKEN	PHILLIP	R
1208	CONROY	MARGARET C	D
1209	HORSLEY	ANTHONY Y	R
1210	ARNOLD	REBECCA L	D
1210	NEUMAN	BRYNN J	D
1211	NORBERG	KEVIN	N
1211	NORBERG	DIANE M	D
1213	THOMAS	CHARLES L	R
1213	THOMAS	LISA N	D
1214	CASE	JULIE E	D
1214	LEIBOWITZ	MARILYN L	D
1215	SHOLLEY	P B	D
1216	MASON	ADRIENNE L	R
1217	LAM	GARY	N
1218	PARSONS	HEATHER K	R
1401	COOPER	ERIN L	D
1401	* LEHLBACH	ELIZABETH W	D
1402	BROWN	ERIK G	D
1403	KRAUS	JENNIFER A	N
1403	* LYMAN	CYNTHIA L	R
1403	* RAUCH	FRANCES G	D
1404	NOORIGIAN	JOSEPH V	N
1405	PAI	SHILPA	N
1405	SHETH	ANISH A	N
1406	CHOTINES	ERIK A	R
1406	CHOTINER	ROBYN R	D
1407	BLICKENS DERFER	BARBARA M	R
1407	BLICKENS DERFER	JOHN	R

STERLING HOUSE (CONTINUED)

1815 JOHN F KENNEDY BLV

1408	KATZ	JASON A	D
1409	KEARNEY	ELIZABETH E	D
1409	KEARNEY JR	PATRICK J	D
1411	NEW	BEATRICE	D
1412	DORFMAN	JONATHAN M	D
1415	ALLEY	CYNTHIA L	N
1415	KINJERSKI	BRIAN T	D
1416	DICKMAN	BARAT T	D
1416	VAN FRANK	JENNIFER R	D
1418	DOUGHERTY	SUSAN E	R
1418	LEVINE	CHAD	N
1418	LEVINE	CHRISTINE T	N
1419	VARADA	RADHIKA	D
1501	* CAPOZZIELLO	MARTHA M	N
1501	LETMANN	MARC S	D
1504	BENDER	STACI L	D
1505	* CANNON	BETTY J	D
1505	LEVY	MYA E	D
1505	MENDEZ	GERARDO P	N
1506	GOULD	EUNICE G	D
1506	HELISEK	MILAN	D
1506	MAYER	AMY	D
1507	MAC DONALD	LAURA JEAN	R
1507	MAC DONALD	DONALD J	R
1508	BURKE	DAVID A	N
1508	* RUSH SCHWADRON	JENNIFER B	D
1508	* UCINSKA	AGNIESZKA	N
1509	KATZ	DONNA H	D
1509	KATZ	ANDREW S	D
1510	BOLE	CHRISTOPHER J	D
1510	DOERR	LAURA E	N
1510	MARCH	JESSICA N	N
1512	BRANT	MICHELE L	D
1512	SHIM	YUMEE A	N
1512	SUN	JOHN C	N
1513	FELDMAN	DANIEL M	R
1513	FELDMAN	JENNIFER A	R
1513	* PETRELLI JR	THOMAS J	N
1514	* CLAIR	SAUL N	R
1515	* GRAISON	DEBORAH A	D
1515	NGUYEN	HAO	N
1515	PARLETT	AMANDA W	N
1515	PELAGATTI JR	GUSTINE	R
1517	BATES	JONATHAN C	N
1518	HOUSER	RICHARD J	D
1519	BRIGGS	KAREN E	D
1603	GOLDSTEIN	THELMA	D
1603	* MAZZUCCA	GABRIELLA	D
1604	DENNIS	EDWARD S G	R
1605	SUNGA	ELAINE V	N
1606	STERN	MICHAEL N	N
1607	* KOFF	EDWARD D	R
1608	CERIMAGIC	ZLATA	N
1608	* MAO	AILEEN	N
1609	DRUTT	DIANE H	R
1611	LEWIS	ROBERT M	D
1611	LEWIS	D CARLINE	D
1612	GELBURD	ANITA F	D
1612	GELBURD	LAWRENCE E	D
1613	* COHEN	SHONNA J	N
1613	TAKAGI	AKIRA	N
1615	JACOB	PAMELA B	D
1616	HOVAN	MARILYN M	D
1616	HOVAN	RICHARD A	N
1616	* ZWICK	KIMBERLY S	R
1617	* SCHERDORF	EVA	R
1619	PENNINGTON	CHRISTOPHER	R
1619	* TRAINOR	PATRICK J	D
1620	GINSBERG	ERIN L	R

