

BID OPENING DATE AND TIME

ON: DECEMBER 21, 2011

AT: 10:30 A.M.

BID NO. S2Z58380	PAGE 1 OF 60	INVITATION AND BID ADVERTISED	BIDDER MUST COMPLETE BELOW
This Invitation to Bid with your quotations must be received prior to the above cited bid opening date and time.		 BIDS MUST BE RETURNED TO CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT MUNICIPAL SERVICES BLDG. 1401 JFK BLVD, ROOM 170A PHILADELPHIA, PA 19102-1685	BIDDER AGREES TO COMPLY WITH ALL CONDITIONS OF THIS BID. UNSIGNIED BIDS WILL NOT BE ACCEPTED.
DEPARTMENT VARIOUS	DIVISION VARIOUS		NAME AND ADDRESS OF FIRM
AWARDED			Federal EIN/Social Security Number
DATE FOR THE PROCUREMENT COMMISSIONER			BUYER D. ISAAC S. JUSTICE

TITLE OF BID: SECURITY GUARD SERVICE (ARMED AND UNARMED)

Office of Economic Opportunity (OEO) – Anti- Discrimination Policy Executive Order 02-05 – Bidder Requirements

This Invitation to Bid is issued under the Anti-Discrimination Policy described in the Mayor’s Executive Order, policy and guidelines as attached. Specific instructions must be adhered to, and forms completed. Bidders are advised to review the instructions carefully. Failure to comply may disqualify the bidder. The specified ranges represent the percentage of Minority, Woman and Disabled participation that should be attained by the Bidder.

Participation Ranges

M-BE: 5% to 10%
AND/OR
W-BE: 5% to 10%
DS-BE: NONE to NONE

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

BID QUESTIONS

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

For City Use Only

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

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

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

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

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

MBE 5 % to 10 %
AND/OR
WBE 5 % to 10 %
DSBE NONE

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 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:

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

- 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 Enterprises¹

DEPARTMENT OF COMMERCE
OFFICE OF ECONOMIC OPPORTUNITY (OEO)

Bid Number or Proposal Title:		Name of Bidder/Proposer:				Bid/RFP Opening Date:	
List below ALL MBE/WBE/DBE/DSBEs that were solicited regardless of whether a commitment resulted therefrom. - Photocopy this form as necessary.							
<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DSBE <input type="checkbox"/> M-DBE <input type="checkbox"/> W-DBE		Work or Supply Effort to be Performed	Date Solicited		Commitment Made		Give Reason(s) If No Commitment
Company Name			By Phone	By Mail	Yes (If Yes, give date)	NO	
Address							
Contact Person			Quote Received		Amount Committed To		
Telephone Number Fax Number			YES²	NO	Dollar Amount		
Email Address					\$		
OEO REGISTRY #	CERTIFYING AGENCY				Percent of Total Bid/RFP		
				%			
<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DSBE <input type="checkbox"/> M-DBE <input type="checkbox"/> W-DBE		Work or Supply Effort to be Performed	Date Solicited		Commitment Made		Give Reason(s) If No Commitment
Company Name			By Phone	By Mail	Yes (If Yes, give date)	NO	
Address							
Contact Person			Quote Received		Amount Committed To		
Telephone Number Fax Number			YES²	NO	Dollar Amount		
Email Address					\$		
OEO REGISTRY #	CERTIFYING AGENCY				Percent of Total Bid/RFP		
				%			
<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DSBE <input type="checkbox"/> M-DBE <input type="checkbox"/> W-DBE		Work or Supply Effort to be Performed	Date Solicited		Commitment Made		Give Reason(s) If No Commitment
Company Name			By Phone	By Mail	Yes (If Yes, give date)	NO	
Address							
Contact Person			Quote Received		Amount Committed To		
Telephone Number Fax Number			YES²	NO	Dollar Amount		
Email Address					\$		
OEO REGISTRY #	CERTIFYING AGENCY				Percent of Total Bid/RFP		
				%			

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

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		FIRM NAME (Must be filled in)	

SECTION 1: GENERAL BID SUBMISSION

1.1 **TITLE: SECURITY GUARD SERVICE (ARMED AND UNARMED)**

1.2 **SCHEDULE NO: 566**

1.3 **CONTRACT TERM:** 03/01/2012 to 02/28/2013 (“Initial Term”), with an option to renew for up to three (3) additional one (1) year periods, (“the Renewal Term”) exercisable, at the City’s sole discretion, as of the expiration of the Initial Term or then current Renewal term. The City may, at its sole discretion, renew the contract for up to three (3) months at the beginning of each renewal period(s) (the “Additional Performance Period”), if a decision has been made not to renew the contract for an entire year.

1.3.1 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.

1.3.2 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, 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.

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1.4 CONTRACT TYPE: REQUIREMENTS

1.4.1 The following items are required in the operation of various City agencies as ordered. Exact quantities cannot now be determined but estimates thereof are listed herein. Quantities listed may be increased or decreased to meet the requirements of the City during the period of this contract. A minimum is not guaranteed. Purchase orders issued as a result of this bid will be for 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.

1.4.2 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.

1.5 METHODOLOGY OF ACQUISITION: Purchase of Service only.

1.6 STATEMENT OF DIRECTION:

It is the intent of the City of Philadelphia to make an award for Armed and Unarmed Security Guard Service for the various City agencies and departments as specified herein during the contract period.

1.7 BID SECURITY

1.7.1 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.

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

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

1.7.2

Bids Opening July 1, 2011 through June 30, 2012

Bidders may qualify for the Master Bid Security Program described above for **July 1, 2011 – June 30, 2012** by submitting a check in the amount of **\$120.00** made payable to the City of Philadelphia. The check should be submitted, under separate cover, to the Bid Unit Supervisor at least one day prior to the first bid that the bidder wants covered under the program and is *non-refundable*.

Or if, and only if, the bidder chooses to submit the check for the Master Bid Security Program with their bid, the check **MUST** be in the form of a Certified, Treasurer's or Cashier's Check, Bank or United States Postal Money Order and is non-refundable.

1.7.3

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".

1.8 **BID INFORMATION:**

1.8.1

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

1.8.2

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

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1.9 **BID SUBMISSION:**

- 1.9.1 Bidder shall submit with the bid a complete statement of experience, clients and financial responsibility.
- 1.9.2 Bid information must be submitted to the City of Philadelphia no later than the time and date for the bid opening.
- 1.9.3 Advertised sealed bids will be received and read publicly at 10:30 AM in Room #170A, 1st Floor, Municipal Services Building, 1401 JFK Boulevard.
- 1.9.4 Bid should be complete and include ALL information required as described in the various paragraphs of the bid specifications.
- 1.9.5 All pricing must be completed on the forms provided; be complete; and be in ink or typed.
- 1.9.6 The bid must be complete as to required bid signatures and corporate seal, and fully accept the terms and conditions contained in the bid.
- 1.9.7 **BID PROCESSING FEE:**
All bids submitted where the bid total is greater than \$30,000 shall be accompanied by the proper Bid Processing Fee. The fee shall be in the form of a separate check or money order in accordance with Paragraph 3 of the “Terms and Conditions of Bidding and Contract.”
- 1.9.8 When M-BE, W-BE or DS-BE ranges are required on Invitation and Bid, bidders are reminded that the submission of a blank “Commerce Department Office of Economic Opportunity (OEO)” Solicitation and Commitment Form” will be deemed non-responsive and ineligible for an award. Bidders are reminded to read carefully and entirely the “Bidder’s Guidelines relating to Executive Order 02-05”.

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1.9.9 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 the LBE certification number with the bid will deem bidder ineligible for the 5% preference.**

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

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

Prime or subcontractor's LBE Certification Number _____

If applicable:

Subcontractor's Name _____

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

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1.9.10 **BID QUESTIONS OR PROBLEMS**

In preparing the bid response, should any bidder need clarification on the bid requirements, identify a discrepancy in the specifications, determine that a specified product has been discontinued or an alternate procedure is advised, etc.; then the bidder is **STRONGLY** encouraged to bring these issues to the attention of the Procurement Department’s Public Information Unit prior to the bid opening by calling (215) 686-4720 or 4721, or by faxing (215) 686-4716. **Questions, whether phoned or faxed, should be received no later than seven (7) calendar days prior to the scheduled opening date of the bid. The City reserves the right to only respond to those questions submitted prior to the stated deadline.** If it is in the City’s best interest to do so, the bid MAY be amended to reflect the proposed changes/modifications. **Exceptions taken DO NOT obligate the City to change the specifications. The City of Philadelphia, Procurement Department will notify all bidders in writing, by addendum duly issued, of any interpretations/changes made to specifications or instructions. The City will not accept responsibility for oral instructions, suggestions or changes by any City agency.**

Otherwise the successful bidder will have to provide the product or service exactly as defined in this bid, and in accordance with the specifications and requirements as listed in this Invitation and Bid.

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1.9.11 **CONTACT PERSON(S):**

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 _____

State Company Web Site 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 _____

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1.10 **BIDDER QUALIFICATION:**

1.10.1 **Private Detective Agency Bond and License**

Bond must be posted by the Security Guard Service in accordance with the Commonwealth of Pennsylvania regulations.

Successful vendor shall be a licensed agency in the Commonwealth of Pennsylvania.

Vendor must conform with City Ordinance Title 21, Chapter 21-1000, Section 21-1001.

1.10.2 **For Armed Security Guard Service (Nightsticks)**

Guards **MUST** have had Pennsylvania Act 235 Certification training prior to assignment. ACT 235 cards are required, and must be shown upon request to management. No guard may be deployed without cards in his/her possession.

1.10.3 **For The Dell Music Center Guards:**

Bidder must have experience in an entertainment (Class A) venue with crowd projections between 4,000 and 10,000 people, requiring approximately 100 to 125 security officers per event.

