BID OPENING DATE AND TIME
On SEPTEMBER 10, 2009 AT 10 30 A.M.

BID NO.	PAGE	INVITATION AND BID ADVERTISED	BIDDER MUST COMPLETE BELOW
T0QG8130	1 OF 25		BIDDER AGREES TO COMPLY WIT ALL CONDITIONS OF T IS BID. UNSIGNED BIDS WILL NOT BE ACCEPTED.

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

DEPARTMENT	DIVISION
REVENUE	SELF ASSESSED TAXES

AWARDED

DATE

FOR T E PROCUREMENT COMMISSIONER

CITY OF P ILADELP IA
PROCUREMENT DEPARTMENT
MUNICIPAL SERVICES BLDG.
1401 FK BLVD, ROOM 170A
P ILADELP IA, PA 19102-1685

NAME AND ADDRESS OF FIRM

Federal EIN/Social Security Number

BUYER: K. HANAGAN
K. OWENS

TITLE OF BID PRINTING and MAILING of TAX FORMS

GENERAL INFORMATION

This Invitation to Bid is issued under the Anti-Discrimination Policy described in the Mayor's Executive Order 02-05.

While there are no Participation Ranges projected for this Bid, bidders are prohibited from discriminating in their selection of subcontractors and are encouraged to solicit quotes from businesses on an equitable basis with other firms.

For informational purposes only, please describe any such commitments on a separate sheet and identify the subcontractor's name, Commerce Department Office of Economic Opportunity (OEO) Certification Number, and dollar amount/ percentage of work.

BID UESTIONS

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.

BID SECURITY

When applicable, BIDDERS MUST SUBMIT BID SECURITY.

BID SIGNATURE

BIDDERS MUST SIGN PAGE 8 OF T E TERMS AND CONDITIONS.

For City Use Only

BID SECURITY See Conditions of Bidding	MASTER BID SECURITY		CERTIFIED CHECK SUBMITTED WITH BID	
	☐ YES	☐ NO	AMOUNT	CHECK NUMBER

VOLUNTARY PARTICIPATION AND COMMITMENT FORM (BID)
Please list any OEO Certified and SBA vendors that will participate in this bid, including the Primary Bidder.

Minority (MBE), Women (WBE), and Disabled (DSBE) Owned Business Enterprises[1]

Bid Number		**Name of Bidder**			
Primary Bidder	**MBE** ❑	**WBE** ❑	**DSBE** ❑	**N/A** ❑	**SBA** ❑
Federal Tax Identification #					
Amount Committed		**Type of Work or Materials**			
Dollar Amount	**$**				
Percent of Total Bid	**%**				
Sub Contractor	**MBE** ❑	**WBE** ❑	**DSBE** ❑		
Vendor Name					
Federal Tax Identification #					
Amount Committed		**Type of Work or Materials**			
Dollar Amount	**$**				
Percent of Total Bid	**%**				
Sub Contractor	**MBE** ❑	**WBE** ❑	**DS-DBE** ❑		
Vendor Name					
Federal Tax Identification #					
Amount Committed		**Type of Work or Materials**			
Dollar Amount	**$**				
Percent of Total Bid	**%**				
Sub Contractor	**MBE** ❑	**WBE** ❑	**DSBE** ❑		
Vendor Name					
Federal Tax Identification #					
Amount Committed		**Type of Work or Materials**			
Dollar Amount	**$**				
Percent of Total Bid	**%**				

REVISED 2-2009 OEO

1 MBE/WBE/DSBES listed above **MUST** be certified by the OEO prior to Bid Opening Date.

SECTION 1: GENERAL BID SUBMISSION

1.1 **TITLE: PRINTING and MAILING of TAX FORMS**

1.2 **CONTRACT TERM**: **10/01/2009** to **09/30/2010** ("Initial Term"), with an option to renew for up to **TWO** (**2**) additional **one** (**1**) year periods plus one additional nine (9) month period, ("the Renewal Term") exercisable, at the City's sole discretion, as of the expiration of the Initial Term or then current Renewal term. The City may, at its sole discretion, renew the contract for up to three (3) months at the beginning of each renewal period(s) (the "Additional Performance Period"), if a decision has been made not to renew the contract for an entire year.

1.2.1 The City shall exercise such sole option to renew the Contract Term by issuing a letter (the "Renewal Notice") notifying the Contractor that the Contract is renewed for the Renewal Term or Additional Performance Period (identified by commencement and termination dates) that is specified in the Renewal Notice. The Contract shall be deemed to be renewed for such Renewal Term or Additional Performance Period, and Contractor shall be obligated to perform all terms and conditions of the Contract throughout such Renewal Term or Additional Performance Period, as of the effective date indicated on the City's Renewal Notice, whether or not Contractor has agreed, verbally or in writing, to such renewal of the Contract term.

1.2.2 If an individual Performance Bond and/or Payment Bond is required under this Invitation and Bid, such bond(s) shall be and remain in full force and effect throughout the Initial Term, all Renewal Terms, any Additional Performance Period, and the period of any unexpired warranty provided or required under the Contract, without notice of Contract renewal by the City to the surety or the consent of the surety thereto. It is the sole responsibility of the Contractor to ensure that such bond(s) remain in full force and effect as provided in this Section 1.2.2, and failure to do so shall be an event of default pursuant to Section 16, Default, of the attached Terms and Conditions of Bidding And Contract.

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

1.3 **CONTRACT TYPE: REQUIREMENTS**

1.3.1 The following items are required in the operation of various City agencies as ordered. Exact quantities cannot now be determined but estimates thereof are listed herein. Quantities listed may be increased or decreased to meet the requirements of the City during the period of this contract. A minimum is not guaranteed. Purchase orders issued as a result of this bid will be for materials or services to be delivered generally on an as-needed basis. Successful bidders are cautioned not to deliver any materials or services without first being advised to do so by the ordering agency.

1.3.2 It is the intent of the Procurement Department to make an award for the period as stated above subject to the appropriation of funds in succeeding fiscal year/years by City Council. The City's fiscal year is from July 1st to June 30th inclusive.

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

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

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

1.5 **STATEMENT OF DIRECTION:**

It is the intent of the City of Philadelphia to make an award for **PRINTING and MAILING of TAX FORMS** for the Revenue Department as specified herein during the contract period.

1.6 **BID SECURITY**

1.6.1 Bid security shall be based upon the **cumulative bid amount per Section 5, "Pricing".**

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

Bidders already enrolled in the City's Master Bid Security Program for Fiscal Year 2009 - 2010 (July 1, 2009 to June 30, 2010) 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 Security Program allows bidders to qualify for bid security for individual bids submitted during the covered bidding period provided the individual bid total is $500,000.00 or less.

1.6.2 **Bids Opening July 1, 2009 through June 30, 2010**
Bidders may qualify for the Master Bid Security Program described above for **July 1, 2009 – June 30, 2010** 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.*

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, Treasure's or Cashier's Check, Bank Money Order or United States Postal Money Order in the amount as specified in paragraph 2 entitled "Bid Security", of the "Terms and Conditions of Bidding and Contract".

1.7 **BID INFORMATION**:

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

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

1.8 **BID SUBMISSION**:

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

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

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

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

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

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

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

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

Prime or subcontractor's LBE Certification Number_____

If applicable:
Subcontractor's Name_____

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

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

1.8.8 When M-BE, W-BE or DS-BE ranges are required on an 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".

1.8.9 If no M-BE, W-BE or DS-BE ranges are established for this Invitation and Bid, bidders are requested to complete the "Voluntary Participation and Commitment Form (Bid)" located after page 1 of the bid.

Completion of this form will not, in any way, impact the City's determination concerning bidder's responsiveness to the requirements of the bid and the award process. The information provided in the "Voluntary Participation and Commitment Form (Bid)" will be for the City's information.