STERLING HOUSE (CONTINUED)

1815 JOHN F KENNEDY BLV

1701	WACHTER	PHYLLIS E	N
1706	* BARMADA	CARLIN G	N
1706	* BARMADA	FADY K	R
1706	MYERS	ETHEL C	D
1706	* RUTMAN	NEAL I	N
1706	* WEISS	WENDI B	R
1707	GOLEN	HARRIET S	R
1707	GOLEN	AVI S	N
1707	GOLEN	ZACHARY	D
1708	GIMM	GILBERT W	N
1708	PARK	ANNE Y	D
1709	* WEINBERG	DEBRA	D
1710	MARGOLIS	ALAN W	D
1710	MARGOLIS	FLORENE M	D
1711	HERMAN	ROBYN D	D
1713	BLUM	JOAN	D
1714	CHERTOK	VICTORIA	N
1714	KUTOVOY	ANTHONY	N
1715	RIDDLE	DOUGLAS F	D
1715	RIDDLE	CAROL ANNE	D
1716	PRATT	ANTHONY M	D
1717	CHIADO	SARA R	D
1801	GUPTA	SWATI	D
1801	* MILLER	RICHARD D	R
1801	WALLER	CLAUDIO A	N
1802	SOH	SUNG AH S	N
1803	DOERR	HEIKE M	N
1803	MAISANO	ADAM J	R
1804	KRANTZ	JOEL A	R
1806	BASEL	LEON E	R
1806	BASEL	BETTY L	R
1807	BOSE	GURU P	N
1808	JACOBSONH	LELA S	N
1809	KNOTSCHKE	PEDRO H	N
1811	DAVID	FLORA	D
1812	SOLOW	TAMARA	D
1814	KUBERT	BERNARD	R
1814	QUIVAR	FLORENCE E	D
1815	SHAFER	NAOMI H	D
1818	MILLER	MELANIE A	D
1820	SUKHIJA	REM	N
1901	MANION	PAUL A	N
1901	MELCHIORRE	NICOLE	N
1902	CORDEIRO	JOSE	D
1904	MANADAN	ROSE ANN	N
1904	MATHAI	SHIREN	R
1904	MILLER	RONALD P	D
1904	MILLER	MARLENE	D
1906	DAVOL	WILLIAM R	D
1906	FURST	PHYLLIS M	D
1909	SOBEL	SHIRLEY C	D
1912	WILLIS	GEORGINE E	D
1913	JOYCE	ANN M	I
1913	* VANDERWALL	TRINE L	R
1914	RAUM	NATALIE	D
1914	SILVERMAN	BARBARA LEE	D
1915	* GERSHUNI	SUSAN R	D
1915	GOLDFARB	ARLYNE G	D
1915	GOLDFARB	ALVIN F	D
1916	* MORRIS	MARILYN C	N
1916	ZIEVE	GLENN M	D
1918	GREENSPAN	ADAM J	D
1918	MILLER	LESLIE M	D
1920	FLIEDER	BRIAN C	N
2001	FRITZ	ANITA M	D
2004	LEVY	MARSHA R	D
2005	STEINHART	MARCIA A	R
2008	HAHN	SANFORD H	D
2008	MILLER	RYAN K	R

STERLING HOUSE (CONTINUED)

