



Philadelphia Parking Authority
Request for Proposal

Managed Print Services

RFP No. 14-15

Issue Date: December 18, 2014

The Philadelphia Parking Authority is seeking a qualified service company to manage repairs and supplies for all printers, copiers and multifunctional devices at all Authority locations.

The Philadelphia Parking Authority requests that responses be submitted by:

11:00 AM EST on January 16, 2014

Delivery Instructions:

Mailed or Hand Delivered
All copies of the RFP must be submitted to Contract Administration, Mary Wheeler 701 Market Street, Suite 5400 Philadelphia, PA 19106
Fax responses will NOT be accepted

**THE PHILADELPHIA PARKING AUTHORITY
701 MARKET STREET – SUITE 5400
PHILADELPHIA, PA 19106**

**REQUEST FOR PROPOSERS MANAGED PRINT SERVICES
PROPOSAL No. 14-15**

INSTRUCTIONS TO PROPOSERS

SUMMARY

When: Proposals must be submitted by 11:00 AM, Friday, January 16, 2015.

Where: Philadelphia Parking Authority
Attention: Mary Wheeler, Contract Administration Manager
701 Market Street, Suite 5400
Philadelphia, PA 19106

How: Proposals must be sealed and delivered via certified mail, return receipt requested or by hand-delivery. Whether mailed or hand-delivered, all envelopes must be boldly and clearly marked (*not* typewritten) “Managed Print Services” Proposal No –“14-15”. All proposals must be presented with one (1) original and five (5) copies, individually numbered, one copy in single-sided loose leaf binder, suitable for photocopying, and an electronic version in PDF.

Pre-Proposal Meeting: A mandatory Pre-Proposal Meeting will be held in the main office of the Authority, located at 701 Market Street, Suite 5400, Philadelphia, PA 19106 on Monday, December 22, 2014 at 10:00 AM. Prospective Proposers can call in at 1.877.820.7891-Participant Passcode 525758.

1. Introduction:

This Request for Proposals (RFP) is being issued by the Philadelphia Parking Authority (the “Authority”). The Authority is soliciting written proposals from qualified vendors in order to procure managed print services for all printers, copiers and multifunctional devices located at various locations within the Philadelphia Parking Authority. These locations include 701 Market Street (HQ), Philadelphia International Airport, Taxi and Limousine Division and various other facilities located throughout the City of Philadelphia. The sole contact at the Authority shall be Mary Wheeler, Contract Administration Manager, 701 Market Street, Suite 5400, Philadelphia, PA 19106 or email at contracts@philapark.org. As a Request for Proposals (RFP), this is not an invitation to bid and although price is very important, other pertinent factors will be taken into consideration.

MANAGED PRINT SERVICES

PROPOSAL NO. 14-15

INSTRUCTIONS TO PROPOSERS

PAGE 1

2. Procurement Questions:

Prospective Proposers are encouraged to submit questions concerning the RFP in writing no later than Monday, January 5, 2015 at 11:00 AM. Questions concerning this RFP are to be submitted in writing via email to Mary Wheeler at contracts@philapark.org with the "Proposal No. 14-15" listed in the subject line. Only questions submitted in writing will be addressed. The Authority will answer all questions in writing. Any furnished answers will not be official until they have been verified, in writing, by the Authority. The Authority shall not be bound by any verbal information nor shall it be bound by any written information that is not either contained within the RFP or formally issued as an addendum by the Authority. The Authority does not consider questions to be a protest of the specifications or of the solicitation.

3. Proposal Conditions:

Sealed proposals must be received in the office of the Philadelphia Parking Authority, 701 Market Street, Suite 5400, Philadelphia, PA 19106, by 11:00 AM on Friday, January 16, 2015, as more fully described in the Specifications attached hereto. Each proposer shall submit to the Authority the information and forms required, which forms and information shall become the property of the Authority and will not be returned to proposers, unless a written request to withdraw is received prior to the opening of proposals.

4. Signatures Required:

The proposals *must* be signed in ink in all spaces where signatures are required. In cases of corporation, the signature must be that of a duly authorized officer of the corporation and officer's title must be stated. In cases of partnerships, the signature of a general partner must follow the firm name, using the term "A Member of Firm." In cases of an individual use the term "dba" (Company Name) or as sole owner.

5. Proposal Format:

All proposals submitted must conform to the following format requirements. A transmittal letter signed by a person authorized to engage your company in a contract must be included in your proposal. Proposals must be submitted on letter size (8½" x 11") paper. The point size font for text must be 10 to 12, and 6 to 8 for exhibits. All documents must contain a one-inch margin. For exhibits, 11x17 paper is acceptable. An electronic version of the Price Form will be provided to all prospective Proposers. Forms that are altered by the Proposer may be grounds for rejection of the Proposers offer.

The tab requirements are as follows:

- Tab A- Letter of Transmittal
- Tab B- Executive Summary
- Tab C- Proposal Security
- Tab D- Financial Statement
- Tab E- Insurance Requirements
- Tab F- Proposal Form
- Tab G- Additional Attachments
- Tab H- Additional Attachments
- Tab I- Unacceptable Contract Terms

6. Proposal Qualifications:

Proposals must present evidence satisfactory to the Authority that they are fully competent to perform the conditions of the Contract. Proposers must have the necessary facilities, equipment, experience, and financial capacity to fulfill the conditions of the Contract and all the terms and specifications included herein.

To provide the Authority with information as to their ability to perform, proposers must submit, as part of this proposal, information stipulated in the Proposal Qualification Form (Proposal Form, Section 12) attached hereto and proof of ability to furnish the item as outlined in the specifications.

All prices set forth in proposals received by the Authority shall remain firm and proposers shall not be allowed to change or alter the prices set forth in their proposals for the duration of the contract period. If the Authority selects the proposer's proposal, the non-conflicting contents of the selected proposal will become contractual obligations upon execution of the contract.

The Authority has identified the basic approach to meeting its requirements, allowing proposers to be creative and propose their best solution to meeting these requirements.

7. Proposing Equivalent Products:

If and whenever in the specifications a brand name, make, name of manufacturer, trade name, or vendor catalog number is mentioned, it is for the purpose of establishing a grade or quality of material only. Since the Authority does not wish to rule out other competition and equal brands or makes, the phrase "or approved equal" is added. However, if a product other than that specified is proposed, it is the proposer's responsibility to identify such a product within the proposal, and to prove to the Authority that said product is equal to that specified, including but not limited to submitting brochures, samples, and/or other specifications in detail on the item(s) proposed. Approval of any proposals submitted shall be at the sole discretion of the Authority.

8. Executed Contract Required:

Notwithstanding completed review and submission of all Request for Proposal and Response documents, and regardless of any formal or informal public or private statements emanating from any official of the Authority or the Proposer, including any notice of "contract award" from the Authority, the Authority will not be legally bound to any contract for the provision of managed print services or be subject to any other liability whatsoever on any legal theory concerning the provision of managed print services until a final document evidencing the complete and exclusive contract of the parties is signed by the Authority's Executive Director and the duly authorized representative of the Proposer.

9. Rejection or Acceptance of Proposals:

An Evaluation Committee comprised of Authority personnel will review all proposals and select the most responsible proposer(s). Upon the conclusion of their review, the most responsible proposer(s) will be selected to execute the contract. The Authority may, at its sole discretion, select more than one proposer to execute a contract. After execution of the contract by the proposer(s), the Committee will

make a recommendation to the Authority's Board of the most responsible proposer(s) with the highest quality and best terms. In qualifying a proposer as responsible, the Authority will consider the proposer's ability to meet the requirements, terms and conditions of the RFP. Proposers will be evaluated on factors including, but not limited to, the proposer's work experience, staffing level and experience, responsiveness, quality and timeliness of past performance with the Authority as well as others, financial capability, reliability, responsibility, compliance with equal employment requirements and anti-discrimination provisions, compliance with wage, hour and other fair labor standards, and integrity of the firm and its key people.