1.10.4 **For Fairmount Waterworks (FWWIC) Guards:**

Bidder must have experience in securing a historic site and/or museum type setting.

Bidder must supply adequate number of uniforms to maintain appropriate appearance.

Bidder must have an approved guard tour management monitoring system.

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Bidder must provide quality inspections at site on a routine and random basis as a primary tool of the supervision process.

Guard(s) assigned to this location shall submit to background screening. Guard (s) assigned to this location must have a Pennsylvania Abuse History Clearance. A copy of the Pennsylvania Abuse History Clearance shall be submitted prior to assignment to site. Background checks are to be submitted for review to the location's Director or designee prior to assignment to site.

A National Registered Sex Offenders search shall be performed on all guards prior to being assigned to this location.

Guard(s) assigned to this location shall have had a basic security officer training course which includes but is not limited to: The Role of Security Officers, Customer Service, Access Control, Emergency Response, Report Writing, Communications and Public Relations, Professionalism and Ethics.

Guard(s) shall have First Aid/CPR/Automatic External Defibrillation training certified by the American Red Cross and American Heart Association.

1.10.5 **For The Free Library of Philadelphia Guards:**

Assigned guards shall have had a National Criminal Background check (covering federal, municipal and county crimes). A National Registered Sex Offenders Search shall be performed on all guards prior to being assigned at any of the Free Library's locations. Background checks are to be submitted for review to the Library's Security Services Manager prior to guard being assigned to any of the Library's various locations.

1.10.6 **For Public Health Guards:**

Guard(s) assigned to these locations must have a Pennsylvania Abuse History Clearance. A copy of Pennsylvania Abuse History Clearance shall be submitted at the time the guard is assigned to the site. A National Registered Sex Offenders Search shall be performed on all guards prior to being assigned to these locations.

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1.10.7

For all Services

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 bidder's 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.

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SECTION 1:

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

	A.	B.	C
Firm Name:	_____	_____	_____
Address:	_____	_____	_____
Contact:	_____	_____	_____
Phone #:	_____	_____	_____
Type Work:	_____	_____	_____
Years dealing w/your firm:	_____	_____	_____

SECTION 2:

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

P.O./Contract Number:	_____	_____	_____
Department:	_____	_____	_____
Contact Name:	_____	_____	_____
Phone #:	_____	_____	_____
Item(s):	_____	_____	_____

1.10.8 Define specific requirements tailored to the work, to include job descriptions, if required.

NOTE: Do not provide the name and phone number of a Procurement Department Buyer in this section. Contact name(s) and phone number(s) must be from a City ordering department.

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SECTION 2: GENERAL/SPECIFIC ITEM REQUIREMENTS

GENERAL SPECIFICATIONS:

2.1 Successful vendor(s) shall be required to supply the City of Philadelphia's various Agencies/Departments with Security Guard Service as outlined in these specifications and listed in Sections 2 and 5 of this Invitation and Bid.

2.2 Education and Experience Qualifications for all items listed in this Invitation and Bid.

In addition to ACT 235 training (for Armed Security Guards) as listed in Paragraph 1.10.2 all guards (armed and unarmed) shall have:

2.2.1 Training in self-defense techniques and techniques for detaining and holding persons for arrest by police.

2.2.2 Security Guard(s) will have experience commensurate with type of duty to be performed and will be literate, i.e., will be able to read and understand printed regulations, detailed written orders, training instructions and will be able to compose reports which will convey full information of events pertaining to his shift. Security guard(s) MUST not have arrest or conviction record of any offense other than minor traffic violations.

2.2.3 If there is any additional training that guards receive, bidder shall state on separate sheet and submit with bid package.

2.3 **Uniforms and Equipment**

Security Guard Service will furnish the security guard(s) with standard uniform (consisting of pants, jacket, hat, etc.). Security Guard service shall display an approved sign or emblem indicating that the premises are being protected by them. Company badges shall be prominently displayed on the security guard's uniform and on his cap. The Security Guard will be equipped, when appropriate, with flashlight, police whistle, notebook and pen. - NO FIREARMS. **SECURITY GUARDS MUST BE IN FULL UNIFORM WHILE ON DUTY.**

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2.4 **REPORTS**

Security Guards must report regularly to the agency head or designee. A continuous written log of all guard activity, including details of any matters or occurrences pertinent to the security of the agency shall be maintained. The security guard service must submit weekly a written summary of daily reports to the agency head or designee. This report shall cover all matters of security interest and shall contain recommendations, if any, to improve the security program to enable it to be more effectively administered or to point out security deficiencies. Furthermore, any emergency or abnormal condition must be verbally reported at once to the agency designee or his/her duly appointed representative. A complete written report must be filed as soon as possible.

2.5 **ORDERS**

General and specific orders must be issued by the Security Guard service in writing to all guards listing all applicable duties and emergency phone numbers. All general and specific orders shall be prepared by the security service and reviewed by the City designee and shall be subject to his/her approval. Periodic examinations and inspections must be conducted to ensure thorough understanding of and compliance with all orders. All changes in orders shall be subject to the approval of the City designee. **A PROHIBITION AGAINST USING CITY TELEPHONES FOR PERSONAL CALLS SHALL BE INCLUDED IN ORDERS ISSUED TO THE SECURITY GUARD(S). THE VENDOR SHALL ALSO PROHIBIT HIS/HER EMPLOYEES FROM DISTURBING PAPERS ON DESKS, OPENING DESK DRAWERS OR USING ANY OFFICE EQUIPMENT PROVIDED FOR OFFICIAL CITY USE. SECURITY GUARDS MUST BE PUNCTUAL AND REPORT FOR DUTY AT THE PRESCRIBED TIME(S). A PROHIBITION AGAINST USE OF ALCOHOL OR NARCOTICS WHILE ON DUTY MUST BE INCLUDED IN ORDERS TO THE SECURITY GUARD(S).**

2.6 **VISITOR/EMPLOYEE CONTROL**

The Security Guard(s) shall maintain law and order while agencies are in operation. All City employees shall be required to show proper identification to the security guard upon his/her request while on duty.

2.6.1 **Scope of Work**

2.6.1.1 Protect all employees at the specified location from bodily harm or injury.

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- 2.6.1.2 Protect all materials and equipment against access by unauthorized persons, loss, theft or damage.
- 2.6.1.3 Perform other such functions as may be appropriate and necessary in the event of situations or occurrences affecting the security of facility, such as fires, accidents, internal disorders, emergencies, sabotage, or other criminal acts, etc.
- 2.6.1.4 Guard to observe all persons entering or leaving premises keeping out undesirables.
- 2.6.1.5 Guard is to check identification of persons entering or leaving City agencies, when directed/requested by using agency.
- 2.6.1.6 Guard is to direct visitors to section of building in which they are permitted and prevent their entering sections restricted to unauthorized personnel.
- 2.6.1.7 Guard shall, if he has any questions, examine packages, briefcases, etc. before permitting access to anyone, including employees, and ask anyone to leave the building if necessary.
- 2.6.1.8 Guard is to maintain law and order while agencies are in operation and while visitors are using the building's facilities.
- 2.6.1.9 Guard shall apprehend persons gaining unauthorized access to facilities and remove any unruly persons.
- 2.6.1.10 Guard will call Police Dept. immediately, before using any force for removal of undesirables or maintaining order.
- 2.6.1.11 Related Duties as required.

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2.6.2 ***CONTINUITY OF SERVICE:***

2.6.2.1 Vendor must agree to assign the same personnel to any location and to maintain the continuity of the personnel assignments throughout the contract. In those instances where a person or persons leaves the employ of the vendor during the course of the contract, vendor will then assign another employee to their location(s) for the remainder of the contract. The intent of this requirement is to have competent personnel, fully cognizant of all conditions affecting their assigned location, on duty all throughout the period of the contract, guarding and performing their duties as required.

2.6.2.2 If for any reason the regular security guard is unable to report, the Security service must fully brief the substitute as to his general and special orders and preparation of reports in connection with the described functions. Each substitute Security Guard shall receive detailed instructions on Guard Service responsibilities from Security Guard Service in the presence of the City designee during the designee's normal working hours.

2.7 **WORKING HOURS:**

2.7.1 Guards shall be required to work the hours as listed under individual items.

Note: Each “shift” shall consist of eight (8) hours.

2.7.2 If during the length of the contract overtime is required, the successful vendor(s) will be paid at one and one half (1-1/2) times, the quoted hourly rate for guard service. However, if due to failure of the contractor to provide a guard for the second shift, a guard from the first shift is employed for the second shift, absolutely no overtime rates shall apply. The contractor will be reimbursed at the regular time rates only. This shall apply, also, to the 2nd to 3rd shifts.

2.8 Payment shall be made upon completion of service and receipt of invoices by the City on a monthly basis.

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2.9 ***SPECIAL NOTE:***

In the event of any Federal, State or City law being enacted during the period of this contract covering this service or personnel, contractor must comply with such Laws at the same rate indicated in this bid.

2.10 ***LIMITS ON HOURS OF DUTY***

It is understood by the City that personnel performing guard duties must be alert at all times. Therefore, the vendor shall not assign any person to perform guard duty under this contract who will have worked in any capacity in excess of 12 hours per 24-hour period. Each guard will have a minimum of 24 consecutive hours off-duty each week.

2.11 ***DISPLACED WORKERS***

Bidder's attention is directed to paragraph 30 of "Terms and Conditions of Bidding and Contract" for "Protection of Displaced Contract Workers" requirements.