1.8.10 CONTACT PERSON:

PRE-AWARD:
Indicate below to whom in your firm questions concerning this Invitation and Bid should be directed:

Name:_____

Address:_____

City/State/ZC:_____

Telephone No.(_____)_____ Ext.:_____

Fax No.(_____)_____

E-mail address_____

Vendor's WEB address_____

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

Name:_____

Address:_____

City/State/ZC:_____

Telephone No.(_____)_____ Ext.:_____

Fax No.(_____)_____

E-mail address_____

Vendor's WEB address_____

1.8.11 **BID QUESTIONS OR PROBLEMS**

In preparing the bid response, should any bidder need clarification on the bid requirements, identify a discrepancy in the specifications, determine that a specified product has been discontinued or an alternate procedure is advised, etc.; then the bidder is STRONGLY encouraged to bring these issues to the attention of the Procurement Department's Public Information Unit prior to the bid opening by calling (215) 686-4720 or 4721, or by faxing (215) 686-

4716. **Questions, whether written, phoned or faxed, should be received no later than three (3) business days after the scheduled Mandatory Pre-Bid Meeting Referenced in paragraph 1.10 of this Invitation and Bid.** 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.

1.9 **BIDDER QUALIFICATION:**

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

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 **Bids will only be accepted from vendors who attended the Mandatory Pre-Bid Meeting for Bid # S0QG8130.**

SECTION 2: SPECIFICATIONS

2.1 The successful bidder shall provide the City of Philadelphia tax forms that meet the following requirements:

2.1.1 Provide personalized, laser quality, variable data in specific scannable fonts and locations directly to the coupon booklets and tax forms that can be

scanned to avoid keypunching and speed payment processing.

2.1.2 One company is responsible for the printing, electronic variable imaging, mail preparation, sorting, and mailing of the entire tax package and tax forms.

2.1.3 There must be strict control and security of the City's data.

2.1.4 One company responsible for all mailing dates and manufacturing of all components except envelopes, to assure strict adherence to the mailing and delivery dates.

2.1.5 Offers a guaranteed match between all personalized components.

2.1.6 Provide a flexible system which can easily meet any future requirements of the City, including OCR scanning, Bar Code scanning, or MICR scanning.

2.1.7 Manufactured in a strict quality control environment, assuring the City of trouble free Combined Business Tax Package distribution.

2.2 QUALITY CONTROL

Vendor must guarantee that all records on the input tapes were processed and mailed through combined use of unique control numbers applied to each mail piece and production reports showing the number of pieces processed. A list of missing mail pieces is not acceptable.

To insure proper matching of contents and strict adherence to high quality standards, every 50th mail piece shall be imaged with a test pattern which must be opened, inspected, and saved for quality control verification.

2.3 DATA PROCESSING

The Vendor must have the ability to FTP data files to and from the City of Philadelphia. A test data file will be available on or before October 1, 2009 to allow the vendor to provide test proofs of the imaging that will be on each form.

Vendor must compile the scan line data from several different fields on the City data Test file and merge into one 68 character scan line for each mail piece.

Vendor must provide "drop out" boxes that meet the specifications of the Scan Optics

Series S0300 optical scanner, which are available on request.

All valid addresses must have the correct zip + 4 added. Incorrect zip + 4 addresses must be corrected for all valid addresses. Corrected Files must be retuned to the City of Philadelphia

All foreign mail pieces must be off-sorted and returned to the City of Philadelphia. Do not mail.

2.4 BACK UP

Vendor must provide evidence of adequate back up facilities in the event of a disaster or other occurrence which renders the primary facility inoperable. This back up facility cannot be a separately owned facility, and must contain the compatible manufacturing capabilities in order to maintain continuity in the event of a disaster.

2.5 POSTAGE

Vendor must provide complete presorting to the zip + 4 level. All software used for presorting must be "CASS" certified and “Imbc” (Intollegent Mail Bar Code) Compliant, to allow the City to receive all possible postal discounts.

2.6 PROOF PROCEDURES

The scan line must be tested before production to assure the City of Philadelphia that the live return documents will scan properly on City payment processing equipment.

A proof of both the form and a data proof of test data, showing all variable data including the scan line must be submitted for approval.

A final data proof of the live, input records, showing all variable data on the forms including the scan line data must be issued.

2.7 LIQUIDATED DAMAGES

Penalty assessment for failure to produce forms with scannable variable data and/or late deliveries shall result in a $900.00 per diem Liquidated Damage Charge.

The City's right to collect liquidated damages shall be in addition to any other remedies.

2.8 PAPER QUALITY

Paper should be OCR grade, white, with no fluorescent additives for water marks and zero rag content. Papers other than those made specifically for OCR can be used but must be approved by Scan-Optics' Customer Service Software Support.

REFLECTANCE

The background reflectance of a paper stock is the measurement of light reflected from the surface. Magnesium oxide is considered the primary white standard having 100% reflectivity and is used as a measurement guide for comparison. The reflectivity of paper suitable for scanning must be 80% or greater.

OPACITY

Imperviousness to light, or paper capacity, is by definition, 100 times the ratio of the reflectance of a paper sheet backed with black as related to the same specimen backed with white. The opacity ratio must be 80% or more for scanning purposes. Test method TAPPI T425-m-60.

PAPER WEIGHT

Allowable paper weight is 24 # OCR bond, calliper .00475".

DIRT

Dirt is defined as impurities, dirt specks, woodpulp and foreign materials, as well as imperfections such as folds, wrinkles, and creases in the stock itself. Dirt content has a direct relationship to the reflectivity and opacity of paper stock and thus to its suitability for use in producting OCR forms. Dirt count must not exceed 10 parts per million. Dirt material less than .007" in diameter and a reflectance of more than 50% is acceptable.

SMOOTHNESS

Smoothness is measured by the rate of air flow under pressure between a smooth surface and the paper sample surface. The smoothness of paper, as measured with the Sheffield instrument, must be between 90 and 160.

PAPER DESCRIPTION

OCR Bond, 24 lb., white, .00475 thickness

POROSITY

The porosity of paper is determined by the amount of air or ink that can pass through it. Paper should have a Gurley reading between 15 and 95.

GLOSS

Gloss is the property of the surface of paper responsible for its shiny or lustrous appearance. Gloss is mainly the product of calendering, coating, or fillers, and should be avoided.

2.9 **INK**

There are three definitions of ink discussed in this paragraph.

READ INK

Inks that present the greatest possible reflection contrast between paper and print. This is the ink which is to be read, therefore, black ink makes the most readable ink. Characters to be read must be printed in an ink which provides a reflectance of not more than 50% of the background on which it is printed.

REFLECTIVE INK

Also referred to a drop-out ink, blind ink or non-readable ink. By definition these are inks visible to the Video Pick-Up System (IDT). Example A - Inks used for handprint boxes, mark read targets, or high speed printer scan line alignment, must reflect at least 90% (.10 PCS on MacBeth or Kidder Machine using IBM1287 probe, Blue and Red Filters), of the background on which it is printed as measured in the visible only range.

2.10 **CITY REPRESENTATION DURING ACTUAL PRINTING OF BOOKLETS.**

At the City's discretion, a City representative may be present at time of printing of tax returns.

2.11 **PROOFS** - **Submit proofs of copy & construction (in duplicate):**

City of Philadelphia, Revenue Department
Attention: Nancy C. McNulty
Room 530 Municipal Services Building
1401 John F. Kennedy Boulevard
Philadelphia, PA 19102

2.12 **MISCELLANEOUS INFORMATION – Tax Package**

Work Groups - There are three 13 filing groups –5Booklets for (A) (BPT Long, (C) NPT only, BPT EZ/NPT) and (E) BPT Long/NPT, -4 #10 packages Groups A, B, D, & E. 3 #10 Tax return packages for Wage, Earnings, and School Income Tax, and one #10 coupon only package for School Income Tax.