The Authority reserves the right to waive any irregularities in the completion of the forms and papers enclosed in this schedule; to accept or reject any or all proposals; to re-advertise for proposals if desired, and to accept the proposal which, in the judgment of the Authority, will be in the Authority's best interest. The Authority reserves the right to reject any or all alternates if desired, and to accept the combination of base proposals and alternates, which in the sole judgment of the Authority, will be in the Authority's best interest.

Any form which is required to be submitted and which is incomplete, conditional, obscure, contains additions not called for and not approved by the Authority, or which contains irregularities of any kind, may be cause for rejection of the proposal. In the event of default by a successful proposer, or the proposers' refusal to enter into the Contract with the Authority, the Authority hereby reserves the right to re-bid the Contract or to accept the proposal of the next most responsible proposer at the Authority's sole option.

At any time up to the hour and date set for opening of proposals, a proposer may withdraw its proposal. Such withdrawal must be in writing and sent to the Authority at the address set forth herein by certified mail, return receipt requested, or delivered in person. Such withdrawal shall be effective only upon receipt by the Authority and will not preclude the submission of another proposal by such proposer prior to the hour and date set for the opening of proposals. After scheduled time for opening of proposals, no proposer will be permitted to withdraw their proposal, and each proposer hereby agrees that their proposal shall remain firm for the contract period. A proposal made and opened may be withdrawn with the written permission of the Authority, if in the Authority's opinion, the proposal is inconsistent with the best interest of the Authority.

10. Unacceptable Proposals:

No proposal will be accepted from or selection made of any person, firm or corporation that is in arrears or in default to the Authority upon any debt or contract, or whose insurer or banking institution is in default as surety or otherwise upon any obligation to the Authority, or has failed in the sole opinion of the Authority to faithfully perform any previous contract with the Authority.

11. Clarification of Instructions:

Should the prospective proposer find a discrepancy in or an omission from the Specifications or Instructions to Proposers, or should she or he be in doubt as to the meaning of any term contained therein, the proposer shall notify Mary Wheeler, Contract Administration Manager at 215-683-9665, who will clarify any discrepancies by sending written instructions to all proposers.

12. Restriction of Contact:

From the issue date of this RFP until the Authority's Board approves the negotiated contract, Mary Wheeler is the sole point of contact concerning this RFP. Any violation of this condition may be cause for the Authority to reject the offending proposer's proposal. If the Authority later discovers that the proposer has engaged in any violations of this condition, the Authority may reject the offending proposer's proposal or rescind its award. Proposers must agree not to distribute any part of their proposals beyond the Authority. A proposer who shares information contained in its proposal with other Authority personnel and/or competing proposer personnel may be disqualified.

13. Notification of Proposer Selection:

The Authority will study and evaluate all proposals which are received in accordance with the instructions set forth in the proposal package and may select a proposer or multiple proposers and notify all other proposers of the selection within one hundred and twenty (120) days after the date the proposals are opened. Such notice shall be in writing and mailed to the address furnished by each respective proposer. The selected proposer(s) shall not start the performance of any work prior to the Effective Date of the contract and the Authority shall not be liable to pay the selected proposer for any service or work performed or expenses incurred before the Effective Date of the contract.

14. Financial Statement:

Financial statements for the last three (3) years, examined by an independent Certified Public Accountant who is not an employee of the proposer must be enclosed with the proposal.

15. MBE/WBE/DBE/DSE Participation:

The Philadelphia Parking Authority strongly encourages the meaningful and substantial participation of Disadvantaged Minority Business Enterprises ("M-DBE"), Disadvantaged Women Business Enterprises ("W-DBE") and Disadvantaged Disabled Business Enterprises ("DS-DBE") but not limited to; Design, Construction, Operations Management, etc.

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

16. General Warranty:

Neither the final Certificate of Payment nor any provision in the contract included within the scope of the contract shall constitute an acceptance of work not done in accordance with the contract or relieve the proposer of liability in respect to any expressed warranties or responsibility for faulty materials or workmanship.

The vendor must include in its Proposal, a description of all warranty provisions and preventive maintenance operations proposed for this Request for Proposal.

17. Contract Period:

Commencing with the Effective Date, the term of the Final Contract shall be for a period of three (3) years with two (2) one (1) year extensions, which will auto renew at agreed upon terms if notice is not given more than thirty (30) days prior to expiration. The Authority at its sole discretion, shall have the right to terminate the contract upon thirty (30) days written notice.

18. Executive Summary:

The vendor will include in their proposal, a brief summation of the highlights of the proposal and the overall benefits to the Authority. This summary will also include any alternatives proposed by the vendor.

19. Document Disclosure:

While documents exchanged by or with the Authority or its agents during this process may be protected from public release by certain terms of Pennsylvania's Right to Know Law (65 P.S. §§67.101–67.3104), Pennsylvania's Procurement Code, or other laws, all proposers in the instant process are advised to review such disclosure issues.

20. Business Licenses:

The selected proposer must apply for and obtain, prior to execution of the Final Contract document and at the Proposer's sole expense, any business license required to comply with the applicable law as related to the scope of work detailed in this RFP.

21. Evaluation of the Proposal:

An Evaluation Committee consisting of Authority staff and legal counsel to the Authority will have sole responsibility for reviewing and evaluating all proposals submitted in response to the RFP. The Evaluation Committee will assess the qualifications of the vendor, the vendor's ability fulfill the terms of the contract within the specified time line, the vendor's ability to meet the specifications, and the price proposed by the vendor. The Evaluation Committee will utilize the following rating system to evaluate all proposals submitted: 0= does not meet the requirements, 1= marginally meets the requirements, 2= fully meets the requirements, 3 = exceeds the requirements. Based on these ratings, a composite rating will be determined for each proposal ("Rating"). While the Rating will be used by the Authority in the selection process, the award of the contract will be at the sole discretion of the Authority.

22. Submitting Samples:

Samples are not required.

23. Standard Practices:

All work performed under the contract shall be subject to inspection and final approval by the Authority.

24. Statement of No Proposal:

All Prospective Proposers that do not intend to submit a proposal are asked to complete the Proposal Decline Form enclosed in the proposal documents. This document must be emailed to the attention of Mary Wheeler, Contract Administration Manager at contracts@philapark.org.

25. Invoicing:

All invoices must be accompanied by a Purchase Order Number, signed proof of receipt, quantities and description of goods. The Authority will not be responsible for any invoices not delivered or mailed to:

Accounts Payable
THE PHILADELPHIA PARKING AUTHORITY
701 Market Street, Suite 5400
Philadelphia, PA 19106

26. Shipping and Delivery:

The vendor will be responsible for all shipping and delivery costs of the specified items required to support the proposal.

27. Proposal Security

Each proposal shall be accompanied by a certified check or cashier's check acceptable to the Philadelphia Parking Authority, in an amount equal to at least ten percent (10%) of the amount of the respective proposal, payable without condition to the Philadelphia Parking Authority as a guaranty that the Proposer, if awarded the Contract, will promptly execute the Agreement in accordance with the Proposal and the other Contract Documents, and will furnish good and sufficient bond for the faithful performance of the same, and for the payment to all persons supplying labor and material for the work.

28. Insurance Requirements:

The successful proposer will be required to submit Insurance Coverage as outlined. The proposer shall submit with their proposal, the executed insurance requirement form.