SPECIFIC REQUIREMENTS:

2.12 **UNARMED SECURITY GUARD SERVICE FOR THE FREE LIBRARY OF PHILADELPHIA**

2.12.1 **25031 010 000**

Unarmed Security Guard Service for the Free Library of Philadelphia's various library branches; specific libraries to be selected as needed and required. (See Attachment A for Library locations and phone numbers).

NOTE: This item required on an as needed basis only.

Guard shall patrol entire agency and surrounding grounds and report any emergency or abnormal condition to the agency head or designated assistant and the Central Security Office (686-5366).

Guard is to remain on the floor in public areas.

Security Guard Service shall be required to provide guard(s) for various locations for day, evening, Saturdays or holidays, and possibly 24-hour duty as needed and required and which shall be established by individual libraries.

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Guard(s) may be placed at any branch library to include the Regional Libraries and also the Parkway Central Library. Guard(s) shall be notified of where to report for that day/week.

Guard shall be required to perform all duties as related to guard duty and as listed in this Invitation and Bid (paras. 2.2 thru 2.12).

State price per hour in Section 5: Pricing.

(Rate quoted in Section 5 shall include all necessary supervision.)

2.12.2 The Free Library of Philadelphia, requests that all security staff adhere to the following general and specific guidelines:

- a) The security staff member is to enforce the posted Standards of Acceptable Behavior. These standards are posted at every Library Agency where all staff and patrons can read them.
- b) Use of any electronic device (cell phone, laptops, I-pods, MP3 players etc...) that is not issued by the Library is strictly prohibited.
- c) Ability to face situations firmly, courteously, tactfully and with respect for the rights of others.
- d) Ability to demonstrate emotional stability during periods of tension and stress while carrying out assigned duties.
- e) Ability to work with minimum supervision.
- f) Ability to handle crisis situations.
- g) Ability to tolerate great diversity among our patrons in terms of behavior, ethnicity, color, religion, social status etc...
- h) Each security staff person must be in control of himself/herself in order to be effective in controlling and monitoring behavior while on duty.

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- i) Security staff under the influence of alcohol or drugs on duty will not be tolerated.
- j) All security staff are expected to be in proper uniform while on duty. Uniforms will be clean and in good condition. Partly in uniform or non-uniform clothing is not acceptable. Proper appearance and personal hygiene are to be maintained at all times.
- k) Security staff is expected to be responsive to all Library staff; primary responsibility is to the Library supervisor.
- l) The carrying of guns or other lethal weapons is prohibited. Chemicals and other substances to control individuals are also prohibited.
- m) The use of telephones is prohibited except for work related business which must be approved by the Library supervisor.
- n) It is preferable to use firm, confident, modulated speaking tones when enforcing our Standards of Acceptable Behavior. Shouting at patrons is not permitted. Security staff should walk over to a patron to speak to them and not shout or use a loud voice. Profanity is not permitted.
- o) Any article which inhibits a security staff person from performing his/her duties is prohibited. This includes sunglasses, headsets, earphones, electronic devices and reading material.
- p) All security staff must report to the Library supervisor when reporting at the beginning and ending of each shift.
- q) Security staff should not have friends or relatives visiting them during their work shift. No children under your care are allowed to accompany you to the work site.

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- r) All calls for Police, Fire and Emergency Medical Services will be made by Library staff.
- s) Be alert at all times. No sleeping is permitted; lack of attention on your part can cause a problem to get out of hand rapidly.
- t) Familiarize yourself with each building upon the start of your shift. Know where the exit/entry points are located along with the restrooms, public service areas and the staff only areas.
- u) A detailed Incident Report may be required on any action that you take while on duty. The Library supervisor will inform you as to when an Incident Report is warranted.

2.13 UNARMED SECURITY GUARD SERVICE FOR PUBLIC HEALTH

2.13.1 **25031 010 001**

Unarmed Security Guard Services for a minimum of eight (8) Health Facilities. Security Guard services shall be required Monday through Friday at times designated by the Director.

Thorough knowledge of the practices, methods and techniques involved in protecting and safeguarding against theft, vandalism and disruptive, violent and illegal actions.

Thorough knowledge of security rules, regulation and procedures.

Ability to face situations firmly, courteously, tactfully and with respect for the rights of others.

Ability to use self defense techniques to protect themselves, staff and clients from unarmed and armed attacks by assailants.

Ability to demonstrate emotional stability during periods of tension and stress while carrying out assigned duties.

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Ability to establish and maintain effective working relationships with police officials, public officials, staff and general public.

Physical Intervention is not necessary or expected except in cases where staff, clients or guards are assaulted. In those cases of self/client/staff protection, only physical force to the extent necessary to protect and control is expected. Police intervention is warranted if clients are unresponsive to verbal intervention or a situation seems potentially dangerous.

It is preferable to use firm, confident, modulated and speaking tones with patients in issuing instructions and requests to them. Shouting at patients is not permitted. Security staff should walk to a patient to speak to them. Profanity is not permitted.

When building and/or Health Clinics are closed to the public, guard shall deny access to anyone not having City Health Department Identification.

All security staff is expected to be in proper uniform while on duty. Uniforms will be clean and in good condition. Partly in uniform or non-uniform clothing is not acceptable. Proper appearance and personal hygiene are to be maintained at all times.

Any article which inhibits a guard from performing his/her duties is prohibited. This includes sunglasses, headsets, earphones and reading material.

The use of telephones is prohibited except for work related business, which must be approved by the Health Care Center (HCC) Director/Supervisor.

All security staff must report to the Health Center Director or staff designee when reporting at the beginning and end of each shift. A timesheet will be provided for documentation of the start and end of the shift.

Security staff should not have friends or relatives visiting during their work shift.

The carrying of guns or other lethal weapons is prohibited. Chemicals and other substances to control individuals are not permitted.

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2.13.2 **25031 010 001 01**

For evening clinics, or irregular shifts in Facility hours due to renovations or other factors, Health Department agrees to reimburse at time and a half rate for any individual guard exceeding forty (40) work hours weekly.

(Rates quoted in Section 5 shall include all necessary supervision.)

2.14 **UNARMED SECURITY GUARD SERVICE FOR RECREATION DEPARTMENT**

2.14.1 **25031 010 120**

Unarmed Security Guard Service for Recreation for The Dell Music Center at Ridge Avenue and Strawberry Mansion Dr. (near 33rd & Huntingdon).

GUARDS ONLY:

Guards will be required to provide below listed coverage:

Approximately 30 to 120 guards per concert for approximately eight (8) concerts for approximately six (6) hours each concert during the months of July and August throughout the entire term of the contract (to include any renewals).

Guards must be in full uniform.

(Rate quoted in Section 5 shall be for Guard ONLY, see Item 2.14.2 for supervisor specifications. Both items must be bid in order to be eligible for awards).

2.14.2 **25031 010 003**

Unarmed Security Guard Service for Recreation for The Dell Music Center.
SUPERVISOR ONLY:

Supervisor will be required for approximately eight (8) concerts for approximately six (6) hours each concert during the months of July and August throughout the entire term of the contract (to include any renewals).

It is anticipated that one (1) Supervisor will be required for every ten (10) to fifteen (15) guards working at The Dell Music Center Concert(s).

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2.14.3 **25031 010 055**

Unarmed Security Guard Service, various City Pools as determined by agency. One (1) guard each shall be required for various City pools during the hours 7:00p.m. – 7:00a.m.

2.15 **UNARMED SECURITY GUARD SERVICE FOR THE PHILADELPHIA AIRPORT SYSTEM**

All security guards working any post at Philadelphia International Airport must submit to and successfully pass federal mandated security background checks and be issued a Blue PHL ID. This ID must be in the guard’s possession at all times while on duty and is a required part of their uniform.

Successful bidder is responsible for all costs associated with obtaining a PHL ID (approximately \$65 per employee).

All security guards must be able to work with minimum supervision. All security guards must be familiar with Airport Security regulations.

Respective posts have specific inspection procedures. Each guard is required to be trained in these respective procedures and perform all functions of the procedure. The inspections at these posts may include but are not limited to: vehicle inspections, cursory visual inspections of a specific area, inspections of certain types of deliveries (i.e. concessions) as well as any other inspections deemed necessary by the FAA, TSA or any other governmental agency providing directives for airport security. Details of the various inspections necessary shall be provided to the awarded vendor.

Successful bidder is responsible for providing all materials to perform the respective function other than shelter, phone, and restroom facilities.

Any incidents that are noted during a respective shift are to be documented in a report format and submitted to the Airport on a daily basis. Reports must be accurate, complete, and legible.

All employee training must be documented by the successful bidder and a copy shall be provided to the Airport.

An emergency phone contact is required for all hours of the day and all days of the year so problems with employees can be reported and appropriate action can be taken promptly.

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2.15.1 **25031 010 100**

Guard shall be required twenty-four (24) hours per day, seven (7) days per week to guard the employee parking lot (East). Shelter, phone and lavatory facilities will be available for guard.

Additional guard service may be required at various times (sites and/or guards). A minimum of four (4) hours notice will be given to vendor. Such service shall be provided at the hourly rate quoted in Section 5.

(Rates quoted in Section 5 shall include all necessary supervision).

2.15.2 **25031 010 101**

Unarmed Security Guard(s) to be placed at an area designated by Airport personnel at time of requirement.

Guard(s) shall be placed within thirty-six (36) hours of notification to vendor and shall be equipped **with a vehicle.**

Vehicle to be a standard sedan with adequate heating, air-conditioning, security signage, gasoline etc. for 24 hours per day when, and if, required.

Color of vehicle to be agreed upon between Division of Aviation and vendor. Guard to be appropriately uniformed. Guard identification to be provided by both Division of Aviation and vendor.

(Rates quoted shall include all necessary supervision).