Tax and Coupon Booklet Size - Each group booklet will be 9" x 11"; the detached size will be 8 ½ " x 11".

Paper - The paper to be used in 24# OCR bond

Copy - The City will provide PDF files for each page by October 15th for each year of the contract..

Perforations - All perforations must be "microperf".

2.13 The following attachments contain detailed Specifications, Quantities and Production Schedules for each of the items contained in the Business Tax Package for the current

tax cycle (2009).

ATTACHMENT I-2008 City of Philadelphia Specification spreadsheet

ATTACHMENT II-2008 Tax Package Mailing Stats

ATTACHMENT III-2009 Annual Tax Returns

ATTACHMENT IV-Production Schedule for Tax Packages

2.14 **29540 000 000**
Freight: Cost of freight for components shipped to the City of Philadelphia should be expressed as one price to deliver the entire lot.

Postage: Vendor must estimate postage cost to City prior to mailing. City will send estimated postage cost to selected vendor prior to mailing. Any postage balance will be reconciled after completion of mailing.

If overruns are produced, they will be accepted by the City but no additional payment will be made.

2.15 **Delivery Time Lines for the City and the vendor the City of Philadelphia and Vendor:**

2.15.1 All mail pieces to be mailed according to the attached mailing schedule.

2.15.2 Non-mailed booklets (shipped directly to the City) must be delivered on January 31st during each year of the awarded contract.

2.15.3 Test data file will be available October 30th during each year of the awarded contract. .

2.15.4 The City of Philadelphia will provide live data files according to the attached mailing schedule.

2.16 **Delivery Location:** Will be specified prior to delivery. The contact person will be Sean Lomax, Administrative Services Supervisor (Phone: 215-686-6526).

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 as a whole to the lowest responsive and responsible bidder. Bidder must bid all items to be eligible for award.

3.2.2 If the 5 % local bid preference is applicable, the total bid price or total section price of the certified Local Business Entity (LBE) will be multiplied by .95 and rounded to the second decimal place. The adjusted bid price of the LBE will then be used in determining the lowest responsive and responsible bidder.

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

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.

3.2.4 **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.

SECTION 4: CONTRACT MANAGEMENT

4.1 CITY OF PHILADELPHIA RESPONSIBILITY:

4.1.1 **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 after delivery and acceptance of the Product or service by the City. The City attempts to process invoices in a timely manner. Delays can occur because of incomplete or inaccurate invoicing information. Please make sure that invoices contain the information as specified in Section 4.2.11., this is necessary to process payments to the Contractor as quickly as possible. Invoices which are not in accordance with the instructions in section 4.2.11 will be rejected for correction.

4.1.3 The using agencies and departments are responsible for monitoring the services and/or products delivered as described in the contract. If any problems arise, a letter should be sent to the vendor requesting resolution by a specified date. 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.

4.1.3 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 other product/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, or services 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 or services 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 or services up to the dollar limit of the purchase order and for the period shown on the purchase order. Contractors are requested to carefully monitor obligations against purchase orders and inform the departments of anticipated funding shortfalls.

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

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

4.2.5 In the event that the contractor receives an order for products or services 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 or services be delivered that are not specifically incorporated and priced into the contract, and/or be delivered without purchase order, the City shall have no obligation for payment.

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

4.2.8 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.

4.2.9 **Approval of Work:**

All completed work shall be approved by the ordering department prior to approval for payment. Work must be completed in a first-class workmanlike manner to the absolute satisfaction of the City. The cost of any faulty or inadequate workmanship or parts will not be paid for by the department and must be assumed by the Contractor.

4.2.10 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.

4.2.11 **Invoices/Receipts:**

4.2.11.1 Successful bidder(s) agrees not to invoice more than once per month.

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

(a) After the delivery or services have been completed the Contractor must submit three (3) copies of the invoice for payment to the receiving department listed on the purchase order.
(b) The invoice must correctly reference the purchase order number, the vendor name, address and Federal Employer Identification number.
(c) Checks will only be made payable to the company name as shown on the purchase order; the invoice must reflect this same company name as the "pay to".
(d) The invoice must show the quantity and type of item or service and the price.
(e) The unit of purchase on the invoice must agree with the unit cited on the purchase order. Reference to the specific line item is helpful.

4.2.12 **PRICE INCREASE OR DECREASE:**

Prices quoted for items in Section 5 must remain firm for the first three (3) months of the contract period (10/1/09 - 1/1/10). Thereafter, prices for these items may **increase** in the event of any price increase in the general or published price established by the manufacturer. Pricing may change only at the beginning of each quarter (e.g. 10/1, 1/1, etc.) and only if the price change is received by the Procurement Department thirty (30) days prior to the start of the quarter. Price increases are limited to the same price per ream increase as received from the manufacturer. For example, if the manufacturer passes along a $.05 per ream increase, the City's cost per ream shall increase $.05. All price increase requests must be accompanied by the notice from the manufacturer to the vendor showing the price change.

If vendor realizes any price decreases from his/her supplier or manufacturer during the contract period and any subsequent renewal periods, said price decreases shall be passed on to the City of Philadelphia. The City requires awarded vendor to supply the Procurement Department with a quarterly report indicating/certifying whether or not awarded vendor's costs decreased during the previous three (3) month period.

This letter shall be accompanied by certification from the awarded vendor's supplier or manufacturer confirming whether or not price decreases were implemented during the same three (3) month period. If price does decrease during this period, vendor shall be required to supply the Procurement Department with certification from awarded vendor(s) supplier or manufacturer detailing the amount of price decrease per item.

The City shall receive from the vendor the same decrease per item that the vendor shall realize from his/her supplier. This reimbursement shall be paid to the City when usage report is presented to the vendor by the City.
When furnishing the above information (price increases and/or decreases) to the Procurement Department, list specific item number(s), code number(s), and identifying description.

All price increases and/or decreases shall be sent to the buyer in Room 120 Municipal Services Building, 1401 J.F.K. Boulevard, Philadelphia, PA 19102 referencing the bid number and contract number.

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

SECTION 5: PRICING

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

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

			QTY	UNIT	UNIT PRICE	AMOUNT
5.1	**GROUP A**					
	5.1.1	BPT EZ Booklets	4,900	EA	$ _____	$_____
	5.1.2	BPT EZ #10 Packages	6,500	EA	$ _____	$ _____
5.2	**GROUP B**					
	5.2.1	BPT Long Booklets	21,700	EA	$ _____	$_____
	5.2.2	BPT Long #10 Packages	9,900	EA	$ _____	$_____
5.3	**GROUP C**					
	5.3.1	NPT (Only) Booklets	2,500	EA	$ _____	$_____
5.4	**GROUP D**					
	5.4.1	BPT EZ Booklets (With NPT)	22,500	EA	$ _____	$_____
	5.4.2	BPT EZ #10 Packages (With NPT)	23,700	EA	$ _____	$_____

		QTY	UNIT	UNIT PRICE	AMOUNT
5.5	**GROUP E**				
5.5.1	BPT Long Booklets (With NPT)	44,300	EA	$ _____	$_____
5.5.2	BPT Long #10 Packages (With NPT)	7,700	EA	$ _____	$_____
5.6	**Wage Annual Reconciliation Booklets**	39,500	EA	$ _____	$_____
5.7	**Earnings Tax Booklets**	22,200	EA	$ _____	$_____
5.8	**School Income Tax Booklets** (With Tax Returns / Coupons)	32,200	EA	$ _____	$_____
5.9	**School Income Tax #10 Packages** (No Tax Returns / Coupons)	15,300	EA	$ _____	$_____
5.10	**Envelopes:** Outgoing, Standard 9" x 12", with Right side opening, Paper: 24# Brown Kraft, Inks: All Copy Black Ink	96	TH	$ _____	$_____
5.11	**Envelopes:** Return, Overall Size: 8-3/4" x 11-1/2", Flap: Flap of Envelope will contain Two Tear off Glued Labels	118	TH	$ _____	$_____