1815 JOHN F KENNEDY BLV

2008	MILLER	JENNICA	R
2009	OVSIOWITZ	MARK	R
2010	LAKSHMAN	THIRU V	N
2010	RAO	ATUL S	D
2010	SINGH	HARMINDER	D
2010	* WITSIL	MELISSA H	R
2013	HARDING	ISABELLE	R
2014	KOFSKY	CHARLES	R
2014	KOFSKY	PATRICIA	R
2016	BARAGIOLA	PABLO	N
2016	BRENNAN	JENNY C	D
2016	CUMMINGS	WHITNEY A	N
2017	MC DONALD	WILLIAM	L
2018	SAIDEL	NICHOLAS T	N
2020	RICHELSON	SCOTT M	D
2103	STIL	MITCHELL L	D
2103	ZUNO	NORA G	D
2105	PARIKH	TEJAS	D
2106	MEIRSON	LAURA D	D
2107	LEOPOLD	SONDRA C	D
2107	LEOPOLD	I JERRY	D
2108	SCHMIDT	MATTHEW J	D
2109	* ROSENSTEIN	EDWARD P	D
2111	MATTER	JOAN C	R
2113	HOCKFIELD	SHERRI E	D
2114	CLARK	JAMES N	D
2114	LYLE	ANTHONY A	D
2117	* PAXTON	BRENT	N
2118	MOYRATIDIS	PANAGIOTA	R
2201	GUR	TAMAR L	D
2202	SELDIS	DOROTHY A	D
2203	JACKSON	ERIC M	R
2204	KEWISH	CHARLES J	R
2204	KEWISH	ELIZABETH W	R
2205	SAMADANI	UZMA	N
2206	LATCH	KEVIN A	D
2206	LATCH JR	JOSEPH V	D
2207	BOGUTZ	HELENE R	R
2207	BOGUTZ	JEROME	R
2207	* VERNE	ELISA S	N
2208	SHAW	ALLAN S	D
2208	SHAW	DOUGLAS R	D
2208	SHAW	ELLEN	D
2211	ROSENFELD	JACK	D
2211	ROSENFELD	SYLVIA	D
2212	SHIELDS JR	CHARLES D	R
2212	* TRAEGER	JANET T	I
2212	* TRAEGER	RICHARD C	N
2213	ATKINS	JOSHUA H	R
2214	SPERLING	LARRY	R
2216	KWASZKIEWICZ	STEPHEN A	D
2301	GRIFFITH	ROBERT L	D
2301	POTTER	ROBERT N	D
2302	* OSER	HANNAH D	D
2302	RAANAN	JORDAN T	N
2302	ZELLE	ABBY E	D
2303	COYNE	CARA E	D
2303	HSU	ALAN	N
2304	KOHL	BENJAMIN A	R
2304	KOHL	HEATHER M	D
2304	* LUNINE	RUTH C	D
2304	* LUNINE	THEODORE H	D
2305	KRAMER	STANLEY Z	D
2306	JAFFE	JOEL D	D
2306	SHAW	BONNIE F	D
2308	ROPER	TERENCE C	D
2309	HIRSCHHORN	RITA	D
2311	KIBBEE	GORDON J	D
2311	KIBBEE	FLORENCE A	D

STERLING HOUSE (CONTINUED)