2.15.3 **25031 010 102**

Unarmed security guard, Cargo City employee parking lot; 24 hours/ day, 7 days/week. (One (1) guard)

Color of vehicle to be agreed upon between Division of Aviation and vendor.

Guard to be appropriately uniformed.

Guard identification to be provided by both Division of Aviation and vendor.

(Rates quoted shall include all necessary supervision).

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- 2.15.4 **25031 010 108**
 Unarmed Security Guard Service – Supervisor ONLY; Monday through Sunday, Bartram Avenue Employee Parking Lots (East) and Cargo City Employee Parking Lot (West) and VO-1:

 One (1) Supervisor, 7:00 a.m. – 3:00 p.m.
 One (1) Supervisor, 3:00 p.m. – 11:00 p.m.
 One (1) Supervisor, 11:00 p.m. – 7:00 a.m.
- 2.15.5 **25031 010 104**
 Unarmed Security Guard Service, Monday through Sunday, Gate VO-1:

 Two (2) Guards, 6:00 a.m. – 2:00 p.m.
 Two (2) Guards, 2:00 p.m. – 10:00 p.m.
 One (1) Guard, 10:00 p.m. – 6:00 a.m.
- 2.15.6 **25031 010 105**
 Unarmed Security Guard Service, Monday through Sunday, Short Term Parking, Terminal A:

 Two (2) Guards, 6:00 a.m. – 2:00 p.m.
 Two (2) Guards, 2:00 p.m. – 10:00 p.m.
- 2.15.7 **25031 010 106**
 Unarmed Security Guard Service, Monday through Sunday, Short Term Parking, Terminal D:

 Two (2) Guards, 6:00 a.m. – 2:00 p.m.
 Two (2) Guards, 2:00 p.m. – 10:00 p.m.
- 2.15.8 **25031 010 109**
 Unarmed Security Guard Service – Supervisor ONLY, Monday through Sunday, Short Term Parking A through F, A/B Loading Dock, Customs and BT-1032:

 One (1) Supervisor, 7:00 a.m. – 3:00 p.m.
 One (1) Supervisor, 3:00 p.m. – 11:00 p.m.
 One (1) Supervisor, 11:00 p.m. – 7:00 a.m.

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2.16 UNARMED SECURITY GUARD SERVICE FOR THE OFFICE OF SUPPORTIVE HOUSING (OSH)

Guards must have a communication link with the awarded vendor's main Security Office.

A weekly meeting with management must be conducted that includes a written report.

Guards must have walkie-talkies to communicate with each other while on duty.

Thorough knowledge of the practices, methods and techniques involved in protecting and safeguarding against theft, vandalism and disruptive, violent and illegal actions.

Thorough knowledge of the security problems involved in protecting property and persons against theft, vandalism and violence.

Thorough knowledge of security rules, regulations and procedures.

Thorough knowledge of the laws of arrest.

Ability to face situations firmly, courteously, tactfully and with respect for the rights of others.

Ability to use self defense techniques to protect themselves, staff and clients from unarmed and armed attacks by assailants.

Ability to demonstrate emotional stability during periods of tension and stress while carrying out assigned duties.

Ability to establish and maintain effective working relationships with police officials, public officials, social work staff and the general public.

Ability to work with minimum supervision.

Ability to handle crisis situations.

Skills in crowd control.

Ability to tolerate great diversity among clients in terms of behavior, known social problems and manner of relating to others.

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REQUIRED TRAINING AND EXPERIENCE

A minimum of one year's employment as a security guard prior to assignment to the Office of Supportive Housing (OSH) which involved handling the public.

Training in crisis intervention with mentally ill/emotionally disturbed persons.

Guards must be able to attend court hearings, etc., as part of their assignment.

GUIDELINES FOR SECURITY STAFF

The Office of Supportive Housing (OSH), requests that all security personnel adhere to the following general and specific guidelines:

- (1) All individuals and clients who come to the various sites and facilities of the Office of Supportive Housing (OSH), are to be treated with basic courtesy and respect.
- (2) All security staff should be aware that many of the clients of the agency have serious mental and personality problems. Control and intervention with respect to this population should be exercised with care and understanding.
- (3) Each security staff person must be in control of himself/herself in order to be effective in controlling and monitoring behavior on the job site.
- (4) Physical Intervention is not necessary or expected except in cases where staff, clients or guards are assaulted. In those cases of self/client/staff protection, only physical force to the extent necessary to protect and control is expected. Police intervention is warranted if clients are unresponsive to verbal intervention or a situation seems potentially dangerous.
- (5) Security staff under the influence of alcohol or drugs on duty will not be tolerated.
- (6) All security staff are expected to be in proper uniform while on duty. Uniforms will be clean and in good condition. Partly in uniform or non-uniform clothing is not acceptable. Proper appearance and personal hygiene are to be maintained at all times.

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- (7) Security staff is to operate from the designated security stations. Security staff is expected to circulate through the waiting area and interviewing areas to provide a security presence and to be available in the event of a crisis.
- (8) Fraternization and familiarity with other OSH staff and clients is to be discouraged on the job site.
- (9) Security staff is expected to be responsive to the OSH staff as requested; primary responsibility is to the supervisor in charge.
- (10) The carrying of guns or other lethal weapons is prohibited. Chemicals and other substances to control individuals are not permitted.
- (11) The use of telephones is prohibited except for work related business which must be approved by the OSH Supervisor/Worker. Also, the telephones at the front desk cannot be used.
- (12) Security staff should not walk behind the reception desks or area: Security staff should not sit at desks in the reception area; Security staff should not lean on the reception area counters or otherwise be in the immediate "space" of the reception interview unless as a response to client behavior.
- (13) It is preferable to use firm, confident, modulated speaking tones with clients in issuing instructions and requests to them. Shouting at clients is not permitted. Security staff should walk to a client to speak to them - not shout or use a loud voice. Be sure of yourself and convey this to the clients. Profanity is not permitted.
- (14) Security staff is to provide security. Do not get involved with the clients beyond basic courtesy. Let the social services staff do the social work.
- (15) Personal involvement with clients by security staff will be grounds for dismissal.
- (16) Security staff is to maintain order and an environment free from violence and disorderly behavior which enables and facilitates the provision of social services to the clients of Office of Supportive Housing.

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- (17) Any article which inhibits a guard from performing his/her duties is prohibited. This includes sunglasses, headsets, earphones, and reading material.
- (18) All security staff must report to the shift supervisor or staff designee when reporting at the beginning of each shift.
- (19) Security staff is to advise the OSH supervisor or staff designee when lunch is taken. When going to the bathroom, the security person should notify his/her partner.
- (20) Security staff is to be alert to potential crisis and react to loud voices, disruptiveness, and potentially dangerous behavior by providing a physical presence and support to the OSH staff person.
- (21) The deployment of the security officers is the responsibility of the Sergeant or Lieutenant.
- (22) The areas of deployment include the front, middle and back doors.
- (23) All persons entering (and re-entering) the building are to be searched.
- (24) Upon completion of the search, clients are to register at either window #4 (single males) or window #6 (families/single women).
- (25) Security guards should be aware of crowds forming around the sign-in area. As only one client can be signed in by a worker at a time, other clients should remain seated until it is their turn.
- (26) Men who are not part of a family should not be in the family section without a supervisor or social worker's permission.
- (27) Clients that are not at OSH for services will be requested to leave the building.
- (28) Individuals requesting information regarding a relative or friends' whereabouts should be directed to a sign-in window. This information is confidential and should not be provided by a security guard.

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(29) Security staff should not have friends or relatives visiting during their work shift.

(30) Security guards should be alert to potential problems forming and take steps to diffuse them before they reach a crisis level.

(Rate quoted in Section 5 shall include all necessary supervision)

Required Training, Equipment and Duties for 2.16.1, 2.16.2, 2.16.3, 2.16.4, 2.16.5, 2.16.6 and 2.16.7.

2.16.1 **25031 010 110**
Office of Supportive Housing located at 1430 Cherry, Philadelphia, PA

Security Guard Service will be required to provide service Monday through Friday:

One (1) guard, 7:00 a.m. – 4:00 p.m. (9 hours).

One (1) guard, 8:00 a.m. – 5:00 p.m. (9 hours).

2.16.2 **25031 010 111**
Ridge Avenue Center, located at 1360 Ridge Avenue, Philadelphia, PA.

Security Guard Service will be required to provide:

Four (4) guards 8:00 am-4:00 pm, Friday, Monday, Tuesday

Two (2) " 8:00 am-4:00 pm, Saturday

Three (3) " 8:00 am-4:00 pm, Sunday

Five (5) " 8:00 am-4:00 pm, Wednesday, Thursday

Four (4) guards, 4:00 pm-12:00 am Friday, Monday, Tuesday

Two (2) " " Saturday, Sunday

Five (5) " " Wednesday, Thursday

Two (2) guards, 12:00 am – 8:00 am Friday, Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday/8 hrs.

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2.16.3 **25031 010 112**
Gateway Center, located at 907 Hamilton Street,
Philadelphia, PA.

Security Guard Service will be required:

One (1) guard, 6:00 p.m. – 2:00 a.m. Monday – Sunday / 8 hrs.
One (1) guard, 7:00 a.m. – 11:00 a.m. Monday – Sunday / 4 hrs.

2.16.4 **25031 010 113**
Eliza Shirley House, 1320 Arch Street

One (1) guard, 4:00 pm-12:00 am Friday, Saturday, Sunday, Monday,
Tuesday, Wednesday, Thursday.

One (1) guard, 12:00 am-8:00 am Friday, Saturday, Sunday, Monday,
Tuesday, Wednesday, Thursday.

2.16.5 **25031 010 090**
Outley Shelter, 69th & Woodland Avenue.