	QTY	UNIT	UNIT PRICE	AMOUNT
5.12 **Envelopes:** Pre-Paid, Postage, Reply, Window Size: #9 (3-7/8" x 8-7/8"); Paper 24# White Wove, Ink: Two Sides Black Ink	150	TH	$ _____	$_____
5.13 **Envelopes:** Regular, Reply, Non-Window, Size: #9 (3-7/8" x 8-7/8"); Paper 24# White Wove, Ink: Two Sides Black Ink	110	TH	$ _____	$_____

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

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

TYPE OF TRANSPORT: _____

ATTACHMENT I

2008 City of Philadelphia

Specification Spread Sheet

2008 CITY OF PHILADELPHIA SPECIFICATION SPREADSHEET

Tax Forms; Package A (EZBPT), Business Privilege Tax, Shall include the following:

4 pages of variable print and 1 generic page – (Stub perf all pages)

Flysheet 24# 1/1, Coupon 24# 1/1 with 2 perforations, Return (0108/0208) 20# 2/2, Return (0108/0208) 20# 2/2, Change Form 20# 1/1

* Art File Prep, Programming, CASS/NCOA/Presort, Scan Testing, Press, Laser Image 600 dpi, Collate, Match Mail, Glue, Insert, Mail Prep.

Tax Forms; Package B (REG BPT), Business Privilege Tax, Shall include the following:

5 pages of variable print and 5 generic pages – (Stub perf all pages)

Flysheet 24# 1/1, Coupon 24# 1/1 with 2 perforations, Return (0308/0408) 20# 2/2, Return (0508/0608) 20# 2/2, Return (0708/0808) 20# 2/2, Return (0308/0408) 20# 2/2, Return (0508/0608) 20# 2/2, Return (0708/0808) 20# 2/2, Return (0108/0208) 20# 2/2, Change Form 20# 1/1

* Art File Prep, Programming, CASS/NCOA/Presort, Scan Testing, Press, Laser Image 600 dpi, Collate, Match Mail, Glue, Insert, Mail Prep.

Tax Forms; Package C (NPT), Net Profits Tax, Shall include the following:

5 pages of variable print and 4 generic pages – (Stub perf all pages)

Flysheet 24# 1/1, Coupon 24# 1/1 with 2 perforations, Coupon 24# 1/1 with 2 perforations, Return (NP08) 20# 3/0, Worksheet (A,B,C/D,E,K) 20# 1/1, Worksheet (NR-3) 20# 1/0, Return (NP08) 20# 3/0, Instruction Sheet (2008 NPT Return) 20# 1/1, Change Form 20# 1/1

* Art File Prep, Programming, CASS/NCOA/Presort, Scan Testing, Press, Laser Image 660 dpi, Collate, Match Mail, Glue, Insert, Mail Prep.

Tax Forms; Package D (Combo EZ), Shall include the following:

7 pages of variable print and 3 generic pages – (Stub perf all pages)

Flysheet 24# 1/1, Coupon 24# 1/1 with 2 perforations, Coupon 24# 1/1 with 2 perforations, Return (0108/0208) 20# 2/2, Return (0108/0208) 20# 2/2, Return (NP08) 20# 2/0, Return (NP08) 20# 2/0, Worksheet (A,B,C/D,E,K) 20# 1/1, Worksheet (NR-3) 20# 1/0, Change Form 20# 1/1

* Art File Prep, Programming, CASS/NCOA/Presort, Scan Testing, Press, Laser Image 600 dpi, Collate, Match Mail, Glue, Insert, Mail Prep.

Tax Forms; Package E (Combo EZ), Shall include the following:

6 pages of variable print – (Stub perf all pages)

Flysheet 24# 1/1, Coupon 24# 1/1 with 2 perforations, Coupon 24# 1/1 with 2 perforations, Return (0308/0408) 20# 2/2, Return (0308/0408) 20# 2/2, Return (NP08) 20# 2/0, Return (NP08) 20# 2/0

* Art File Prep, Programming, CASS/NCOA/Presort, Scan Testing, Press, Laser Image 600 dpi, Collate, Match Mail, Glue, Insert, Mail Prep.

Generic Booklet - (Stub perf all pages) Return (0508/0608) 20# 2/2, Return (0708/0808) 20# 2/2, Return (0508/0608) 20# 2/2, Return (0708/0808) 20# 2/2, Worksheet (A,B,C/D,E,K) 20# 1/1, Worksheet (NR-3) 20# 1/0, Return (0108/0208) 20# 2/2, Change Form 20# 1/1

* Art File Prep, Scan Testing, Press, Collate, Glue, Box, Ship

PACKAGE #10A

#10A #9(3 7/8 x 8 7/8) Pre-Paid

24# White Wove

Prints 1/1

Window: 4 x 5/8

* Insert

PACKAGE #10A
#10A Change Form (Universial) 11 x 8 1/2
20# White Bond
Prints 1/1
* Art File Prep, Fold, Insert

PACKAGE #10A
#10A #10 Standard Left Window
24# White Wove
Prints:1/0
* Insert

PACKAGE #10A
#10A Flysheet 8 1/2 x 11
24# White OCR
Prints: 1/1
* Art File Prep, Programming, Laser Image 600 dpi, Collate, Fold, Match Mail, Insert

PACKAGE #10A
#10A Coupons 8 1/2 x 11
24# White OCR
Prints: 1/1
* Art File Prep, Programming, Perfs, Scan Testing, Laser Image 600 dpi, Collate, Fold, Match Mail, Insert

PACKAGE #10B
#10B #9(3 7/8 x 8 7/8) Pre-Paid
24# White Wove
Prints 1/1
Window: 4 x 5/8
* Insert

PACKAGE #10B
#10B Change Form (Universial) 11 x 8 1/2
20# White Bond
Prints 1/1
* Art File Prep, Fold, Insert

PACKAGE #10B
#10B #10 Standard Left Window
24# White Wove
Prints:1/0
* Insert

PACKAGE #10B
#10B Flysheet 8 1/2 x 11
24# White OCR
Prints: 1/1
* Art File Prep, Programming, Laser Image 600 dpi, Collate, Fold, Match Mail, Insert

PACKAGE #10B
#10B Coupons 8 1/2 x 11
24# White OCR
Prints: 1/1
* Art File Prep, Programming, Perfs, Scan Testing, Laser Image 600 dpi, Collate, Fold, Match Mail, Insert

PACKAGE #10D
#10D #9(3 7/8 x 8 7/8) Pre-Paid
24# White Wove
Prints 1/1
Window: 4 x 5/8
* Insert

PACKAGE #10D
#10D Change Form (Universial) 11 x 8 1/2
20# White Bond
Prints 1/1
* Art File Prep, Fold, Insert

PACKAGE #10D
#10D #10 Standard Left Window
24# White Wove
Prints:1/0
* Insert

PACKAGE #10D
#10D Flysheet 8 1/2 x 11
24# White OCR
Prints: 1/1
* Art File Prep, Programming, Laser Image 600 dpi, Collate, Fold, Match Mail, Insert

PACKAGE #10D
#10D Coupons 8 1/2 x 11
24# White OCR
Prints: 1/1
* Art File Prep, Programming, Perfs, Scan Testing, Laser Image 600 dpi, Collate, Fold, Match Mail, Insert