NAME OF PRIME PROPOSER

**THE PHILADELPHIA PARKING AUTHORITY
701 MARKET STREET –SUITE 5400
PHILADELPHIA, PA 19106**

**REQUEST FOR PROPOSAL - MANAGED PRINT SERVICES
PROPOSAL No. 14-15**

PROPOSAL FORM

1. The undersigned, having familiarized ___self/selves with the proposal documents to provide managed print services, including the Notice to Proposers, Instructions to Proposers, Proposal Form, Affidavit of Non-Collusion, Specifications, and Addenda if any (hereinafter collectively referred to as the "Proposal Documents"), as prepared by the Philadelphia Parking Authority and on file in the office of the Authority at 701 Market Street, Suite 5400, hereby proposes to provide managed print services.
2. In submitting this proposal, it is understood that the Authority reserves the right to withdraw and cancel this invitation prior to opening of proposals or to reject any and all proposals after proposals are opened if this is in the best interest of the Authority and in the Authority's sole judgment. If written notice of the acceptance of this proposal is mailed, telegraphed or delivered to the undersigned within thirty (30) days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to execute and deliver a contract in the prescribed form.
3. Attached hereto is an affidavit of proof that the undersigned has not entered into any collusion with any person in respect to this proposal or any other proposal or the submitting of proposal for the contract for which this proposal is submitted.
4. Attached hereto is a bid bond in the amount of ten percent (10%) of the total bid for managed print services.
5. Proposer acknowledges receipt of the following addenda:

Addendum	Date
_____	_____
_____	_____
_____	_____

MANAGED PRINT SERVICES

PROPOSAL No. 14-15

**PROPOSAL FORM
PAGE 1**

NAME OF PRIME PROPOSER

6. Proposer agrees to provide managed print service to the printers, copiers and multifunction devices listed on the device list supplied in this RFP. Paper will not be included in this contract. This contract will be for our current fleet including Ricoh, Savin, Canon, HP (printers, copiers and multifunction devices). Services to include additional devices purchased throughout contract term at price agreed upon between vendor and Authority representative.

DisplayName	Price Per Page	Location**	Page Count 10/1/14	Quarterly Usage 7/14 – 10/14	Estimated Quarterly Total
Aficio SP C232DN		Lot 1	70,477	579	
Canon iPF760 1.07		PPA HQ	73	12*	
HP Color LaserJet 2820		Airport	40,726	2,726	
HP Color LaserJet 3600		PPA HQ	177,648	11,658	
HP Color LaserJet 3600		PPA HQ	87,783	10,833	
HP Color LaserJet 5550		PPA HQ	130,988	7,537	
HP Color LaserJet M651		PPA HQ	0 (New)	5,000*	
HP LaserJet 1320		BAA	3,260	500*	
HP LaserJet 2420		PPA HQ	73,759	1,458	
HP LaserJet 4000		PPA HQ	296,193	6,944	
HP LaserJet 4050		PPA HQ	225,431	250*	
HP LaserJet 4100		TLD	257,384	1,530	
HP LaserJet 4200		Lot 1	412,871	11,482	
HP LaserJet 4200		PPA HQ	552,928	9,108	
HP LaserJet 4250		Lot 6	1,001,425	8,571	
HP LaserJet 4250		Lot 7	25,927	1,111	
HP LaserJet 4250		TLD	358,699	4,886	
HP LaserJet 4250		TLD	132,279	1,609	
HP LaserJet 4250		TLD	143,834	18,664	
HP LaserJet 4250		TLD	75,508	4,560	
HP LaserJet 4250		Airport	455,877	16,203	
HP LaserJet 5200		Airport	167,522	8,807	
HP LaserJet 600 M602		PPA HQ	8,078	2,500*	
HP LaserJet 600 M602		PPA HQ	4,040	2,500*	
HP LaserJet 600 M602		Lot 6	213,053	23,106	
HP LaserJet 600 M602		Lot 7	15,646	2,210	
HP LaserJet 600 M602		PPA HQ	25,626	4,019	
HP LaserJet 600 M602		PPA HQ	8,986	3,903	
HP LaserJet 600 M602		PPA HQ	60,297	12,714	

MANAGED PRINT SERVICES

PROPOSAL NO. 14-15

PROPOSAL FORM

PAGE 2

NAME OF PRIME PROPOSER

DisplayName (cont.)	Price Per Page	Location**	Page Count 10/1/14	Quarterly Usage 7/14 – 10/14	Estimated Quarterly Total
HP LaserJet 600 M602		PPA HQ	10,661	7,877	
HP LaserJet 600 M602		PPA HQ	0 (New)	3,000*	
HP LaserJet 600 M602		PPA HQ	20,129	3,000*	
HP LaserJet M401dne		BAA	0 (New)	1,500*	
HP LaserJet M401dne		BAA	0 (New)	1,500*	
HP LaserJet M401dne		BAA	0 (New)	1,500*	
HP LaserJet P1505n		Lot 6	24,244	657	
HP LaserJet P2035		BAA	34,100	1,500*	
HP LaserJet P2035		BAA	125,301	1,500*	
HP LaserJet P2035		BAA	55,263	1,500*	
HP LaserJet P2035		BAA	56,797	1,500*	
HP LaserJet P2035		BAA	69,134	1,500*	
HP LaserJet P2035		BAA	114,787	1,500*	
HP LaserJet P2035		BAA	59,196	1,500*	
HP LaserJet P2035		BAA	37,334	1,500*	
HP LaserJet P2035		BAA	26,910	1,500*	
HP LaserJet P2055dn		Lot 7	32,311	2,079	
HP LaserJet P2055dn		Lot 7	7,189	682	
HP LaserJet P2055dn		BAA	6,331	1,500*	
HP LaserJet P2055dn		BAA	22,595	1,500*	
HP LaserJet P2055dn		BAA	92,018	1,500*	
HP LaserJet P2055dn		BAA	39,877	1,500*	
HP LaserJet P2055dn		BAA	117,989	1,500*	
HP LaserJet P2055dn		BAA	4,030	1,500*	
HP LaserJet P2055dn		BAA	105,773	1,500*	
HP LaserJet P3010 Series		Lot 1	198,471	28,249	
HP LaserJet P3010 Series		Lot 1	538,223	78,151	
HP LaserJet P3010 Series		Lot 6	33,217	4,813	
HP LaserJet P3010 Series		Lot 6	133,022	24,976	
HP LaserJet P3010 Series		Lot 6	31,965	3,775	
HP LaserJet P3010 Series		Lot 7	166,119	28,397	