One (1) guard, 11:00 pm-7:00 am Friday, Saturday, Sunday, Monday,
Tuesday, Wednesday, Thursday.

2.16.6 **25031 010 091**
Kirkbride, 49th & Woodland.

One (1) guard, Monday - Friday, 4:00 PM - 12:00 AM
Two (2) guards, Saturday and Sunday, 4:00 PM – 12:00 AM
One (1) guard, Monday - Sunday, 12:00 AM - 8:00 AM.

2.16.7 **25031 010 092**
49th & Market Street, (111 N 49TH)

One (1) guard, Monday – Friday, 4:00 PM – 12:00 AM
Two (2) guards, Saturday – Sunday, 4:00 PM – 12:00 AM
One (1) guard, Monday – Sunday, 12:00 AM – 8:00 AM

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2.17 UNARMED SECURITY GUARD SERVICE FOR RIVERVIEW HOME

2.17.1 25031 010 015

Unarmed Security Guard Service for **Riverview Home.**

One (1) Guard shall be required twenty-four (24) hours per day, 7 days per week.

Guard shall be required to protect all residents of Riverview Home.

Guard will take direction as necessary from designated Riverview supervisory personnel.

Guard may be required to perform car searches as necessary upon direction of Riverview supervisory personnel.

2.17.2 25031 010 115

Unarmed Security Guard Service for Fernwood East Cottage at **Riverview Home.**

One (1) Guard shall be required twelve (12) hours per day, 10:00 AM – 10:00 PM, 7 days per week.

Guard shall search and scan with a metal detector wand all clients and their belongings at the cottage entrance. If contraband is found, the guard shall instruct the client to remain outside the cottage and call the Resident Care office for further instruction.

Guard shall be responsible for documenting the time in and time out of all clients.

Guard shall patrol inside and outside of the Fernwood East cottage.

2.18 ARMED GUARD SERVICE FOR PUBLIC PROPERTY (NIGHTSTICKS AND HANDCUFFS ONLY)

Armed Security Guard Service for Public Property, 3033 S. 63rd Street.

Three shifts per twenty-four (24) hour period, 365 days per year (366 days in a leap year) including all holidays.

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Shifts are designated as follows: 11:00 p.m. to 7:00 a.m.; 7:00 a.m. to 3:00 p.m.; 3:00 p.m. to 11:00 p.m.

A golf cart shall be required to conduct on-site facility patrols. The specified cart shall be equipped with cab doors and strobe light.

Security Guards must maintain a valid drivers license. Supervisor shall be required to inspect premises and document in On-Site Log Book.

2.18.1 25031 010 063

Two (2) guards, per shift, (24 hrs. x 365 days coverage).

2.18.2 25031 010 041

One (1) supervisor, per shift, (24 hrs. x 365 days coverage).

2.19 UNARMED SECURITY GUARD SERVICE CITY HALL – (CITY COUNCIL / CITY HALL BUILDING)

2.19.1 City Council

Unarmed guards for City Council shall perform the following duties: Operate the Rapiscan x-ray machines to scan bags and packages for any type of weapons and remove if found; hand wand any individual that triggers the walk thru scanner to determine the source which triggered the walk thru scanner.

Hours may vary depending on the scheduled time of City Council hearings. Guard's start time is approximately 2 ½ hours prior to the start of the hearings. Guards shall be required to set up equipment (i.e. placing equipment in position for x-raying and plugging in). Ending time is approximately 30 minutes after the hearings end to allow for Council Chambers' to clear and to allow for the disassembly of the x-ray equipment. Council hearings may begin as early as 7:00 a.m. At a minimum hearings may last one (1) hour. On average hearings last three (3) hours but could be longer.

City Council's Sessions:

Fall: begins the third Tuesday in September and ends the second Thursday in December. Spring: begins the fourth week in January and ends the second Thursday in June.

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A supervisor shall be required on site at all times. The supervisor shall instruct the guards on the proper way to “hand wand” any individual; instruct the guards on what to look for on the x-ray monitor while screening bags, and packages; provide relief for personnel breaks and absences; shall assist with “hand wand” to expedite traffic and the x-ray process when needed and as required.

2.19.1.1 **25031 010 066**
Unarmed Security Guard Service; City Council Hearings

2.19.1.2 **25031 010 067**
Unarmed Security Guard Service
City Council, Supervisor

2.19.2 **City Hall**

Unarmed guards for City Hall shall perform the following duties: Guards shall be located on the four corner doors of City Hall. Guards shall perform the following duties; Entry and exit control to prevent “tailgating”; check badges; give direction to individuals seeking information; directing the general public to the visitors’ entrance.

Also, one guard shall be used at the City’s visitor sign in station. The guard assigned to the visitor’s station must have working knowledge of the Lenel Visitor Management program, which the City uses to sign in visitors. The guards must be able to communicate clearly and intelligently, in a concise manner via- 2-way radio. This is necessary to report any problem and request assistance if necessary.

Guards shall be required Monday – Friday, 6:00 AM – 6:30 PM.

2.19.2.1 **25031 010 064**
Unarmed Security Guard Service
City Hall

2.19.2.2 **25031 010 068**
Unarmed Security Guard Service City Hall, Supervisor

2.19.2.3 **25031 010 069**
Unarmed Security Guard Service
City Hall, overtime

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2.20 UNARMED SECURITY GUARD SERVICE FAIRMOUNT WATERWORKS (FWWIC)

24 HRS per day, 7 days per week: two guards per three (3) eight (8) hour shifts. Actual hours to be determined.

Guard(s) must have thorough knowledge of security rules, regulations and procedures.

Guards(s) must be able to communicate clearly and intelligently, in a concise manner via 2-way radio.

Guards(s) shall be required to be present at the Water Works complex at all times during their shift. Guard(s) are to patrol the entire Water Works complex, surrounding grounds and report any emergency or abnormal condition to the FWWIC designee.

All security staff are expected to be in proper uniform while on duty. Uniforms will be clean and in good condition. Partly in uniform or non-uniform clothing is not acceptable. Proper appearance and personal hygiene are to be maintained at all times.

2.20.1 25031 010 031

24 HRS. per day, 7 days per week; two guards per three (3) eight (8) hour shifts Checkpoint System; Supervisor to regularly monitor shifts; indoor/outdoor surveillance.

2.20.2 25031 010 039

Holiday Rate for six (6) Major Holidays (New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas Day).

2.20.3 25031 010 073

Supervisor; one (1) per 24 hour shift, 7 days per week.

2.21 CITY HOLIDAYS

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Columbus Day
Presidents Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

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SECTION 3: BID EVALUATION AND AWARD

3.1 EVALUATION:

- 3.1.1 Bids 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 to the lowest responsive and responsible bidder(s), as a whole, in part or by section, whichever is deemed to be in the best interest of the City. Bidder must bid all items in a section to be eligible for award for that section.
- 3.2.1.1 Public Property, City Council and City Hall (sections 5.7 & 5.8) **MUST** be awarded together as a whole. Bidder must bid all items in these sections (5.7.1 – 5.8.5) to be eligible for award.

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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. If any section of the bid is awarded by line item, the 5% local bid preference will not apply to that section.

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

3.2.3 **PERFORMANCE SECURITY:**
Bidder's 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 \$30,000.01. All awards at the \$30,000.01 amount will be subject to a \$50.00 Master Performance Security Fee.

Performance security shall be required for any subsequent renewal periods.

If the total award amount exceeds \$500,000, the Master Performance Security 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 1.3.1 and 1.3.2 shall apply.

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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". 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.

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SECTION 4: CONTRACT MANAGEMENT

4.1 CITY OF PHILADELPHIA RESPONSIBILITY:

- 4.1.1 City agencies will be notified by Procurement of award(s) and will be provided with vendor(s), vendor contact(s) and applicable pricing. Departments will prepare and submit through the appropriate review channels, a requisition detailing their specific needs and requirements to Procurement. The Procurement Department shall then apply the requisition against the contract and issue a purchase order.

Order Against Contracts

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 in a timely fashion 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 following information to help the City process payments to the Contractor as quickly as possible.
- (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 cited on the purchase order. Reference to the specific line item is helpful.

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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. 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.**

4.2 **VENDOR RESPONSIBILITY:**

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

4.2.2 Contractor may deliver only products, services or equipment (as applicable) 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, services or equipment (as applicable) 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.

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4.2.4

VIOLATION OF CONTRACT

If contractor abandons the work or if the job time schedule as defined between the operating department and the contractor prior to the initiation of work is exceeded or if the contractor neglects or fails to prosecute the work with promptness and diligence, or shall refuse or neglect to furnish and supply a sufficiency of properly skilled workmen and necessary equipment, or if vendor shall execute any of the work improperly, carelessly, or in bad faith or if the contractor shall default in the performance of any of the terms, conditions and provisions of the contract, the operating department may notify in writing the contractor to remedy his neglect or default and require the contractor to comply with the terms, conditions and provisions of the contract resulting from this Invitation and Bid.

4.2.4.1 **Liquidated Damages:**

Upon the occurrence of any event or omission listed below, there shall be imposed by the City of Philadelphia upon the vendor liquidated damages of **\$100.00** for each event or omission per day until such actions are remedied by the vendor:

- 4.2.4.1.1 Failure to provide a trained guard for post or shift as specified.
- 4.2.4.1.2 Failure to assign a trained substitute guard as a replacement.
- 4.2.4.1.3 Allowing a guard to work in excess of twelve (12) hours per twenty-four (24) hour period.
- 4.2.4.1.4 Failure to notify agency of security incident in a timely manner.
- 4.2.4.1.5 Failure to file the required incident report.
- 4.2.4.1.6 Failure to complete tours of site as required by procedure established with agency.
- 4.2.4.1.7 Failure to utilize in place systems as outlined and established with agency (e.g. "Patrol Scan" with Public Property/ S. 63rd St. Location).