PACKAGE #10D
#10D #9 (3 7/8 x 8 7/8) Reply
24# White Wove
Prints 1/1
* Insert

PACKAGE #10E
#10E #9(3 7/8 x 8 7/8) Pre-Paid
24# White Wove
Prints 1/1
Window: 4 x 5/8
* Insert

PACKAGE #10E
#10E Change Form (Universial) 11 x 8 1/2
20# White Bond
Prints 1/1
* Art File Prep, Fold, Insert

PACKAGE #10E
#10E #10 Standard Left Window
24# White Wove
Prints:1/0
*Insert

PACKAGE #10E
#10E Flysheet 8 1/2 x 11
24# White OCR
Prints: 1/1
* Art File Prep, Programming, Laser Image 600 dpi, Collate, Fold, Match Mail, Insert

PACKAGE #10E
#10E Coupons 8 1/2 x 11
24# White OCR
Prints: 1/1
* Art File Prep, Programming, Perfs, Scan Testing, Laser Image 600 dpi, Collate, Fold, Match Mail, Insert

PACKAGE #10E
#10E #9 (3 7/8 x 8 7/8) Reply
24# White Wove
Prints 1/1
* Insert

SCHOOL INCOME TAX PACKAGE #10S
#10S Change Form (Universial) 11 x 8 1/2
20# White Bond
Prints 1/1
* Art File Prep, Fold, Insert

SCHOOL INCOME TAX PACKAGE #10S
#10S #10 Standard Left Window
24# White Wove
Window: 4 x 1 1/4
Prints:1/0
* Insert

SCHOOL INCOME TAX PACKAGE #10S
#10S #9 RAE
20# White Wove
Prints: 1/1
Flap will have 2 tear off labels (P O Box 389)
*Insert

SCHOOL INCOME TAX PACKAGE #10S
#10S #9 Regluar RAE
24# Green Wove
Prints: 1/0
* Insert

SCHOOL INCOME TAX PACKAGE #10S
#10S Coupon
24# White OCR
* Art File Prep, Programming, Perfs, Scan Testing, Laser Image 600 dpi, Collate, Fold, Match Mail, Insert

SCHOOL INCOME TAX PACKAGE #10
Change Form (Universal) 11 x 8 1/2
20# White Bond
Prints 1/1
* Art File Prep, Fold, Insert

SCHOOL INCOME TAX PACKAGE #10
#10 Standard Left Window
24# White Wove
Window: 4 x 1 1/4
Prints:1/0
* Insert

SCHOOL INCOME TAX PACKAGE #10
#9 RAE
20# White Wove
Prints: 1/1
Flap will have 2 tear off labels (P O Box 389)
*Insert

SCHOOL INCOME TAX PACKAGE #10
School Income Tax Instructions 8 1/2 x 11
20# White Bond
Prints: 1/1
*Art File Prep, Fold, Insert

SCHOOL INCOME TAX PACKAGE #10
School Income Tax 4308 8 1/2 x 11
20# White Bond
Prints: 2/0
*Art File Prep, Fold, Insert

SCHOOL INCOME TAX PACKAGE #10
School Income Tax 4308 8 1/2 x 14
24# White Bond
Prints: 2/0
* Art File Prep, Programming, Perfs, Scan Testing, Laser Image 600 dpi, Collate, Fold, Match Mail, Insert

SCHOOL INCOME TAX PACKAGE #10
#9 Regluar RAE
24# Green Wove
Prints: 1/0
* Insert

SCHOOL INCOME TAX PACKAGE #10
#10 Extension Coupon
24# White OCR
* Art File Prep, Programming, Perfs, Scan Testing, Laser Image 600 dpi, Collate, Fold, Match Mail, Insert

WAGE PACKAGE #10
Change Form (Universal) 11 x 8 1/2
20# White Bond
Prints 1/1
* Art File Prep, Fold, Insert

WAGE PACKAGE #10
#10 Standard Left Window
24# White Wove
Window: 4 x 1 1/4
Prints:1/0
* Insert

WAGE PACKAGE #10
Wage Tax Reconciliation Form 5008 8 1/2 x 11
20# White Bond
Prints: 2/0
*Art File Prep, Fold, Insert

WAGE PACKAGE #10
Wage Tax Reconciliation Form 5008 8 1/2 x 14
24# White Bond
Prints: 2/0
* Art File Prep, Programming, Perfs, Scan Testing, Laser Image 600 dpi, Collate, Fold, Match Mail, Insert

EARNINGS PACKAGE #10
Change Form (Universal) 11 x 8 1/2
20# White Bond
Prints 1/1
* Art File Prep, Fold, Insert

EARNINGS PACKAGE #10
#10 Standard Left Window
24# White Wove
Window: 4 x 1 1/4
Prints:1/0
* Insert

EARNINGS PACKAGE #10
#9 RAE
20# White Wove
Prints: 1/1
Flap will have 2 tear off labels (P O Box 1648)
*Insert

EARNINGS PACKAGE #10
Earnings Tax Instructions 8 1/2 x 11
20# White Bond
Prints: 1/1
*Art File Prep, Fold, Insert

EARNINGS PACKAGE #10
Earnings Tax 6008 8 1/2 x 11
20# White Bond
Prints: 2/1
*Art File Prep, Fold, Insert

EARNINGS TAX #10
Earnings Tax 6008 8 1/2 x 14
24# White Bond
Prints: 2/1
* Art File Prep, Programming, Perfs, Scan Testing, Laser Image 600 dpi, Collate, Fold, Match Mail, Insert

ENVELOPE, OUTGOING, STANDARD 9" X 12", WITH RIGHT SIDE OPENING, PAPER: #24 BROWN KRAFT, INKS: ALL COPY BLACK INK
ONLY ON THE FACE; COPY: CITY OF PHILADELPHIA WILL PROVIDE COPY;
WINDOW: CUSTOM WINDOW SIZE AND LOCATION. **ESTIMATED UANTITY** 96,000

ENVELOPE, RETURN, OVERALL SIZE: 8-3/4" X 11-1/2"; FLAP: FLAP OF ENVELOPE WILL CONTAIN TWO TEAR OFF GLUED LABELS.
GLUE MUST COVER THE ENTIRE LENGTH AND AREA OF THE FLAP.
PAPER: #24 WHITE WOVE; INKS: ALL COPY BLACK INK; COPY: CITY OF PHILADELPHIA
WINDOW: NONE **ESTIMATED UANTITY** 118,000

ENVELOPE, PRE-PAID, POSTAGE, REPLY, WINDOW, SIZE #9 (3-7/8" X 8-7/8"); PAPER: #24 WHITE WOVE; INK: TWO SIDES, BLACK
INK, HEAD TO HEAD; INK MUST MEET U.S. POSTAL SERVICE REGULATIONS FOR REFLECTIVE TOLERANCE.
CONSTRUCTION: TOP OPENING, DIAGONAL SEAMS, FULLY GUMMED FLAP.
WINDOW: DIE-CUT OPEN WINDOW, MEASURING 4" X 5/8"
Located - 2-3/8" FROM LEFT AND 1-3/8" UP FROM BOTTOM. **ESTIMATED UANTITY** 150,000

ENVELOPE, REGULAR, REPLY, NON-WINDOW, SIZE #9 (3-7/8" X 8-7/8"; PAPER: #24 WHITE WOVE; INK: TWO SIDES, BLACK **ESTIMATED UANTITY** 110,000

FREIGHT COST for Business Tax Package components shipped
directly to the City of Phila by vendor