MANAGED PRINT SERVICES

PROPOSAL NO. 14-15

PROPOSAL FORM

PAGE 3

NAME OF PRIME PROPOSER

Copiers and MFP's	Price Per Page	Location**	Page Count 10/1/14	Quarterly Usage 7/14 – 10/14	Estimated Quarterly Total
HP LaserJet P4015		RPP	153,806	9,861	
HP LaserJet P4015		PPA HQ	71,409	8,635	
HP LaserJet P4015		PPA HQ	154,991	6,431	
HP LaserJet P4015		PPA HQ	273,103	14,827	
HP LaserJet P4515		TLD	31,947	2,577	
HP LaserJet P4515		PPA HQ	522,395	14,424	
HP P3015		Family Court Garage	0 (New)	250*	
Canon iR-ADV C9280		PPA HQ	139,398	24,536	
RICOH 2045		Lot 7	766,129	8,601	
RICOH 2535		Lot 7	87,289	1,400	
RICOH 2535		Lot 4	136,118	2,252	
RICOH Aficio MP 5000B		Airport	240,765	5,991	
RICOH Aficio MP 5000B		PPA HQ	493,702	24,666	
RICOH Aficio MP 5001		Lot 7	136,742	11,985	
RICOH Aficio MP 5001		PPA HQ	264,023	28,944	
RICOH Aficio MP 5001		PPA HQ	178,679	22,452	
RICOH Aficio MP 5002		Airport	64,864	19,767	
RICOH Aficio MP 5002		TLD	103,387	27,689	
RICOH Aficio MP 5002		Lot 1	49,264	13,835	
RICOH Aficio MP 6001		BAA	287,772	34,567	
RICOH Aficio MP 6001		PPA HQ	292,556	51,489	
RICOH Aficio MP 6002		PPA HQ	408,471	105,735	
RICOH Aficio MP 8001		PPA HQ	379,807	27,428	
RICOH Aficio MP 9000		PPA HQ	3,412,264	110,199	
RICOH Aficio MP 9000		PPA HQ	1,895,752	27,530	
Ricoh MP 171		Airport	26,519	1,902	
RICOH MP 2022		Lot 2	307,611	1,618	
RICOH MP 5000B		BAA	620,841	20,000*	
RICOH MP 5000B		TLD	312,173	14,380	
RICOH MP 6001		Lot 1	70,480	52,205	
Ricoh MP 6002		Airport	127,565	16,744	
RICOH MP 6500		PPA HQ	1,923,357	38,244	
RICOH MP C2003		PPA HQ	5,710	4,000*	
RICOH MP4500A		TLD	211,102	3,356	

MANAGED PRINT SERVICES

PROPOSAL NO. 14-15

PROPOSAL FORM

PAGE 4

NAME OF PRIME PROPOSER

Copiers and MFP's (cont.)	Price Per Page	Location**	Page Count 10/1/14	Quarterly Usage 7/14 to 10/14	Estimated Quarterly Total
Savin 920		Airport	981	1,500*	
Savin 920		8th & Filbert Garage	4,581	1,500*	
Savin 920		MSE Garage	4,858	1,500*	
Savin 920		Independence Mall Garage	2,421	1,500*	
Savin 920		Jefferson Garage	2,650	1,500*	
Savin 920		Olde City Garage	4,966	1,500*	
Savin 920		Lot 2	8,821	1,500*	
Savin 920		Lot 6	18,155	1,500*	
Savin 920		Lot 4	0 (New)	1,500*	
Savin 920		Lot 7	0 (New)	1,500*	
Savin 920		Family Court Garage	0 (New)	1,500*	
Savin 920		Lot 6	0 (New)	1,500*	

*Indicates estimated quarterly usage.

The undersigned vendor agrees to furnish managed print services for the estimated total amount of _____ per quarter.

NAME OF PRIME PROPOSER

**** PPA Location List**

- PPA HQ** - 701 Market Street, Suite 5400, Philadelphia, PA 19106
- Airport** - 1 Main Toll Plaza, Philadelphia International Airport, Philadelphia PA, 19153
- BAA** - 901 Filbert Street, Philadelphia, PA 19107
- RPP** - 35 North 8th Street, Philadelphia, PA 19106
- TLD** - 2415 S. Swanson Street, Philadelphia, PA 19148
- Lot 1** - 2501 Weccacoe Ave, Philadelphia, PA 19148
- Lot 2** - 2535 Swanson Street, Philadelphia, PA 19148
- Lot 4** - 3201 N. Delaware Avenue, Philadelphia, PA 19134
- Lot 6** - 4601 Bath Street, Philadelphia, PA 19137
- Lot 7** - 6801 Essington Avenue, Philadelphia, PA 19153
- MSE Garage** - Market Street East, 44 North 9th Street, Philadelphia, PA 19107
- Olde City Garage** - 2nd & Sansom Streets, 125 South 2nd Street, Philadelphia, PA 19106
- Jefferson Garage** - 10th & Ludlow Streets, 14-18 South 10th Street, Philadelphia, PA 19107
- Independence Mall Garage** - 5th & Market Streets, 41 North 6th Street, Philadelphia, PA 19106
- Family Court Garage** - 1503-11 Arch Street, Philadelphia, PA 19102
- 8th and Filbert Garage** - 801 Filbert Street, Philadelphia, PA 19107

- 7. **Contract Period:** Commencing with the Effective Date, the term of the Final Contract shall be for a period of three (3) years with two (2) one (1) year extensions, which will auto renew at agreed upon terms if notice is not given more than 30 days prior to expiration. The Authority at its sole discretion, shall have the right to terminate the contract upon thirty (30) days written notice.

- 8. **Delivery Schedule:** Not applicable.

NAME OF PRIME PROPOSER

9. Specification Statement: The undersigned vendor agrees to provide managed print services as specified in the Specifications and any Addenda if issued.

Signature

Name
(Please Print)

Title

Date

NAME OF PRIME PROPOSER

10. Proposer Signatures:

If offer is by an individual or partnership, form must be dated and signed here:

_____ Signature of Owner of Partner	_____ Business Name of Bidder
_____ Typed or Printed Name	_____ Street Address
_____ Title	_____ City/State/ ZIP Code
_____ Date	_____ Telephone Number

If proposal is by a corporation, form must include the date and be signed here by (a) President or Vice President, and (b) Secretary, Assistant Secretary, Treasurer, or Assistant Treasurer, and (c) a corporate seal must be affixed. If this form is not so signed, a corporate resolution authorizing form of execution must be attached to this proposal.

_____ Signature	_____ Signature
_____ Typed or Printed Name	_____ Typed or Printed Name
_____ Title	_____ Title
_____ Business Name of Bidder	
_____ Street Address	_____ SEAL:
_____ City/State/ZIP Code	
_____ Telephone Number	
_____ Date	

NAME OF PRIME PROPOSER

11. Affidavit of Non-Collusion:

STATE OF

COUNTY OF

_____, being first duly sworn, deposes and says:

..... That the bidder is a

.....
(Partner or officer of the firm of, etc.)

The party making this proposal, that such proposal is genuine and not collusive or a sham; that such proposer has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price or affiant or of any other proposer, or to fix any overhead, profit or cost element of said proposal price, or of that of any other proposer, or to secure any advantage against the Philadelphia Parking Authority, or any person interested in the proposed contract; and that all statements in said proposal or bid are accurate, true and not misleading.

Signature of Proposer, if proposer is an individual

Signature of Officer, if proposer is a corporation

Subscribed and sworn to
Before me this _____
Day of _____, 2015.
My commission expires on
_____, 20____.

NAME OF PRIME PROPOSER

12. Proposer's Qualifications:

- a. Type of business: Individually owned
Check one Partnership
Corporation
Other
- b. Number of employees: Under 25
Check one Under 50
Under 100
Over 100

c. If you have had previous contracts with the Authority, list date and product or service provided:

i.
.....
.....

ii.
.....
.....

d. List three (3) recent contracts your firm has fulfilled involving the same type of product or service described in this proposal. Note the dollar amount of your firm's work under the contract. Identify references (contact person's name and telephone number) for all contracts listed.

i.
.....
.....

ii.
.....
.....

iii.
.....