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- 4.2.4.1.8 Failure to provide a guard with a minimum of 24 consecutive hours off in a week.
- 4.2.4.1.9 Failure to assign a correctly equipped and uniformed guard or supervisor.
- 4.2.4.1.10 Failure to maintain complete records of all hours each guard or supervisor assigned to the City worked, computed on the basis of actual hours worked.
- 4.2.4.1.11 Failure to replace any guard within 24 hours upon request of the City.
- 4.2.4.1.12 Failure to provide the training as specified.
- 4.2.4.1.13 Failure to provide all equipment and materials necessary for the performance of the work.
- 4.2.4.1.14 Failure of a vendor to supervise employees to assure compliance with the terms and conditions of this bid.
- 4.2.4.1.15 Failure of guard(s) to report for duty in a timely fashion (15 minute lateness allowance); first incidence, vendor shall be assessed liquidated damage as stated above; any additional incidences shall require guard replacement.
- 4.2.4.1.16 Nothing in the above section shall be deemed to limit the City's rights or remedies in the event the City's actual damage exceeds the amount withheld from the billing. Repeated events or omissions as described above shall be sufficient cause for the City, at its option, to declare vendor in default and exercise all available rights and remedies.

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The City's failure at any time to enforce the provisions of this section shall in no way affect the City's right to enforce this provision for subsequent events. The City shall notify the vendor in writing on a monthly basis of said liquidated damages imposed on the vendor.

4.2.4.1.17 In the event of assessment of liquidated damages and the vendor feels that extenuating circumstances contributed to the occurrence, the liquidated damages may be appealed in writing, within 30 days to the using agency and the Procurement Department who shall be the final arbiter in such manners.

4.2.5 In the event that the contractor receives an order for products, services or equipment not specifically priced and incorporated into the contract, they must:

- (i) bring this to the immediate attention of the Procurement Dept., and
- (ii) notify the ordering agency in writing and refuse to deliver.

4.2.6 Should products, services, or equipment be delivered that are not specifically incorporated and priced into the contract, and/or be delivered without purchase order, the City shall have no obligation for payment.

4.2.7 For performance of services, contractor shall honor and be paid for orders placed until the close of business of the date of purchase order expiration. Performance of services may occur following purchase order expiration, so long as the order was placed prior to the purchase order expiration date.

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4.2.8 **RECYCLING INFORMATION REQUEST:**

The City of Philadelphia requests information regarding any known or potential material content in the product that may be extracted and recycled after the product has served its intended purpose.

Product bid contains recycled content? YES NO

Is your product packaged and/or shipped in material containing recycled content? YES NO

Is your product recyclable after it has reached its intended end use? YES NO

Is your product shipped in returnable Containers? YES NO

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.

4.2.10.2 All invoices/receipts for parts shall have the signature and payroll ID number of the authorized/designated City personnel.

4.2.10.3 Invoices should be sent in triplicate to each ordering department

4.2.10.3.1 One (1) original and two (2) copies fully itemized invoices.

4.2.10.3.2 See also item 4.1.2 above.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S2Z58380	PAGE OF 45 60
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4.2.11 Payments to OEO Subcontractors

The below paragraph applies to all Invitation and Bids (I & B) containing OEO Participation Requirements:

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 provide proof of said payments upon any request by the City.

Failure to comply with the City's payment reporting process may be considered an Event of Default.

4.3 **Prevailing Wage Provisions.** The contract awarded under these specifications is subject to all provisions of Section 17-107 of the Philadelphia Code entitled Contractors: Labor-Management Relationships.” It is also subject to all regulations and procedures adopted thereunder.

- a. All employees performing work under the contract shall be paid the applicable prevailing wages for the respective occupational classification(s) designated, as set forth in the wage schedule attached; and in addition, be given the applicable current prevailing working conditions during the entire period of work under the contract. Such working conditions are those which are given to employees pursuant to a bona fide collective bargaining agreement for the applicable craft, trade, or industry in the Philadelphia area on the date these specifications are issued.
- b. City may withhold from any sums due to the contractor under each contract so much as may be necessary to pay the employees the difference between wages required to be paid thereby and the wages actually paid to such employees, and the City may make such payments directly to the appropriate employees.
- c. Each contractor shall require all subcontractors to comply with and be bound by all of the provisions of this section of the contract & Section 17-107 of the Philadelphia Code.

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S2258380	PAGE OF 46 60
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- d. Every contractor and subcontractor shall keep an accurate record showing the name, address, occupational classification, wages and other benefits paid or provided and number of hours worked for each employee assigned to city-work, and such record shall be preserved for two (2) years from the date of payment. The contractor shall make his employment and accounting records available for inspection by authorized representatives of the Labor Standards Unit of the MDO, at all reasonable hours, and shall permit such representatives to interview employees during working hours on the job.
- e. All contractors and subcontractors performing city-work shall automatically file with the , Labor Standards Unit of the MDO, a certified statement setting forth the name, address, occupational classification, wages and other benefits paid or provided and number of hours worked with respect to each employee performing city-work. Such statement shall be made weekly for each preceding weekly period. The certification shall affirm that the statement is correct and complete, that the wages set forth therein are not less than those required by the contract for city-work and that the occupational classification set forth for each employee conforms with the work he performed.
- f. Nothing herein shall preclude the payment by the contractor of wages at rates higher than those specified as the prevailing wages in the applicable attached schedule. However, no increases in any contract price shall be allowed or authorized on account of the payment of wages in excess of those so specified or on account of wage increases granted hereafter. No increases above the amounts specified in the applicable attached schedule will be required by any contract during the term thereof except in the case of an error or omission in such schedule. Such an error or omission shall be called to the attention of the Labor Standards Unit of the MDO, as promptly as possible; but the remedying thereof by the Department shall not constitute grounds for withdrawal of a bid or cancellation of a contract, nor for an increase in the contract price or other claim or recovery against the City nor a ground for failure or refusal to pay the applicable proper prevailing wage to all employees.
- g. The prevailing wages required hereby shall be paid unconditionally without any subsequent deduction or rebate of any kind except in accordance with prevailing payroll deduction practices. Any assignment of wages by an employee for the direct or indirect benefit of the contractor shall constitute a violation of this section; and any purported release of rights hereunder by an employee shall be void and of no effect.

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- h. It is the responsibility of all bidders and contractors to inform themselves of all prevailing working conditions, including, without limitation, proper classifications, length of workday and work week, overtime compensation, and holiday and vacation rights. All questions shall be referred to the Procurement Department 215)686-4720/21.

SEE ATTACHED APPLICABLE WAGE SCHEDULE

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CITY OF PHILADELPHIA

Prevailing Wage Rate Schedule

Security Personal

	<u>Base Rate per hour</u>	<u>Fringe Benefits</u>
Security Guard I <i>(unarmed)</i>	\$14.52	\$3.75
Security Guard II* <i>(armed guards and supervisors)</i>	\$19.85	\$3.75

Legend:

- * ***Duties require specialized training in methods and techniques of protecting security areas. This classification includes the supervisory status, as well as individuals who demonstrate a proficiency with firearms.***

Notes of Interest:

- (1) On all overtime hours, fringe benefits will be paid at the Straight (base) rate only.***
- (2) Contractors are advised to contact the Procurement Department with any questions regarding job classifications, prevailing wage rates, fringe benefits, and area working conditions.***

**Procurement Department
Municipal Services Building
1401 J.F.K. Boulevard - 1st Floor
Philadelphia, PA 19102-1670
Telephone Numbers: (215) 686-4720/21
Fax Number: (215) 686-4767**

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S2Z58380	PAGE OF 49 60
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4.4 **PRICE INCREASE OR DECREASE:**

Vendor shall provide Security Guard Service at the prices set forth in Section 5 for a period of twelve (12) months; thereafter, the contract may be renewed under the terms and conditions of this agreement at the sole option of the City on an annual basis for up to three (3) additional one (1) year period(s). Contractor may increase prices for future renewal periods provided that:

Notice of price increases must be received, in writing, by the City at least sixty (60) days prior to the expiration of each contract period in order for price increase to be effective as of the first day of the renewal period. Price increase letter shall be sent to the Buyer in Room 120 Municipal Services Building, 1401 JFK Blvd., Philadelphia, PA 19102, referencing bid number, contract number, period and showing item(s) description and applicable pricing. 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.

For each renewal period the price increase and/or decrease shall be based upon the **percent (%) change** in the Index for All Urban Consumers – Philadelphia of the Consumer Price Index (All Items) as published by the U.S. Department of Labor, Bureau of Labor Statistics and as indicated by the Mid-Atlantic CPI Announcement for October of the **applicable year of the renewal.**

In no event shall the price increase exceed 4% in any renewal period. The increase shall reflect the change to the CPI or the 4% cap, whichever is less.

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).

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Failure to notify the City within the time frame specified in 4.4. will result in a commensurate delay in implementing the price change.

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

SECTION 5: PRICING

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

Prices shall be firm for the length of this contract. Price escalations for renewal period (if option is picked up) shall be based upon the Consumer Price Index as indicated in Paragraph 4.4.

Note: All hours listed in “Quantity” below are Estimates Only and may be increased or decreased according to agencies’ needs.