Tax Forms; NCOA - Certification

ATTACHMENT II

2008 Tax Package

Mailing Stats

2008 Annual Tax Package Mailing Statistics
Returns due 2009

	# of Booklets	#10 Packages
Group A	4862	6417
BPT EZ		
Group B	21660	9861
BPT Long		
Group C	2427	0
NPT Only		
Group D	22424	23687
BPT EZ		
NPT		
Group E	44288	7624
BPT Long		
NPT		
Total	**95661**	**47589**
The following tax types are mailed in #10 package - School Income Tax has two groups - the larger receives tax returns/coupons, the smaller - no tax returns.		
Wage Annual Rec	39225	
Earnings Tax	22144	
School Income Tax	32088	15191
Total	**93457**	**15191**

2008 Annual Tax Package Mailing Statistics
Returns due 2009

ATTACHMENT III

2009 Annual Tax Returns

2009 Annual Tax Returns

	Group A		
	Business Tax Annual Mailing Booklets - BPT EZ		
	Tax Year 2008 # of records 4862		
Booklet		**Variable**	**Scan**
Page	**Booklet Contents**	**Data**	**Line**
1	Fly Sheet - Information Sheet 1 - LCF and Prepayment Information	Yes	No
	Reverse Side - Information Sheet 2 - General Information	No	No
2	2009 BPT and Mandatory 2010 BPT Payment coupon reverse side PO box 1393	Yes	Yes
	2009 Business Privilege Tax Extension Coupon reverse side PO box 1393	No	No
3	2009 BPT EZ - Form 0109 (Preprinted/bar code)/Reverse side 0209	Yes	No
4	2009 BPT EZ - Form 0109 (Preprinted/bar code)/Reverse side 0209	Yes	No
	Change Form - 2 sided	No	No
	Envelope - postage paid - PO Box 1393		
	Large White return with 2 attached peel off labels		
	po box 1660 and po box 1137		
	Mailed in Brown Kraft 9 x 11 envelope		
	Group 10A		
	Business Tax Coupon Only - BPT EZ (SAME COUPONS AS 10B)		
	Tax Year 2008 - # of records 6417		
1	Fly Sheet - Information Sheet 1 - LCF and Prepayment Information	Yes	No
	Reverse Side - Information Sheet 2 - General Information	No	No
2	2009 BPT and Mandatory 2010 BPT Payment coupon reverse side PO box 1393	Yes	Yes
	2009 Business Privilege Tax Extension Coupon reverse side PO box 1393	No	No
3	Change Form - 2 sided	No	No
	Envelope - postage paid - PO Box 1393		
	Folded in 3 and mailed in #10 envelope		

	Group B		
	Business Tax Annual Mailing Booklets - BPT Long Form		
	Tax year 2008 - # of records = 21,660		
		Variable	**Scan**
Page	**Booklet Contents**	**Data**	**line**
1	Fly Sheet - Information Sheet 1 - LCF and Prepayment Information	**Yes**	No
	Reverse Side - Information Sheet 2 - General Information	No	No
2	2009 BPT and Mandatory 2010 BPT Payment coupon reverse side PO box 1393	**Yes**	**Yes**
	2009 Business Privilege Tax Extension Coupon reverse side PO box 1393	No	No
3	2009 BPT Long Form 0308 (Preprinted/bar code Summary Page /Reverse side 0409 Schedule B	**Yes**	No
4	2009 BPT Schedule C-1, Form 0509/Reverse Side 2009 BPT Schedule D Form 0609	No	
5	2009 BPT Schedule A, Form 0709 /Reverse Side Schedule E Form 0809	No	
6	2009 BPT EZ - Form 0109 (Preprinted/bar code)/Reverse side 0209	**Yes**	No
	Change Form - 2 sided		
	Envelope - postage paid - PO Box 1393		
	Large White return with 2 attached peel off labels		
	po box 1660 and po box 1137		
	Mailed in Brown Kraft 9 x 11 envelope		
	Group 10B		
	Business Tax Coupon Only - BPT EZ (SAME COUPONS AS 10A)		
	Tax year 2008 - # of records 9861		
1	Fly Sheet - Information Sheet 1 - LCF and Prepayment Information	Yes	No
	Reverse Side - Information Sheet 2 - General Information	No	No
2	2009 BPT and Mandatory 2010 BPT Payment coupon reverse side PO box 1393	Yes	Yes
	2009 Business Privilege Tax Extension Coupon reverse side PO box 1393	No	No
3	Change Form - 2 sided	No	No
	Envelope - postage paid - PO Box 1393		
	Folded in 3 and mailed in #10 envelope		

2009 Annual Tax Mailing

	Group C		
	Business Tax Annual Mailing - Net Profits Tax Only		
	Tax year 2008 - # of accounts 2,427		
Booklet		**Variable**	**Scan**
Page	Booklet Contents	**Data**	**line**
1	Fly Sheet - Page 1/Reverse side General Information	**Yes**	
2	2009 NPT Payment Coupon due 4/15/2010 - Reverse side PO box 1393	Yes	Yes
	2009 Net Profits Tax 1st Estimated Tax payment due 4/15/2010- reverse side PO box 1393	Yes	Yes
	2009 Net profits Tax 2nd Estimate Tax Payment due 6/15/2010 - reverse side PO box 1393	Yes	Yes
3	2009 Net Profits Tax Extension Coupon due 4/15/2010 - reverse side PO box 1393	Yes	Yes
4	Yellow 2009 Net Profits Tax Return - Form NP 09 - reverse side blank	Yes	no
5	Worksheets A, B and C 2009 Net Profits Tax Returns (bottom of page lists Page 2)	No	no
	Reverse side is Worksheets D, E, K and Extension 2009 Net Profits Tax returns (bottom lists Page 3)	No	No
6	Worksheet NR-3 2009 Net Profits Tax Return (page 4 listed on bottom of page/reverse side of	No	No
	form is blank		
7	Yellow 2009 Net Profits Tax Return - Form NP 09 - reverse side blank	Yes	Yes
	Change Form - 2 sided	No	no
	Mailed in Brown Kraft 9 x 11 envelope		
	Envelope - postage paid - PO Box 1393		
	Large White return with 2 attached peel off labels		
	po box 1660 and po box 1137		
	White window envelope - letter size		

2009 Annual Tax Mailing

	Group D		
	Business Tax Annual Mailing Booklets - BPT EZ and NPT		
	Tax year 2008 - # of Records 22,424		
Booklet		Variable	Scan
Page	**Booklet Contents**	Data	line
1	Fly Sheet - Information Sheet 1 - LCF and Prepayment Information	**Yes**	No
	Reverse Side - Information Sheet 2 - General Information	No	No
2	2009 BPT and Mandatory 2010 BPT Payment coupon reverse side PO box 1393	**Yes**	**Yes**
	2009 Business Privilege Tax Extension Coupon reverse side PO box 1393	**Yes**	**Yes**
	2009 Net profits Tax Payment Coupon reverse side PO box 1393	**Yes**	**Yes**
3	2010 Net Profits Tax 1st estimated tax payment due April 15, 2010 reverse side PO box 1393	Yes	Yes
	2010 Net Profits Tax 2nd estimated tax payment due 6/15/2010 reverse side PO box 1393	Yes	Yes
	2009 Net Profits Tax Extension coupon due 4/15/10 reverse side PO box 1393		
4	2009 BPT EZ - Form 0109 (Preprinted/bar code)/Reverse side 0209	**Yes**	No
5	2009 BPT EZ - Form 0109 (Preprinted/bar code)/Reverse side 0209	**Yes**	No
6	Form NP09 - 2009 Net Profits Tax (Page 1 on bottom) - reverse side blank	**Yes**	No
7	Form NP09 - 2009 Net Profits Tax (Page 1 on bottom) - reverse side blank	**Yes**	No
8	Worksheets A, B and C 2009 Net Profits Tax Returns (bottom of page lists Page 2)	No	no
	Reverse side is Worksheets D, E, K and Extension 2009 Net Profits Tax returns (bottom lists Page 3)	No	No
9	Worksheet NR-3 2009 Net Profits Tax Return (page 4 listed on bottom of page/reverse side of	No	No
	form is blank		
10	Change Form - 2 sided		
	Mailed in Brown Kraft 9 x 11 envelope		
	Envelope - postage paid - PO Box 1393		
	Large White return with 2 attached peel off labels		
	po box 1660 and po box 1137		
	White window envelope - letter size		