NAME OF PRIME PROPOSER

INTENTIONALLY

LEFT BLANK

**SOLICITATION FOR PARTICIPATION AND COMMITMENT FORM (BIDS)
DISADVANTAGED BLACK (B-DBE), DISABLED (DS-DBE), MINORITY (M-DBE), AND WOMEN (W-DBE) OWNED BUSINESSES**

Name of Bidder _____

See Instructions: Complete one or more forms for each type of disadvantaged business participation required: check one: B-DBE DS-DBE M-DBE W-DBE

For the type of disadvantaged business checked, list below all the certified firms that were solicited whether or not a commitment was made. *Photocopy this form as necessary.*

Disadvantaged Business Information	Type of Work or Materials	Date Solicited		Commitment Made		Give reason(s) if no commitment made or no quote received:
		Phone	Mail	Yes (Date)	No	
Company Name						
Address						
Contact Name		Quote Received		Am't Committed to		
Telephone No.	Fax No.	Yes	No	\$	%	
MBEC Certification No.					percentage of total	
Business Information	Type of Work or Materials	Date Solicited		Commitment Made		Give reason(s) if no commitment made or no quote received:
Company Name		Phone	Mail	Yes (Date)	No	
Address						
Contact Name		Quote Received		Am't Committed to		
Telephone No.	Fax No.	Yes	No	\$	%	
MBEC Certification No.					percentage of total	
Disadvantaged Business Information	Type of Work or Materials	Date Solicited		Commitment Made		Give reason(s) if no commitment made or no quote received:
Company Name		Phone	Mail	Yes (Date)	No	
Address						
Contact Name		Quote Received		Am't Committed to		
Telephone No.	Fax No.	Yes	No	\$	%	
MBEC Certification No.					percentage of total	

Contract Administration Manager
The Philadelphia Parking Authority
Mellon Independence Center
701 Market Street – Suite 5400
Philadelphia, PA 19106

Proposal Decline Form: Request for Proposals Managed Print Services

Proposal No. 14-15

Note: If you did not submit an offer to the Authority for this solicitation, please return this form immediately. **Thank you.**

The undersigned vendor declines to submit an offer for this project¹.

Name: _____

- Specifications too “tight” (explain below)
- Unable to meet time period for responding to this RFP
- We do not offer this product or service
- Our schedule would not permit us to perform
- Unable to meet specifications
- Unable to meet Bond/Insurance Requirements
- Specifications unclear (explain below)
- Unable to meet Insurance Requirements
- Unable to meet Contract Requirements (explain below)
- Other (specify below)

Comments:

1. Upon completion of this form, please email it to the attention of Mary Wheeler, Contract Administration Manager at contracts@philapark.org.

**THE PHILADELPHIA PARKING AUTHORITY
701 MARKET STREET, SUITE 5400
PHILADELPHIA, PA 19106**

**REQUEST FOR PROPOSALS - MANAGED PRINT SERVICES
PROPOSAL NO. 14-15**

SPECIFICATIONS

In this Request for Proposals (RFP), the Authority is interested in receiving proposals for managed print services for all local and network printers, copiers and multifunction devices located at various Parking Authority locations throughout the City of Philadelphia. The Authority wishes to move towards utilizing all of its printers, copiers and multifunction devices to their full potential in order to serve the public more efficiently. In doing so, the Authority is seeking a qualified service company to manage repairs and supplies for all its devices, excluding copy paper. Contracting a managed print service company will help the Authority achieve the goal of having a stable office environment.

The proposed service contact must meet all specifications provided in this RFP, including the following listed below:

Must meet the following criteria:

- Contract will be based on covering all services, supplies, toner and staples for an estimated 4.5 million pages per year.
- Duplicate models will have the same price per page.
- Paper will not be included in this contract.
- Vendor shall be prepared to provide full managed print services within 30 days of executed contract.
- Vendor agrees to perform service request within 24 hours. The Vendor agrees if service is not provided within 24 hours a \$100.00 credit will be applied to the next quarterly invoice.
- Must have a web portal to allow end users to place service and supply requests on-line. The Authority will not be responsible for hosting the portal.
- Web portal must work with the most recent version of Internet Explorer and Google Chrome.
- Portal must be able to handle approximately 300 users and all equipment covered by this contract including any device or user additions and subtractions.

- The portal should document each piece of equipment location, model and serial number. In addition, the portal should provide status updates on service calls and have the capability to handle requests for supply orders (toner, staples, etc.).
- Portal users should only be able to manage the devices they are responsible for.
- Vendor must provide training for all users at all locations on the portal software and should also include documentation.
- Detailed service records and reports should be readily available from the portal, including all open or closed requests for the life of the contract.
- All data must be turned over to the Authority at no cost on demand.
- Vendor shall use only new (OEM) parts and supplies for servicing this contract.
- Supplies must be shipped within two (2) business days of the supply request or automatic supply replenishment notice.
- Within ten (10) days of contract execution, the vendor shall deliver one (1) toner per unit to appropriate Authority facility. Vendor shall deliver multiple toners for applicable units (i.e., color).
- Vendor will ship supplies directly to machine location.
- Vendor shall utilize remote management whenever possible to expedite service of issues.
- Vendor will perform regularly required services, including preventative maintenance per specifications of manufacturer including all firmware updates.
- Vendor will send quarterly invoices.
- Vendor will provide a system that provides for automatic supply replenishment via alerts and/or monitoring over LAN connectivity.
- The billed cost per page shall be based on actual pages copied or printed, with no minimum or maximum page requirement. Vendor shall not charge for scanning on any machines.
- If a unit is anticipated to be out of service more than three (3) business days, the Vendor will provide the Authority with a loaner equivalent in functionality and specifications at no charge. This includes delivery, installation, removal and required training.
- When a device is decommissioned Vendor will provide a final read for billing purposes.

**AGREEMENT FOR MANAGED PRINT SERVICES
BY AND BETWEEN
THE PHILADELPHIA PARKING AUTHORITY
AND**

PPA Contract No. K-14-00__

THIS AGREEMENT effective as of this ___ day of _____, 2014, by and between **The Philadelphia Parking Authority**, an agency of the Commonwealth of Pennsylvania and a body corporate and politic, with its principal address at 701 Market Street, Suite 5400, Philadelphia, PA 19106 (the "**Authority**") and _____, a _____, with its principal place of business at _____ ("**Company**").

WITNESSETH:

WHEREAS, the Authority is a public body corporate and politic organized and existing under Act of 2001, June 19, P.L. 287, No. 22, as amended; and

WHEREAS, the Authority is statutorily charged with implementing and overseeing a system of on-street and off-street parking in the city of Philadelphia, as well as the regulation of taxicabs and limousines within the Philadelphia; and

WHEREAS, to successfully accomplish the duties with which its charged, the Authority operates out of several locations throughout Philadelphia, including the Philadelphia International Airport ("Locations"); and

WHEREAS, the Authority desires a highly qualified and professional company to manage repairs and supplies for all of its printers, copiers and multi-function devices at all of its Locations ("Managed Print Services"); and

WHEREAS, in order to procure such Managed Print Services, the Authority issued a Request for Proposals "Managed Print Services" Proposal No. _____ ("RFP") on _____ attached hereto as Exhibit "A"; and

WHEREAS, Company submitted a conforming Proposal to the RFP ("Proposal"), attached hereto as Exhibit "B", on _____ and is in the business of managing and repairing the devices listed at the Authority's Locations; and

WHEREAS, Company has proposed that it will provide Managed Print Services for the Authority; and

WHEREAS, after due consideration and deliberation within the Authority, Company was selected to provide the Managed Print Services upon the successful negotiation of this Agreement and assent of the Authority's Board; and

WHEREAS, the Authority desires to engage Company for such purposes.

NOW, THEREFORE, in consideration of the covenants and conditions contained herein, intending to be legally bound, the parties hereto hereby agree as follows:

1. SCOPE OF SERVICES:

The Authority hereby engages and Company hereby agrees to provide the following services:

A. Manage repairs and supplies for all of the printers, copiers and multi-function devices at all of the Authority's Locations in accordance with the provisions and specifications of the RFP.