	<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.1 FREE LIBRARY				
5.1.1 25031 010 000 Unarmed Security Guard Service, <u>FREE LIBRARY</u> , per paragraph 2.12.1	10,000	HR	\$_____	\$_____
Subtotal – Section 5.1				\$_____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S2258380	PAGE OF 51 60
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	<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
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5.2 **PUBLIC HEALTH**

5.2.1 **25031 010 001**
 Unarmed Security
 Guard Service,
PUBLIC HEALTH, per
 paragraph 2.13.1

	24,000	HR	\$_____	\$_____
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5.2.2 **25031 010 001 01**
 Unarmed Security
 Guard Service
PUBLIC HEALTH,
 per paragraph 2.13.2

	2,600	HR	\$_____	\$_____
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Subtotal- Section 5.2 (5.2.1 – 5.2.2) \$_____

5.3 **RECREATION**

5.3.1 **25031 010 120**
 Unarmed Security
 Guard Service,
THE DELL MUSIC CENTER,
GUARDS ONLY, per
 paragraph 2.14.1

	4,000	HR	\$_____	\$_____
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INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S2Z58380	PAGE OF 52 60
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		<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.3.2	25031 010 003 Unarmed Security Guard Service, <u>THE DELL MUSIC CENTER,</u> <u>SUPERVISOR ONLY,</u> Per paragraph 2.14.2	1,000	HR	\$ _____	\$ _____
5.3.3	25031 010 055 Unarmed Security Guard Service, <u>VARIOUS POOL SITES,</u> Per paragraph 2.14.3	200	HR	\$ _____	\$ _____
	Subtotal – Section 5.3 (5.3.1 – 5.3.3)			\$ _____	
5.4	PHILADELPHIA AIRPORT SYSTEM				
5.4.1	25031 010 100 Unarmed Security Guard Service, <u>PHILA. AIRPORT,</u> per paragraphs 2.15 and 2.15.1	56,000	HR	\$ _____	\$ _____
5.4.2	25031 010 101 Unarmed Security Guard Service <u>with vehicle</u> for <u>PHILA. AIRPORT,</u> per paragraphs 2.15 and 2.15.2	25	HR	\$ _____	\$ _____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S2258380	PAGE OF 53 60
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		<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.4.3	25031 010 102 Unarmed guard, <u>AIRPORT</u> , Cargo City per Paragraphs 2.15 and 2.15.3	100	HR	\$_____	\$_____
5.4.4	25031 010 108 Unarmed Security Guard Service <u>AIRPORT</u> , Supervisor, Employee Parking Lots (East), Cargo City and VO-1 Per paragraphs 2.15 and 2.15.4	6,000	HR	\$_____	\$_____
5.4.5	25031 010 104 Unarmed Security Guard Service <u>AIRPORT</u> , Gate VO-1 Per Paragraphs 2.15 and 2.15.5	25	HR	\$_____	\$_____
5.4.6	25031 010 105 Unarmed Security Guard Service <u>AIRPORT</u> , Short Term Parking Terminal A, per Paragraphs 2.15 and 2.15.6	25	HR	\$_____	\$_____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S2Z58380	PAGE OF 54 60
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		<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.4.7	25031 010 106 Unarmed Security Guard Service AIRPORT , Short Term Parking Terminal D, per Paragraphs 2.15 and 2.15.7	25	HR	\$_____	\$_____
5.4.8	25031 010 109 Unarmed Security Guard Services AIRPORT , Supervisor, Short Term Parking, Terminals A thru F, A/B Loading Dock, Customs and BT-1032 Per paragraphs 2.15 and 2.15.8	25	HR	\$_____	\$_____
	Subtotal – Section 5.4 (5.4.1 – 5.4.8)			\$_____	
5.5	OSH				
5.5.1	25031 010 110 Unarmed Security Guard Service, OFFICE OF SUPPORTIVE HOUSING (OSH) , 1430 Cherry Street, per paragraphs 2.16 and 2.16.1	12,480	HR	\$_____	\$_____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S2258380	PAGE OF 55 60
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		<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.5.2	25031 010 111 Unarmed Security Guard Service, OSH , Ridge Avenue, per per paragraphs 2.16 and 2.16.2	100	HR	\$_____	\$_____
5.5.3	25031 010 112 Unarmed Security Guard Service, OSH , Hamilton St., per paragraphs 2.16 and 2.16.3	10	HR	\$_____	\$_____
5.5.4	25031 010 113 Unarmed Security Guard Service, OSH Eliza Shirley House; per Paragraphs 2.16 and 2.16.4	100	HR	\$_____	\$_____
5.5.5	25031 010 090 Unarmed Security Guard Service, OSH Outley Shelter , Paragraphs 2.16 and 2.16.5	100	HR	\$_____	\$_____

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	<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.5.6 25031 010 091 Unarmed Security Guard Service, OSH Kirkbride, Paragraphs 2.16 and 2.16.6				
	100	HR	\$_____	\$_____
5.5.7 25031 010 092 Unarmed Security Guard Service, OSH 49th & Market St. Per Paragraphs 2.16 and 2.16.7				
	10	HR	\$_____	\$_____
Subtotal – Section 5.5 (5.5.1 – 5.5.7)			\$_____	
5.6 RIVERVIEW				
5.6.1 25031 010 015 Unarmed Security Guard Service, RIVERVIEW, per Paragraphs 2.17.1				
	8,760	HR	\$_____	\$_____

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		<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.6.2	25031 010 115 Unarmed Security Guard Service, FERNWOOD EAST COTTAGE, RIVERVIEW, Per Paragraphs 2.17.2	4,000	HR	\$ _____	\$ _____
	Subtotal – Section 5.6 (5.6.1 – 5.6.2)			\$ _____	
5.7 PUBLIC PROPERTY					
5.7.1	25031 010 063 Armed Security Guard Service, Public Property 3033 S. 63 rd St., Per Paragraphs 2.18 and 2.18.1	10,000	HR	\$ _____	\$ _____
5.7.2	25031 010 041 Armed Security Guard Service, Public Property 3033 S. 63 rd St., Per Paragraphs 2.18 and 2.18.2	5	HR	\$ _____	\$ _____
	Subtotal – Section 5.7 (5.7.1 – 5.7.2)			\$ _____	

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S2258380	PAGE OF 58 60
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		<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.8	CITY COUNCIL				
5.8.1	25031 010 066 Unarmed Security Guard, CITY COUNCIL HEARINGS Per Paragraphs 2.19.1 and 2.19.1.1				
		13,000	HR	\$_____	\$_____
5.8.2	25031 010 067 Unarmed Security Guard, Supervisor CITY COUNCIL HEARINGS Per Paragraphs 2.19.1 and 2.19.1.2				
		200	HR	\$_____	\$_____
	CITY HALL				
5.8.3	25031 010 064 Unarmed Security Guard, City Hall Per Paragraphs 2.19.2 and 2.19.2.1				
		4,000	HR	\$_____	\$_____
5.8.4	25031 010 068 Unarmed Security Guard, CITY HALL SUPERVISOR Per paragraphs 2.19.2 and 2.19.2.2				
		4,000	HR	\$_____	\$_____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S2Z58380	PAGE OF 59 60
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		<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.8.5	25031 010 069 Unarmed Security Guard CITY HALL, OVERTIME Per paragraphs 2.19.2 and 2.19.2.3	5	HR	\$_____	\$_____
	Subtotal – Section 5.8 (5.8.1 – 5.8.5)			\$_____	
	Subtotal for Public Property, City Council and City Hall (5.7.1 – 5.8.5)			\$_____	
5.9	FAIRMOUNT WATERWORKS				
5.9.1	25031 010 031 Unarmed Security Guard Service, Fairmount Water Works per Per Paragraphs 2.20 and 2.20.1	14,640	HR	\$_____	\$_____
5.9.2	25031 010 039 Unarmed Security Guard Service, Fairmount Water Works per Per Paragraphs 2.20 and 2.20.2	25	HR	\$_____	\$_____

INVITATION AND BID Continuation	CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT PHILADELPHIA, PA 19102 - 1685	BID NUMBER S2Z58380	PAGE OF 60 60
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		<u>Quantity</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Total Amount</u>
5.9.3	25031 010 073 Unarmed Security Guard Service, Fairmount Water Works Supervisor , per paragraphs 2.20 and 2.20.3	3,000	HR	\$ _____	\$ _____
	Subtotal – Section 5.9 (5.9.1 – 5.9.3)			\$ _____	

***EXTENDED TOTAL BID AMOUNT
(UNIT PRICE X QUANTITY FOR
ALL ITEMS BID).*** \$ _____

ATTACHMENT A

**THE FREE LIBRARY OF PHILADELPHIA BRANCH,
REGIONAL AND CENTRAL LIBRARIES**

Location	Phone	Address
Andorra Branch	215-685-2552	705 East Cathedral Road
Bustleton Branch	215-685-0472	10199 Bustleton Avenue
Chestnut Hill Branch	215-685-9290/ 215-248-0977	8711 Germantown Avenue
Thomas F. Donatucci, Sr. Branch	215-685-1755	1935 Shunk Street
Eastwick Branch	215-685-4170	2851 Island Avenue
Fumo Family Branch	215-685-1758	2437 South Broad Street
Frankford Branch	215-685-1473	4634 Frankford Avenue
Greater Olney Branch	215-685-2846	5501 North 5th Street
Haverford Branch	215-685-1964	5543 Haverford Avenue
Independence Branch	215-685-1633	18 S. 7th Street
Kensington Branch	215-685-9996	104 West Dauphin Street
Lawncrest Branch	215-685-0549	6098 Rising Sun Avenue
Logan Branch	215-685-9156	1333 Wagner Avenue
McPherson Square Branch	215-685-9994	601 East Indiana Avenue
Oak Lane Branch	215-685-2848	6614 North 12th Street
Overbrook Park Branch	215-685-0182	7422 Haverford Avenue
Philadelphia City Institute Branch	215-685-6621	1905 Locust Street
Ramonita de Rodriguez Branch	215-686-1768	600 West Girard Avenue
Roxborough Branch	215-685-2550	6245 Ridge Avenue
South Philadelphia Branch	215-685-1866	1700 South Broad Street
Torresdale Branch	215-685-0494	3079 Holme Avenue
Walnut Street West Branch	215-685-7671	201 South 40th Street
Whitman Branch	215-685-1754	200 Snyder Avenue
West Oak Lane Branch	215-685-2843	2000 Washington Lane
Wyoming Branch	215-685-9158	231 East Wyoming Avenue
Regionals		
Joseph E. Coleman / NW Regional	215-685-2150	68 West Cheltenham Avenue