2009 Annual Tax Mailing

	Group 10D	Variable	Scan
	Coupons Only - BPT and NPT(SAME AS GROUP E)	Data	line
	Tax year 2008 - # of records 23,867		
1	Fly Sheet - Information Sheet 1 - LCF and Prepayment Information	**Yes**	No
	Reverse Side - Information Sheet 2 - General Information	No	No
2	2009 BPT and Mandatory 2010 BPT Payment coupon reverse side PO box 1393	**Yes**	**Yes**
	2009 Business Privilege Tax Extension Coupon reverse side PO box 1393	**Yes**	**Yes**
	2009 Net profits Tax Payment Coupon reverse side PO box 1393	**Yes**	**Yes**
3	2010 Net Profits Tax 1st estimated tax payment due April 15, 2010 reverse side PO box 1393	Yes	Yes
	2010 Net Profits Tax 2nd estimated tax payment due 6/15/2010 reverse side PO box 1393	Yes	Yes
	2009 Net Profits Tax Extension coupon due 4/15/10 reverse side PO box 1393		
4	Change Form - 2 sided		
	Envelope - postage paid - PO Box 1393		
	White window envelope - letter size		
	Folded in 3 and mailed in #10 envelope		

2009 Annual Tax Mailing

Group E		
Business Tax Annual Mailing Booklets - BPT Long NPT		
Tax Year 2008 - # of Records 44,288		
	Variable	Scan
Booklet Contents	Data	line
Fly Sheet - Information Sheet 1 - LCF and Prepayment Information	**Yes**	No
Reverse Side - Information Sheet 2 - General Information	No	No
2009 BPT and Mandatory 2010 BPT Payment coupon reverse side PO box 1393	**Yes**	**Yes**
2009 Business Privilege Tax Extension Coupon reverse side PO box 1393	**Yes**	**Yes**
2009 Net profits Tax Payment Coupon reverse side PO box 1393	**Yes**	**Yes**
2010 Net Profits Tax 1st estimated tax payment due April 15, 2010 reverse side PO box 1393	Yes	Yes
2010 Net Profits Tax 2nd estimated tax payment due 6/15/2010 reverse side PO box 1393	Yes	Yes
2009 Net Profits Tax Extension coupon due 4/15/10 reverse side PO box 1393		
2009 BPT Long Form 0308 (Preprinted/bar code Summary Page /Reverse side 0409 Schedule B	**Yes**	No
2009 BPT Long Form 0308 (Preprinted/bar code Summary Page /Reverse side 0409 Schedule B	**Yes**	No
Form NP09 - 2009 Net Profits Tax (Page 1 on bottom) - reverse side blank	**Yes**	No
Form NP09 - 2009 Net Profits Tax (Page 1 on bottom) - reverse side blank	**Yes**	No
2nd Booklet contents		
2009 BPT Schedule C-1, Form 0509/Reverse Side 2009 BPT Schedule D Form 0609	No	No
2009 BPT Schedule A, Form 0709 /Reverse Side Schedule E Form 0809	No	No
2009 BPT Schedule C-1, Form 0509/Reverse Side 2009 BPT Schedule D Form 0609	No	No
2009 BPT Schedule A, Form 0709 /Reverse Side Schedule E Form 0809	No	No
Worksheets A, B and C 2009 Net Profits Tax Returns (bottom of page lists Page 2)	No	No
Reverse side is Worksheets D, E, K and Extension 2009 Net Profits Tax returns (bottom lists Page 3)	No	No
Worksheet NR-3 2009 Net Profits Tax Return (page 4 listed on bottom of page/reverse side of	No	No
form is blank		
2009 BPT EZ - Form 0109 (Preprinted/bar code)/Reverse side 0209	No	no
Change Form - 2 sided		
Mailed in Brown Kraft 9 x 11 envelope		
Envelope - postage paid - PO Box 1393		

Large White return with 2 attached peel off labels		
po box 1660 and po box 1137		
White window envelope - letter size		
Group 10E		
Coupons Only - BPT and NPT (SAME AS GROUP 10 D)		
Tax year 2008 - # of records 7624		
Fly Sheet - Information Sheet 1 - LCF and Prepayment Information	**Yes**	No
Reverse Side - Information Sheet 2 - General Information	No	No
2009 BPT and Mandatory 2010 BPT Payment coupon reverse side PO box 1393	**Yes**	**Yes**
2009 Business Privilege Tax Extension Coupon reverse side PO box 1393	**Yes**	**Yes**
2009 Net profits Tax Payment Coupon reverse side PO box 1393	**Yes**	**Yes**
2010 Net Profits Tax 1st estimated tax payment due April 15, 2010 reverse side PO box 1393	Yes	Yes
2010 Net Profits Tax 2nd estimated tax payment due 6/15/2010 reverse side PO box 1393	Yes	Yes
2009 Net Profits Tax Extension coupon due 4/15/10 reverse side PO box 1393		
Change Form - 2 sided		
Envelope - postage paid - PO Box 1393		
White window envelope - letter size		
Folded in 3 and mailed in #10 envelope		

Wage Tax Annual Reconciliation Annual Mailing								
Form #5009								
# of Records - 39,225								
							Variable	**Scan**
							Data	**Line**
1	8 1/2 x 14 Form - Perforation 3 1/2 inches from bottom						Yes	Yes
	Form is 8 1/2 x 10 1/2 , coupon is 3 1/2 by 10 1/2							
	Form # 5009							
2	8 1/2 x 11 Form 5009-						No	No
	Annual Reconciliation of 2009 Employee Wage Tax							
	2 sided Change Form							
	Mailed in # 10 White Envelope							

School Income Tax								
Form 4309								
Tax Year 2008 - # of Records - 32,088								
							Variable	**Scan**
							Data	**Line**
1	8 1/2 x 14 Form - Perforation 3 1/2 inches from bottom						Yes	Yes
	Form is 8 1/2 x 10 1/2 , coupon is 3 1/2 by 10 1/2							
	Form # 4309							
2	8 1/2 x 11 Form 4308						No	No
	2008 School Income Tax							
	2 sided Change Form							
	2 sided Instruction Sheet							
	Mailed in # 10 White Envelope							
	1 White return envelope w 2 tear off labels							
	1 green envelope for extension payments							
Group 10 S								
School Income Tax Coupon only packages								
# of records - 15,191								
1	8 1/2 x 11 Extension Worksheet and Payment coupons						Yes	Yes
	with 2 perforations with info on reverse side							
	2 sided Change Form							
	1 White return envelope w 2 tear off labels							
	1 green envelope for extension payments							
	Mailed in # 10 White Envelope							

Earnings Tax								
Form 6009								
Tax Year 2008 - # of Records - 22,144								
							Variable	Scan
							Data	Line
1	8 1/2 x 14 Form - Perforation 3 1/2 inches from bottom						Yes	Yes
	Form is 8 1/2 x 10 1/2 , coupon is 3 1/2 by 10 1/2							
	Form # 6009 - reverse side allocation							
	(							
2	8 1/2 x 11 Form 6009 Generic						No	No
	2008 Employees Earnings Tax							
	2 sided Change Form							
	2 sided Instruction Sheet							
	Mailed in # 10 White Envelope							
	1 White return envelope w 2 tear off labels							