B. To adhere to all of the terms and conditions of this Agreement; and

C. To coordinate the Managed Print Services with the Authority representative listed below, or if he is unavailable, with the Executive Director of the Authority or one of his Deputies.

**William Pettigrew
Philadelphia Parking Authority
701 Market Street, Suite 5400
Philadelphia, PA. 19106
Business Phone: (215) 683-9692**

2. TERM

The initial term for Services shall begin upon date of this Agreement and continue for three (3) years thereafter, whereupon it shall renew automatically for two (2) one year terms, unless terminated earlier as hereinafter provided. The Authority, at its sole discretion, shall have the right to terminate this Agreement upon thirty (30) days written notice to Company.

3. CONSIDERATION AND PAYMENT

A. The Authority agrees to pay and Company agrees to accept a fixed fee of \$_____ per month for Services ("Fixed Fee").

B. Company shall invoice the Authority quarterly. All invoices shall be accompanied by a signed service order in a form and substance acceptable to the Authority and shall be forwarded to:

**Accounts Payable
The Philadelphia Parking Authority
701 Market Street, Suite 5400
Philadelphia, PA 19106**

C. Company shall be responsible for paying all Subcontractors out of Company's Fixed Fee as described above.

D. The Authority shall not be responsible for any expenses of Company or Subcontractors, including, but not limited to, travel, lodging, meals, telephone and postage (the "Expenses"). All such expenses shall be included in the Fixed Fee.

4. NO SOLICITATION/CONFLICTS OF INTEREST

A. Company does hereby warrant and represent that the laws of the Commonwealth of Pennsylvania have not been violated as they relate to the procurement or performance of this Agreement by any conduct, including payment or giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly to any Authority employee, officer or Company.

B. To the best of the Company's knowledge, no Authority member or officer, and no employee of the Authority has any interest (whether contractual, non-contractual, financial or otherwise) in this transaction or in the business of Company. If such transaction comes to the knowledge of the Company at any time, a full and complete disclosure of such information shall be made to the Authority.

C. Company hereby acknowledges receipt and acceptance of the Authority's Conflict of Interest Policy.

5. CANCELLATION

The Authority may, by written notice to Company, cancel this agreement, or any part of it, **without affecting other parts**, upon the occurrence of any of the following events ("Events of Default"):

A. Company fails fully to perform any of its obligations under the Terms and Conditions, including without limitation, the timeliness of delivery, the conformity of goods delivered or conformity with any express or implied warranty hereunder;

B. The commencement of an involuntary case or the filing of a petition against Company (i) seeking reorganization, arrangement, adjustment or composition of or in respect of Company under the Federal Bankruptcy Code as now or hereafter constituted, or under any other applicable Federal or state bankruptcy, insolvency, reorganization or other similar law, (ii) seeking the appointment of a receiver, liquidator, assignee, custodian, trustee, sequestrator, or similar official of Company for any part of its property, or (iii) seeking the winding up or liquidation of its affairs, and such involuntary case or petition is not dismissed within thirty calendar days after the filing thereof;

C. The commencement by Company of a voluntary case or the institution by Company of proceedings to be adjudicated as bankrupt or insolvent, or the consent by it to the institution of

bankruptcy or insolvency proceedings against it, under the Federal Bankruptcy Code as now or hereafter constituted, or any other applicable Federal or state bankruptcy or insolvency or other similar law;

D. The consent by Company to the appointment of or taking possession by a receiver, liquidator, assignee, trustee, custodian, sequestrator, or other similar official of Company for any substantial part of its property;

E. The making by Company of any assignment for the benefits of creditors;

F. The admission by Company in writing of its inability to pay its debts generally as they become due or the failure of Company to generally pay its debts as such become due;

G. The taking of any corporate action by Company or its shareholder or Board of Directors or any committee thereof in furtherance of any of the foregoing; or

H. The Authority in its reasonable opinion believes that Company's ability to perform this Purchase Order is in danger or impaired.

In the event of such cancellation, the Authority shall have the rights and remedies set forth in Paragraph 6, *above*, and the Authority's sole liability to Company shall be for conforming goods completed and delivered to the Authority in accordance with the Purchase Order. Whenever the Authority has the right to demand of Company adequate assurance of due performance, the Authority shall be the sole judge of the adequacy of assurance given by Company.

6. TERMINATION FOR CONVENIENCE OF AUTHORITY

The Authority and Company agree that this Agreement may be terminated by the Authority with or without cause upon thirty (30) days' notice in writing by the Authority to Company. If the Agreement is terminated by the Authority, as provided herein, Company will be paid any compensation outstanding for the Services satisfactorily performed pursuant to Section 3 herein for the period prior to the date of termination. In such event, all memoranda, records, data, information and other documents prepared by Company shall become the property of the Authority and shall be forthwith delivered to the Authority. The payments to be made to the Company hereunder are the Company's sole remedy and right with respect to termination under this paragraph.

7. GENERAL TERMS AND CONDITIONS

A. Confidential Matters.

Company agrees that it will treat as confidential any information or document from the files of the Authority which may come into their possession in pursuit of its duties under this Agreement.

B. Maintenance of Records.

Company shall maintain all data, records, memoranda, statements of services rendered, correspondence and copies thereof, in adequate form, detail and arrangement, for the Authority's benefit for a minimum of seven (7) years following the termination or expiration of this Agreement. Thereafter, Company shall contact the Authority before disposing of any such materials and the Authority may direct that some or all of such materials be delivered to the Authority.

C. Assignment.

This Agreement may not be transferred or assigned by Company without the prior written consent of the Authority which consent may be withheld in the sole discretion of the Authority.

D. Non-Discrimination.

Company agrees to abide by all legal provisions regarding non-discrimination in hiring and contracting made applicable by federal, state, and local laws.

E. Notices.

Any notice or demand given by one party to the other under this Agreement shall be in writing and served by nationally recognized overnight courier service or sent by United States certified or registered mail return receipt requested, postage prepaid, or by overnight express delivery service or by courier service, against written receipt or signed proof of delivery addressed to the other party at the address set forth below, unless a party shall have provided written notice to the other identifying a new address for notice:

The Authority:
The Philadelphia Parking Authority
701 Market Street
Suite 5400
Philadelphia, PA 19106
Attn: Dennis G. Weldon, Jr.
General Counsel

Company:

Attn: _____

All notices shall be deemed given on the day after the notice was given to the courier or postal service.

Any party may alter the address to which communications are to be sent by giving notice of such change of address in conformity with the provisions of this Section providing for the giving of notice. Notice shall be deemed to be effective, if personally delivered, when delivered; if mailed, at midnight on the third business day after being sent by registered or certified mail;

and if sent by nationally recognized overnight delivery service, on the date of delivery by such delivery service.

F. Governing Law.

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to its choice of law considerations. Exclusive venue for all claims arising from or relating to this Agreement shall be in the state or federal courts located in Philadelphia County, Pennsylvania; at the Authority's option, disputes shall be resolved in the Philadelphia Court of Common Pleas Commerce Court.

G. Jurisdiction.

Each party agrees (1) to submit to personal and exclusive jurisdiction, and (2) that venue is proper, in the Federal courts of the Eastern District of Pennsylvania and the Philadelphia Court of Common Pleas in connection with any dispute arising under or relating to this Agreement.

H. Trade Names, Trademarks and Trade Dress.

(a) Company agrees to comply with all the Authority instructions regarding the trade dress, packaging, trade names, trademarks, service marks or other indicia of source which shall appear on items to be delivered under this Agreement. Company further agrees that, after delivery of said item(s) to the Authority or a designated the Authority vendor, the Authority may modify the trade dress or packaging thereof, and/or replace, modify, or supplement any indicia of origin appearing thereon, to identify the Authority as the source of said item(s).