Central Library
 Parkway Central, 215-686-5366, 1901 Vine Street

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 states as the Bid opening.
- Note the City Anti-Discrimination Policy. If Department of Commerce Office of Economic Opportunity (OEO) Participation is required be sure to fill out all appropriate forms. If you have questions call OEO at (215) 683-2000.
- Make sure you submit the appropriate Bid Security and Bid Submission Fee with your bid. Refer to Section 1 of the bid and the Conditions of Bidding sheet.
- Bidder must meet all qualifications.
- If an alternate to any item is being offered, you must follow the instructions in paragraph 2 of the Conditions of Bidding sheet.
- Does the bid require a site inspection, attendance at a Pre-Bid Meeting, samples, financial information or other data you must provide?
- Have you signed and returned all Addenda?
- If the bid is going to be awarded as a whole, you must bid on all items. See Section 3 of the bid: Bid Evaluation and Award.
- Bidders' attention is directed to the Conditions of Bidding sheet regarding the Master Performance Bond.
- Bids and pricing must be written in ink or typed. Faxed bids will not be accepted.
- Do not submit counter terms or conditions. **Your bid will be rejected.**
- Have you signed the Contract Page and affixed your Corporate Seal as required?
- **Do not** combine check amounts. All checks should be individual and specific.
- Please double check all mathematical calculations for errors.

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

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



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

ATTENTION VENDORS

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

BID RESULTS REQUEST FORM

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

Date of Request: _____

Bid Number Requested: _____ Opening Date: _____

Company Name: _____

Company Representative: _____

Address: _____

Telephone No.: _____ Fax No.: _____

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

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

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

Mail Request To:

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

COMPANY CHECK OR MONEY ORDER ONLY

Revised 09/08



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, 2011 – June 30, 2012

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

Dear Vendor:

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

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

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

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

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

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

Company Name: _____

Fed EIN/SSN: _____

Street Address _____

City, State, Zip: _____

Contact Person: _____

Telephone No: (____) _____ Fax No: (____) _____

A. Check payable to the City of Philadelphia in the amount of \$120.00 for 7/1/11 to 6/30/12
DO NOT SEND CASH. NO PERSONAL CHECKS.

Internal Use Only

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



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

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

Section 16 and/or 18.

6. LOCAL BIDDING PREFERENCE

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

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

EVALUATION AND AWARD

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

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

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

9. RESPONSIBILITY. Unless otherwise specified, after bids are opened, the Procurement Department, and other City departments or agencies where appropriate or specified, shall review and may investigate the responsibility, including, but not limited to, the qualifications, references, capacity and ability to perform the Contract resulting from the Invitation and Bid in accordance with its terms, and integrity, of the

lowest responsive bidder. All determinations of bidder responsibility shall be vested in the sole discretion of the Procurement Commissioner and other City officials. Any bidder who is deemed not responsible shall be ineligible for award of the Contract.

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

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

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

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

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

CONTRACT EXECUTION AND CONFORMANCE

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

- a. Successful bidder posts sufficient performance security, as required in the Invitation and Bid, within the time specified in the written notice of award;
- b. Successful bidder posts a payment bond or other payment security, if and as required by the Invitation and Bid, within the time specified in the written notice of award;
- c. Approval of the Contract as to form by the City's Law Department;
- d. Certification by the Director of Finance and City Controller as to the availability of funds; and
- e. Execution of the Contract by the Procurement Commissioner.

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

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

15. INSURANCE. Unless otherwise specified, the successful bidder (referred to in this Section as "Contractor") shall, at its sole cost and expense, procure and maintain in full force and effect, during the

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

(a) WORKERS COMPENSATION AND EMPLOYERS LIABILITY

- (1) Workers' Compensation - Statutory limits
- (2) Employers Liability - \$100,000 Each Accident
- Bodily Injury by Accident; \$100,000 Each Employee
- Bodily Injury by Disease; \$500,000 Policy Limit -
Bodily Injury by Disease

(3) Other states insurance including Pennsylvania

(b) GENERAL LIABILITY INSURANCE

- (1) Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability.
- (2) Coverage: Premises operation: Blanket Contractual liability; Personal Injury liability; Products and completed operations; Independent Contractors; Employees as additional insured; Cross liability; Broad form property damage (including loss of use) liability; Asbestos abatement liability coverage (Note: Required for asbestos abatement projects only).

(c) AUTOMOBILE LIABILITY

- (1) Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability.
- (2) Coverage: owned, non-owned and hired vehicles.

16. INDEMNIFICATION. All bidders shall indemnify, defend and hold harmless the City, its officers, employees and agents from and against any and all losses, costs (including, but not limited to, litigation and settlement costs and counsel fees), claims, suits, actions, damages, liabilities and expenses, occasioned wholly or in part by the bidder's act or omission or fault or negligence or the act or omission or fault or negligence of bidder's agents, subcontractors (including suppliers), employees or servants in connection with

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

the Contract, including, but not limited to, those acts or omissions or faults or negligence in connection with loss of life, bodily injury, personal injury, damage to property, contamination or adverse effects on the environment, the bidder's default under the Contract, losses incurred by the City's Master Performance Security Program, failure to pay subcontractors and suppliers and any infringement or violation of any proprietary right (including, but not limited to, patent, copyright, trademark, service mark and trade secret). This obligation to indemnify, defend and hold harmless the City, its officers, employees and agents shall survive the termination of the Contract resulting from the Invitation and Bid.

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

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

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

a. Failure by Contractor to comply with any provision or Section of the Contract, including the bid specifications contained in the Invitation and Bid and these Terms and Conditions of Bidding and Contract and/or failure by Contractor to comply with any federal,

state and local law, statute, ordinance or regulation of any governmental department, board, agency and commission.

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

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

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

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

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

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

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

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

b. Appropriate to the payment of the difference between the Contract price and the cost of such substitute goods or services, and the amount of any

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

other loss, cost or damage incurred by the City as a result of the default, any monies which may then be due and payable to Contractor under this Contract or any other Contract that Contractor then has with the City.

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

20. PAYMENT FOR EQUIPMENT. Unless otherwise provided in the bid specifications, when equipment involves installation, (which shall also be interpreted to mean erection and/or setting up or placing in position for service or use) and/or testing, and where such installation or testing is delayed though no fault of the contractor, contractor shall be entitled to a payment equal to 50% of the price bid when such equipment is delivered on site and to a further payment equal to an additional 25% of the price bid when the equipment is installed and ready for test. The balance shall be paid only after the equipment is tested and found to be satisfactory by the City. If the equipment must be tested, but installation is not required to be made by the supplier or if the equipment must be installed but testing is not required, and the installation or testing is delayed through no fault of the contractor, contractor shall be entitled to a payment equal to 75% of the price bid at the time of delivery and the balance shall be paid after satisfactory testing and/or installation, as required.

TAX MATTERS

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

22. TAX INDEBTEDNESS. The City of Philadelphia does not wish to do business with tax delinquents or other businesses indebted to the City. In furtherance of

this policy, the following certifications have been developed and shall form a part of any Contract resulting from the Invitation and Bid. The successful bidder or other entity Contracting with the City is referred to below as the "Contractor".

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

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

"Subcontractor hereby certifies and represents that subcontractor and subcontractor's parent company(ies) and subsidiary(ies) are not currently indebted to the City of Philadelphia ("City"). and will not at any time during the term of Contractor's Contract with the City (the "Contract"), including any extensions or renewals thereof, be indebted to the City, for or on account of any delinquent taxes (including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia), liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established. In addition to any other rights or remedies available at law or in equity, subcontractor acknowledges that any breach 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)."

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

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

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

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

GENERAL INFORMATION

24. COMPLIANCE WITH LAWS. All goods and services and all documents and other materials furnished under the Contract shall conform with all applicable federal, state and local laws, statutes and ordinances and the applicable rules, regulations, methods and procedures of all governmental boards, bureaus, offices, commissions and other agencies. Contractor shall maintain during the term of the Contract all licenses, and authorizations required by any applicable federal, state or local law or regulation. **Applicable law shall include, without limitation, the laws stated in paragraphs 25 through 30 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

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

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 or company affiliate have) any investments, licenses, franchises, management agreements or operations in Northern Ireland or (ii) who will provide products originating in Northern Ireland unless said supplier or subcontractor has implemented the fair employment principles embodied in the MacBride Principles. Bidder further agrees to include provisions with this subparagraph (b), with appropriate adjustments for the identity of the parties, in all subcontracts and supply agreements which are entered into in connection with the performance of any resulting Contract.

c. Bidder agrees to cooperate with the City's Director of Finance in any manner which the said Director deems reasonable and necessary to carry out the Director's responsibilities under Section 17-104 of The Philadelphia Code. Bidder expressly understands and agrees that any false certification or representation in connection with this subparagraph (c) and/or any failure to comply with the provisions of this subparagraph (c) shall constitute a substantial breach of any Contract resulting from the Invitation and Bid entitling the City to all rights and remedies provided in this bid or otherwise available in law (including, but not limited to, Section 17-104 of the Philadelphia Code) or at equity. In addition, it is understood that false certification or representation is subject to prosecution under IS Pa.C.S. Section 4904.

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

The bidder expressly understands and agrees that any

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

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

The 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.

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

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)