1815 JOHN F KENNEDY BLV

2312	SEPTEE	RUTH A	D
2313	GODZIEBA	DOLORES F	D
2313	GODZIEBA	ANTHONY J	D
2314	FELDMAN	NICHOLAS W	D
2314	FELDMAN	ERIC	D
2316	LLOYD	KIMBERLY A	D
2316	TOUGHILL	K A	D
2401	ARNOLD	MICHAEL A	D
2401	* BRANCHEAU	MICHELLE C	R
2401	DENICOLA	MICHAEL J	D
2403	DEAN	NATHANIEL W	N
2403	* GABAY	DANIEL S	R
2404	HANNIGAN	TARA L	R
2405	PATEL	MAREN E	N
2406	BARDALEZ	JORGE	R
2409	CHRISTENSEN	SUZANNE V	R
2410	GLAZER	ANNETTE	D
2411	FELTOON	ERVIN	N
2411	TANNEN	VIVIEN B	N
2411	TANNEN	RICHARD L	N
2412	BARRETO	CHRISTOPHER A	N
2412	GIELLO	AMY M	R
2412	KLEINE	JOHN J	N
2413	WICKER	LILIAN R	D
2414	YOUNG	CAROL L	R
2415	LANGE	DAVID J	R
2416	MICHAEL	CAROL A	D
2416	STUCKEY	JARED F	R
2416	THOMAS	NAKIA P	D
2504	* SULLIVAN	SARAH JANE M	R
2505	WOLGIN	ILENE B	D
2506	FERNANDEZ	CRISTINA	D
2507	RUMP	RUTH E	D
2508	NEFF	ELAINE M	D
2511	GINGOLD	ELIZABETH M	D
2511	* GREENMAN	MELANIE S	D
2511	HAN	JENNIFER A	N
2511	HAN	DAVID	D
2512	GROSS	JAY M	R
2513	RAJAMANI	PRAKASH	D
2513	RAJAMANI	KARMEN K	D
2514	LIEBER	HENRIETTE F	R
2516	* HELFRICH	FRED J	L
2516	MUSCAT	MELISSA J	R
2601	KAUFMAN	SHANA L	D
2603	BARRISH	DAVID W	D
2603	FLEYSHER	ILANA	D
2603	KEISLER	LAWRENCE J	D
2604	ROSS	GREGORY P	R
2605	SMITH	LINDA L	D
2606	* MODI	AGNES G	R
2606	PERLE	JONATHAN B	R
2607	DITKO	JOHN M	R
2608	COLEMAN	ALLEGRA S	D
2608	COLEMAN III	WILLIAM T	D
2609	CALDWELL	MEREDITH E	D
2609	EVERS	PATRICIA W	D
2609	FANNO	MATTHEW S	D
2611	* GROSSMAN	MINDI L	D
2613	SOBEL	LAWRENCE	R
2614	BLANK	CHAD E	R
2614	MARKOWITZ	EVAN S	R
2615	DOWNER	ANDREW A	D
2701	SUTCH	KATHLEEN E	N
2704	TORZOLINI	CHRISTINE A	D
2704	TORZOLINI	WILLIAM J	D
2705	LEONARD	BARRY	R
2705	LEONARD	ANNIE	R
2705	SUSSMAN	JENNIFER L	D

STERLING HOUSE (CONTINUED)

1815 JOHN F KENNEDY BLV

2706	ERICSON	MATTHEW E	N
2706	KETOVER	JULIE H	D
2706	UNG	ELISA R	D
2707	RUDNICK	LEE	R
2708	* WEINGER	JERROLD N	D
2708	* WEINGER	RALPH	D
2709	LEESE	ROSLYN M	D
2711	ROLDAN	CHRISTINE P	D
2712	LEVINE	ALLAN M	R
2713	* GALLOWAY	JASON L	R
2713	* GALLOWAY	JENNIFER A	R
2714	ANAND	VARUNA	D
2714	LORENZO	MELANIE L	D
2714	WALDEN	KYLE M	N
2715	LUTHRA	DIPIKA J	N
2802	MICHAELSON	CHERYL I	D
2802	PINNICK	LOTHAINE R	R
2803	CADY	KRISTA R	D
2803	GOODWIN	SARAH E	R
2803	SINGH	RAJAN	D
2804	FITZMARTIN	STEPHEN J	G
2804	PETEL	GARY G	G
2805	RABIN	KATHI W	L
2805	RABIN	DAVID B	D
2806	MC DANIEL	DILLINGHAM	D
2806	TOMPKINS	TERRANCE R	D
2807	QUINN	JOHN V	I
2809	GIORDANO JR	THOMAS J	D
2809	HALL	RENEE J	D
2809	ROTH	HARRIS I	N
2809	* TILTON	CHRISTOPHER C	R
2811	SCHWARTZ	JEREMY D	N
2811	* ZWICK	ORIN M	D
2812	DAVIDSON	JEFFREY A	D
2812	FELTOON	LAURETTE	N
2813	HARRIS JR	WILLIAM D	D
2813	HARRIS	IRISH R	D
2815	DIAS	EMILIANO	D
2815	* HERRERA	CARLA	D
2901	PAGE	DONNA D	D
2902	KATZ	ROBERT G	D
2902	MORD	BENJAMIN A	D
2902	MORD	JULIA G	D
2903	* APPEL	YAIR HAIM	R
2905	DITKO	KIM C	D
2906	APPEL	AMIR	R
2906	APPEL	MARK	R
2911	MARMON	MARGO A	I
2912	MILLER	JOHN A	R
2913	HAZEN	BENJAMIN H	D
2913	MC COY JR	BARRY L	D
2913	* SORENSON	MEREDITH M	R
2913	* SORENSON	JAMES L	R
2914	BLATT	DANIEL L	R
2914	LEVINE	ANDREW L	D
512	COLE	PAMELA E	D
529	BROHAWN	MEGAN E	D
729	IVINS	RUTH C	D
734	MAKARY	ELPIS	D
802	BUTLER	CAROLYN C	D
805	BAJSAROWYCZ	IRENE N	D
901A	VONSOVER	AMIR J	D
922	KORN	EVELYN	D
923	KALADA	EBONY S	D
9311	RUDMAN	WILLIAM M	D
D	BOHRA	SHIRIN A	D