(b) Company shall not use any mark or trade name of the Authority or refer to the Authority in connection with any product, equipment, promotion, or publication without the prior written approval of the Authority.

I. Public Release of Information; Identification.

Company shall obtain the prior written approval of the Authority concerning the content and timing of news releases, articles, brochures, advertisements, speeches and other information releases concerning the work performed or to be performed hereunder by Company, its subCompanies or employees or consultants of either. Company agrees to give the Authority reasonable advance time for review of any material submitted to the Authority for approval. Company shall not affix or display its logo, name or otherwise advertise its identity on any part of the System without the prior written approval of the Authority.

J. Exhibits.

All Exhibits to this Agreement, the RFP, and Company's Proposal are hereby incorporated by reference into, and made a part of, this Agreement.

K. Interpretation.

The contracting parties acknowledge and agree that (i) each party reviewed and negotiated the terms and provisions of this Agreement and has contributed to it; and (ii) the rule of construction to the effect that any ambiguities are resolved against the drafting party shall not be employed in the interpretation of this Agreement, regardless of which party was generally responsible for the preparation of this Agreement.

L. Captions.

The Captions in this Agreement are for convenience only and are not a part of this Agreement and do not in any way define, limit, describe or amplify the terms and provisions of this Agreement or the scope or intent thereof.

M. General Indemnity.

Company, for itself, its successors, assigns, agents, and sub-Companies hereby agrees to indemnify, defend, hold harmless and defend The Philadelphia Parking Authority, the City of Philadelphia, and the Commonwealth of Pennsylvania and their agents, employees, representatives, officers and directors (the "Indemnified Parties") from and against any and all liability for losses, (including those related to business interruption), damage (including special, consequential and incidental) liabilities, claims, demands, causes of action or expense (including attorney's fees and expenses) for which the Indemnified Parties may be held liable by any reason of injury (including death or workers' compensation) to any person (including Company's employees) or damage to any property of whatsoever kind or nature arising out of or in any manner connected with the work to be performed for the Indemnified Parties (including, but not limited to, work performed for or on behalf of the Indemnified Parties), whether or not due in whole or in part to any act, omission, or negligence of the Indemnified Parties or any of their agents, employees, representatives, officers, directors, stockholders, subCompanies, third parties, or parent, subsidiary, and affiliated companies, whether known or unknown to the Indemnified Parties or Company. It is expressly understood and agreed that the indemnity contained in this paragraph covers claims by Company's employees. It is further expressly agreed that Company assumes the fullest extent of all obligations to indemnify and defend all parties whom the Indemnified Parties are obligated to indemnify and defend in the Indemnified Parties contract with others (whether or not such obligations may extend to items beyond those addressed in this Agreement). This obligation to indemnify, defend and hold harmless shall survive termination of this Agreement.

N. Order of Precedence.

In the event of an inconsistency between provisions of this Agreement, it shall be resolved by giving precedence in the following order: (1) the main body of this Agreement (not including Exhibits); (2) the RFP and (3) all other Exhibits. It is the Company's responsibility to study this Agreement and to report at once in writing to the Authority any errors, inconsistencies, discrepancies, omissions or conflicts discovered between any provisions of the Agreement. Any work performed by the Company prior to receiving a written response from the Authority with

respect to any alleged error, inconsistency, discrepancy, omission or conflict shall be at the Company's own risk and expense.

O. Entire Agreement.

This Agreement contains the entire agreement of the parties with respect to the matter covered by this Agreement. No other agreement, statement, representation, understanding or promise made by any party or by any employee, officer or agent of any party, that is not contained in this Agreement, shall be binding or valid. Any revisions, additions, and/or modifications of this Agreement must be set forth in writing and signed by all parties. In the event that any provision(s) of this Agreement conflict with any provision(s) of any Purchase Orders the provision(s) of the Agreement shall in all events control.

P. Risk of Loss.

In the event any portion of this Agreement requires the delivery of goods to the Authority, the risk of loss for such goods shall not pass to the Authority until received and accepted by the designated Authority representative.

Q. Specific Proposals.

It is understood that the Authority shall have the absolute discretion to accept, reject or modify any proposal or offer which Company may bring to the Authority's attention during the term of this Agreement.

R. Applicable Law and Venue.

All disputes arising in connection with this Agreement shall be interpreted and governed by the laws of the Commonwealth of Pennsylvania. The parties hereto irrevocably consent to the exclusive jurisdiction of the First Judicial District of Pennsylvania, being the Philadelphia Court of Common Pleas.

S. Right to Enter Agreement.

Contractor represents and warrants that it has the right to enter into this Agreement, to perform all of its obligations hereunder and grant the rights granted herein.

T. Taxes.

Company hereby certifies that neither it, nor any of its parent or subsidiary entities, is delinquent or overdue in the payment of any tax or fee to the City or County of Philadelphia or the Commonwealth of Pennsylvania. Company also certifies that its Philadelphia Business Privilege Tax ID. No. is: _____, and has attached a true, current, and correct copy of its Philadelphia Business Privilege License hereto.

U. Waiver.

No term or provision hereof shall be deemed waived by the parties unless such waiver or consent shall be in writing signed by both parties. No breach shall be excused unless it is in writing signed by the non-breaching party.

IN WITNESS WHEREOF, and intending to be legally bound pursuant to the Uniform Written Obligations Act, 33 P.S. § 6, the parties have set their hands and seals on the date first above written.

The Philadelphia Parking Authority

Attest: _____

Print Name: _____

Print Title: _____

By: _____

Vincent J. Fenerty, Jr.
Executive Director

APPROVED AS TO FORM

By: _____

General Counsel's Office

Company

Witness: _____

Print Name: _____

Print Title: _____

By: _____

Print Name: _____

Print Title: _____

THE PHILADELPHIA PARKING AUTHORITY
INSURANCE AND INDEMNIFICATION REQUIREMENTS

PAGE 1 OF 4

Prior to commencement of the contract and until completion of your work, _____ shall, at its sole expense, maintain the following insurance on its own behalf, with an insurance company or companies having an A.M. Best Rating of "A-: Class VII" or better, and furnish to The Philadelphia Parking Authority Certificates of Insurance evidencing same. Coverage must be written on an "occurrence" basis (exception – professional and environmental/pollution liability may be written on a "claims-made basis) and shall be maintained without interruption through the entire period of this agreement.

1. Workers' Compensation and Employers Liability: in the State in which the work is to be performed and elsewhere as may be required and shall include, where applicable, U.S. Longshoremen's and Harbor Workers' Coverage.

- a) Workers' Compensation Coverage: Statutory Requirements
b) Employers Liability Limits not less than:

Bodily Injury by Accident:	\$500,000 Each Accident
Bodily Injury by Disease:	\$500,000 Each Employee
Bodily Injury by Disease:	\$500,000 Policy Limit

2. Commercial General Liability: including Premises-Operations, Independent Contractors, Products/Completed Operation, Broad Form Property Damage, Contractual Liability (including Liability for Employee Injury assumed under a Contract), and Personal Injury Coverage.

- a) Occurrence Form with the following limits:

(1) General Aggregate:	\$2,000,000
(2) Products/Completed Operations Aggregate:	\$1,000,000
(3) Each Occurrence:	\$1,000,000
(4) Personal and Advertising Injury:	\$1,000,000
(5) Fire Damage (any one fire):	\$ 50,000
(6) Medical Expense (any one person):	\$ 10,000

- b) General Aggregate must apply on a Per Location Basis

- c) Owner must be named as additional insured as shown in requirement #9.