ATTACHMENT IV

Production Schedule

For Tax Packages

SCHEDULE – PHILADELPHIA

BOOKLETS A, B, C, D, E

Art Due	10-15
Proof to Phila	10-23
Proof Approved	10-29
Test Data Due	10-30
Test Data Proof	11-19
Live Data Due	1-4
Live Data Proof	1-11
Data Proof Approved	1-15
Mail Date	Week of January 18

#10 A, B, D, E

Art Due	10-15
Proof to Phila	10-29
Proof Approved	11-4
Test Data Due	10-30
Test Data Proof	11-24
Live Data Due	1-4
Live Data Proof	1-11
Data Proof Approved	1-15
Mail Date	Week of January 25

SCHEDULE – PHILADELPHIA

WAGE, SCHOOL, EARNINGS

WAGE

Art Due	10-15
Proof to Phila	10-20
Proof Approved	10-26
Test Data Due	11-3
Press	11-4
Test Data Proof	11-18
Live Data Due	12-3
Live Data Proof	12-10
Data Proof Approved	12-15
Mail Date	Week of January 1

SCHOOL

Art Due	10-15
Proof to Phila	10-20
Proof Approved	10-26
Test Data Due	11-3
Press	11-5
Test Data Proof	11-18
Live Data Due	12-3
Live Data Proof	12-10
Data Proof Approved	12-15
Mail Date	Week of January 1

EARNINGS

Art Due	10-15
Proof to Phila	10-20
Proof Approved	10-26
Test Data Due	11-3
Press	11-6
Test Data Proof	11-18
Live Data Due	12-3
Live Data Proof	12-10
Data Proof Approved	12-15
Mail Date	Week of January 1

Attention Bidder:

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

Exhibits
Drawings
Attached specifications
Attached documents

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

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

INSTRUCTIONS FOR GETTING PAID BY THE CITY OF PHILADELPHIA

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

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

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

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

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

BIDDERS GUIDELINES*

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

- Read the entire bid so that you fully understand all the requirements.
- All bids must be submitted to the City no later than the time and date stated as the bid opening.
- Note the City Anti-Discrimination Policy. If Office of Economic Opportunity Participation is required be sure to fill out all appropriate forms. If you have questions call OEO at (215) 686-6232.
- Make sure you submit the appropriate Bid Security and Bid Submission Fee with your bid. Refer to Section 1 of the bid and the Conditions of Bidding sheet.
- Bidder must meet **all** qualifications.
- If an alternate to any item is being offered, you must follow the instructions in paragraph 2 of the Conditions of Bidding sheet.
- Does the bid require a site inspection, attendance at a Pre-Bid Meeting, samples, financial information or other data you must provide?
- Have you signed and returned all Addenda?
- If the bid is going to be awarded as a whole, you must bid on all items. See Section 3 of the bid: Bid Evaluation and Award.
- Bidders' attention is directed to the Conditions of Bidding sheet regarding the Master Performance Bond.
- Bids and pricing must be written in ink or typed. FAXed bids will not be accepted.
- **Do not** submit counter terms or conditions. **Your bid will be rejected**.
- Have you signed the Contract Page and affixed your Corporate Seal as required?
- **Do not** combine check amounts: All checks should be individual and specific.
- Please double check all mathematical calculations for errors.

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

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

CITY OF PHILADELPHIA
PROCUREMENT DEPARTMENT
Public Information Unit

ATTENTION VENDORS

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

BID RESULTS REQUEST FORM

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

Date of Request:_____

Bid Number Requested: _____ Opening Date: _____

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

Telephone No.: _____ Fax No.: _____

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

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

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

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

COMPANY CHECK OR MONEY ORDER ONLY

Revised 09/08

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

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

Hugh Ortman
Procurement Commissioner

Master Bid Security Program for Service, Supplies and Equipment Bids
Period of Coverage: July 1, 2009 – June 30, 2010

(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, 2009 to June 30, 2010**, 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**" **2009– 2010** 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 7/1/09 to 6/30/10

DO NOT SEND CASH. NO PERSONAL CHECKS.

Internal Use Only

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

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

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

Rob Dubow
Director of Finance

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

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

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

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

Vendor Information Payment Reference Guide

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

TERMS AND CONDITIONS OF BIDDING AND CONTRACT

BID SUBMISSION

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

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

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

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

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

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

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

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

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

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

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

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

EVALUATION AND AWARD

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

8. RESPONSIVENESS. Subject to the right of the Procurement Commissioner to waive nonresponsiveness 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 nonresponsive and shall be rejected, except where the Procurement Commissioner, in his/her sole discretion, determines that the nonresponsivencss is not material to the Invitation and Bid or that a waiver of the nonresponsiveness 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 nonresponsiveness shall be final and any bid rejected as nonresponsive 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. UANTITIES AWARDED. For requirements contracts only, the articles and quantities of such articles as set forth in the Invitation and Bid are estimates and the Procurement Commissioner, in his/her sole discretion, may make an award for all or some of the articles bid and in such quantities as the Procurement Commissioner shall deem appropriate. For firm limit contracts, it is the City's intent to award based upon the quantities set forth in the Invitation and Bid, but the City reserves the right to award more or less.

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

CONTRACT E ECUTION AND CONFORMANCE

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

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

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

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

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

e. Execution of the Contract by the Procurement Commissioner.

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

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

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

(a) WORKERS COMPENSATION AND EMPLOYERS LIABILITY

(1) Workers' Compensation – Statutory limits

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

(3) Other states insurance including Pennsylvania

(b) GENERAL LIABILITY INSURANCE

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

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

(c) AUTOMOBILE LIABILITY

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

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

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

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

Program, for 10% of the amount of its bid, as liquidated damages to the City; or where the damages are readily ascertainable by the City, for the actual loss, cost or damage incurred by the City as a result of its failure to execute the contract or to furnish such bonds, performance security or insurance.

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

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

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

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

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

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

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

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

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

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

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

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

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

20. PAYMENT FOR E UIPMENT. 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.

TA MATTERS

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

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

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

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

23. TA RE UIREMENTS. 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 WIT 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 29 herein.

25. NONDISCRIMINATION.

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

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

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

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

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

c. Bidder agrees to cooperate with the City's Director of Finance in any manner which the said Director deems reasonable and necessary to carry out the Director's responsibilities under Section 17-104 of The Philadelphia Code. Bidder expressly understands and agrees that any false certification or representation in

connection with this subparagraph (c) and/or any failure to comply with the provisions of this subparagraph (c) shall constitute a substantial breach of any Contract resulting from the Invitation and Bid entitling the City to all rights and remedies provided in this bid or otherwise available in law (including, but not limited to, Section 17-104 of the Philadelphia Code) or at equity. In addition, it is understood that false certification or representation is subject to prosecution under IS Pa.C.S. Section 4904.

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

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

29. P ILADELP IA 21st CENTURY MINIMUM WAGE STANDARD. If Contractor is an Employer, as defined at Philadelphia Code Section 17-1303, Contractor shall comply with the minimum compensation standards by providing its employees with an hourly wage, excluding benefits, at least 150 percent of the federal or state minimum wage, whichever is higher, as more fully set forth at Philadelphia Code Chapter 17-1300. The Contractor shall promptly provide to the City all documents and information verifying its compliance with the requirements of Section 17-1300. 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 Section 17-1300 based on specific stipulated reasons elaborated in Section 17-1304 of the Philadelphia Code.

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)**

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

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

Hugh Ortman
Procurement Commissioner

Dear Valued Vendor,

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

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

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

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