MOORE COL ART RESIDENCE

1934 RACE ST

	ERNST	KRISTEN M	N
	BALDONO	ELIZABETH	D
	* DI COLLI	LAUREN K	R
	DICKSON	ANGELENA M	N
	* ESPOSITO	CHERYL M	N
	* FIEN	MELISSA A	N
	* FREDERICK	BETH A	D
	* FREY	KIMBERLY J	N
	* GIANTISCO	ALYSON M	D
	* JOHNSON	MARGARET A	N
	LANDVATTER	BRONWYN A	D
	* MULLIGAN	REBECCA L	N
15	* DIAZ	TIANA M	D
27	* CASORLA	SONIA A	D
28	OROPALLO	AMANDA L	D
61	SOPCZAK	HILARY S	G
216	QUINT BOUNDS	MEGAN E	D
314S	* LUNDELL	KITSIE A	N
402B	KELM	IVY E	D
403A	LA COILLE	MICHELLE T	R
405B	* IRVIN	CRYSTAL J	D
502B	GUO	YI	D
505B	SHERWOOD	ABIGAIL V	R

PARTY	R	D	G	L
TOTAL	231	559	11	12
PARTY	C	N	0	
TOTAL		211	9	
TOTAL THIS DIVISION		1,033		

ATTACHMENT "C"

SURE STREET LIST EXPORT RECORD LAYOUT

ExportName = "PA - Street List"
Format = TabDelimited
Col1=[PrecinctDescription] - Char(40)
Col2=[Title] - Char(5)
Col3=[Last Name] - Char(25)
Col4=[First Name] - Char(25)
Col5=[Middle Name] - Char(15)
Col6=[Suffix] - Char(5)
Col7=[House #] - Char(10)
Col8=[HouseNoSuffix] - Char(4)
Col9=[Street Name] - Char(50)
Col10=[Address Line 2] - Char(30)
Col11=[UnitType] - Char(5)
Col12=[Apt #] - Char(15)
Col13=[City] - Char(35)
Col14=[State] - Char(2)
Col15=[Zip Code] - Char(15)
Col16=[MailingAddress] - Char(255)
Col17=[Political Party] - Char(20)
Col18=[Voter Status] - Char(1)

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.



CITY OF PHILADELPHIA

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 stated as the bid opening.
- Note the City Anti-Discrimination Policy. If Office of Economic Opportunity Participation is required be sure to fill out all appropriate forms. If you have questions call OEO at (215) 686-6232.
- 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 this 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



CITY OF PHILADELPHIA

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, 2010 – 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, 2010 to June 30, 2012**, complete the enclosed application and return it with a check for **\$175.00**. 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**" **2010–2012** 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 \$175.00 for 7/1/10 to 6/30/12
DO NOT SEND CASH. NO PERSONAL CHECKS.

Internal Use Only

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



CITY OF PHILADELPHIA

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)



CITY OF PHILADELPHIA

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.

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

*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;

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

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

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

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

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

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 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

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

any applicable federal, state or local law or regulation. Applicable law shall include, without limitation, the laws stated in paragraphs 25 through 29 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.

TERMS AND CONDITIONS OF BIDDING AND 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 Office of Labor Standards may grant a partial or total waiver of Chapter 17-1300 based on specific stipulated reasons elaborated in Section 17-1304.

**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)