3. Automobile Liability: (Note: if no owned vehicles, show at least hired and non owned coverage)

- a) Coverage to include:

- (1) All Owned, Hired and Non-Owned Vehicles
(2) Contractual Liability Coverage (including Liability for Employee Injury assumed under a Contract)

- b) Per Accident Combined Single Limit: \$1,000,000

- c) Owner must be named as additional insured as shown in requirement #9.

THE PHILADELPHIA PARKING AUTHORITY
INSURANCE AND INDEMNIFICATION REQUIREMENTS

PAGE 2 OF 4

4. Excess / Umbrella Liability Insurance with a minimum acceptable limit of coverage of \$5,000,000 (or the final limit decided to be appropriate) per occurrence and aggregate. Such coverage shall be excess of the general liability insurance, business auto liability insurance, and employers liability as required by this contract. Owner must be named as additional insured as shown in requirement #9.
5. If professional services are involved - Professional (E&O) Liability Insurance with minimum acceptable limits of \$1,000,000 per claim, \$2,000,000 aggregate. Claims-made is acceptable.
6. If any work involves or includes handling, transporting, disposing or performing work or operations with hazardous substances or constituents, contaminants, waste, toxic materials, or any potential pollutants - Environmental/Pollution Liability Insurance with minimum acceptable limits of \$3,000,000 per occurrence. Owner must be named as additional insured as shown in requirement #9. Claims-made is acceptable.
7. Deductibles or Self Insured Retention's: "if applicable"
None of the policies of insurance required by this agreement shall contain deductibles or self-insured retention's in excess of \$25,000. _____ is responsible to pay any and all deductibles and/or self-insured retentions that may apply to the required insurance.
8. Financial Rating of Insurance Companies:
 - a) A.M. Best Rating: A- (Excellent) or Higher
 - b) A.M. Best Financial Size Category: Class VII or Higher
9. The Philadelphia Parking Authority, The City of Philadelphia, The Commonwealth of Pennsylvania its agents, employees, representatives, officers and directors individually and collectively, shall be added as ADDITIONAL INSUREDS on the policies as noted above even for claims regarding their Sole Negligence. _____'s coverage shall be primary and non-contributory to any other coverage available to Philadelphia Parking Authority, including, without limitation, coverage maintained by Philadelphia Parking Authority wherein Philadelphia Parking Authority is named insured, and that no act of omission shall invalidate the coverage.
10. It is agreed that _____ insurance will not be cancelled, materially changed or non-renewed without at least thirty (30) days written notice to The Philadelphia Parking Authority, 701 Market Street, Suite 5400, Philadelphia, PA 19106, by Certified Mail-Return Receipt Requested.

THE PHILADELPHIA PARKING AUTHORITY
INSURANCE AND INDEMNIFICATION REQUIREMENTS

PAGE 3 OF 4

11. Waiver of Rights of Recovery and Waiver of Rights of Subrogation:
- a) _____ waives all rights of recovery against The Philadelphia Parking Authority and all additional Insureds for loss or damage covered by any of the insurance maintained by _____ pursuant to this Contract.
 - b) _____ and its respective insurance carriers hereby waive all rights of subrogation against The Philadelphia Parking Authority and all additional insureds for loss or damage covered by any of the insurance maintained by _____ Pursuant to this contract.
 - c) If any of the policies of insurance required under this Contract require an endorsement to provide for the waiver of subrogation set forth in b, above, then the named insured's of such policies will cause them to be endorsed.
12. The amount of insurance provided in the aforementioned insurance coverages, shall not be construed to be a limitation of the liability on the part of the _____.
- None of the requirements contained herein as to the types, limits, or Philadelphia Parking Authority's approval of insurance coverage to be maintained by _____ are intended to and shall not in any manner, limit, qualify, or quantify the liabilities and obligations assumed by _____ under the Contract Documents, any other agreement with _____, or otherwise provided by law.
13. Any type of insurance or any increase in limits of liability not described above which the Authority requires for its own protection or on account of statue shall be its own responsibility and at its own expense.
14. The carrying of insurance shall in no way be interpreted as relieving _____ of any responsibility or liability under the contract.
15. Prior to the commencement of work or use of premises, _____ shall file Certificates of Insurance with The Philadelphia Parking Authority, which shall be subject to The Philadelphia Parking Authority's approval of adequacy of protection and the satisfactory character of the insurer. The Certificates of Insurance should be mailed within five days of receipt of these insurance requirements to The Philadelphia Parking Authority, 701 Market Street, Suite 5400, Philadelphia, PA 19106, regardless of when your work will start. Project description and Job Number must be shown on the Certificate of Insurance.

In the event of a failure of _____ to furnish and maintain said insurance and to furnish satisfactory evidence thereof, The Philadelphia Parking Authority shall have the right (but not the obligation) to take out and maintain the same for all parties on behalf of _____ who agrees to furnish all necessary information thereof and to pay the cost thereof to The Philadelphia Parking Authority immediately upon presentation of an invoice.

THE PHILADELPHIA PARKING AUTHORITY
INSURANCE AND INDEMNIFICATION REQUIREMENTS

PAGE 4 OF 4

16. Failure of _____ to obtain and maintain the required insurance shall constitute a breach of contract and _____ will be liable to the Philadelphia Parking Authority for any and all cost, liabilities, damages, and penalties (including attorney's fees, court, and settlement expenses) resulting from such breach, unless the Philadelphia Parking Authority provides _____ with a written waiver of the specific insurance requirement.
17. None of the requirements contained herein as to the types, limits, or PPA's approval of insurance coverage to be maintained by _____ are intended to and shall not in any manner, limit, qualify, or quantify the liabilities and obligations assumed by _____ under the Contract Documents, any other agreement with the PPA, or otherwise provided by law.
18. _____ shall require all subcontractors (of every tier) to meet the same insurance criteria as required of _____. The subcontractor's insurance must name the PPA as additional insured. _____ shall maintain each subcontract's certificate of insurance on file and provide such information to the PPA for review upon request.
19. Failure of _____ to provide insurance as herein required or failure of PPA to require evidence of insurance or to notify _____ of any breach by _____ of the requirements of this Section shall not be deemed to be a waiver of any of the terms of the Contract Documents, nor shall they be deemed to be a waiver of the obligation of _____ to defend, indemnify, and hold harmless the indemnified parties as required herein. The obligation to procure and maintain any insurance required is a separate responsibility of _____ and independent of the duty to furnish a copy or certificate of such insurance policies.
20. _____ agrees to indemnify, hold harmless and defend The Philadelphia Parking Authority, The City of Philadelphia, The Commonwealth of Pennsylvania and their agents, employees, representatives, officers and directors (the "Indemnified Parties" individually and collectively) from and against any and all liability for loss, damage or expense for which the Indemnified Parties may be held liable by reason of injury (including death) to any person (including _____ employees/volunteers) or damage to any property of whatsoever kind or nature arising out of or in any manner connected with the activities of _____ whether or not due in whole or in part to any act, omission, or negligence of the Indemnified Parties or any of their agents, employees, representatives, officers, directors, stockholders, Subcontractors, third parties or parent, subsidiary and affiliated companies, whether known or unknown to The Philadelphia Parking Authority or _____. It is expressly understood and agreed that the indemnity contained in this paragraph covers claims by _____ employees / volunteers. It is further expressly agreed _____ assumes the fullest extent of all obligations to indemnify and defend all parties whom The Philadelphia Parking Authority is obligated to indemnify and defend in The Philadelphia Parking Authority's contract with others (whether or not such obligations may extend beyond those addressed in this Agreement.)