



Public Bid Package

Bid No. 16-33

Ticketing Rolls, Paper Tickets and Ticketing Envelopes

Issue Date: January 6, 2017

The Authority is soliciting written bids from qualified vendors in order to procure ticketing rolls for handheld ticketing devices, paper ticket books and ticketing envelopes under a contract with the Philadelphia Parking Authority.

The Philadelphia Parking Authority requests that responses be submitted by:

2:00 PM EST on Friday, February 3, 2017

Delivery Instructions:

Bids may be Mailed or Hand Delivered

All copies of the bids must be submitted to:

Mary Wheeler

Manager of Contract Administration

701 Market Street, Suite 5400

Philadelphia, PA 19106

Email: mwheeler@philapark.org

Fax or email responses will NOT be accepted

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

**TICKETING ROLLS, PAPER TICKETS AND TICKETING ENVELOPES
BID No. 16-33**

INSTRUCTIONS TO BIDDERS

SUMMARY

- When:** Bids must be submitted by 2:30 PM, Friday, February 3, 2017.
- Where:** Philadelphia Parking Authority
Attention: Mary Wheeler, Manager Contract Administration
701 Market Street, Suite 5400
Philadelphia, PA 19106
- How:** Bids must be sealed and delivered via certified mail, return receipt requested (to include nationally recognized overnight delivery services) or by hand-delivery. Whether mailed or hand-delivered, all envelopes must display the vendor name and must be boldly and clearly marked (*not* typewritten) "Ticketing Rolls, Paper Tickets and Ticketing Envelopes- Bid No. 16-33". All Bids must be presented with one (1) original and six (6) copies, individually numbered, and an electronic version consisting of one PDF file.
- Pre-Bid Meeting:** A mandatory Pre-Bid Meeting will be held in the offices of the Authority, located at 701 Market Street, Suite 5400, Philadelphia, Pa 19106 on Friday, January 13, 2017 at 11:00 AM. Vendors may also participate in the Pre-Bid meeting via Conference call. Vendors participating via conference call should use the following information:
Toll Free Number – 1.877.820.7831
Participant Passcode - 515216
- Note: In the event of inclement weather, please call Mary Wheeler, 267-398-4558 the morning of the meeting to confirm that the meeting has not been delayed or rescheduled.
- Sample Fee:** Sample ticketing rolls, ticket books and ticketing envelopes will be distributed to all vendors who attend the mandatory Pre-Bid Meeting for a refundable fee of \$250.00. Checks should be made payable to the Philadelphia Parking Authority.
- Questions:** The deadline for all questions is 11:00 AM, Tuesday, January 24, 2017.

1. Introduction:

The mission of the Philadelphia Parking Authority is to continually enhance the quality of life in Philadelphia through our strategic partnerships with the Commonwealth of Pennsylvania and the City of Philadelphia. That is accomplished by supporting the region's economic vitality through the provision of comprehensive parking, regulatory and transportation services. A focus on improved access, greater mobility, and increased vehicular and pedestrian

safety are the guiding principles of our programs.

The Authority is soliciting written bids from qualified vendors in order to procure ticketing rolls for handheld ticketing devices, paper ticket books and ticketing envelopes under a contract with the Philadelphia Parking Authority. During this procurement process the sole contact at the Authority shall be Mary Wheeler, Manager of Contract Administration, at 701 Market Street, Suite 5400, Philadelphia, PA 19106, mwheeler@philapark.org.

2. Procurement Questions:

Prospective Bidders are encouraged to submit questions concerning this solicitation in writing no later than 11:00 AM, Tuesday, January 24, 2017. Questions concerning this bid are to be submitted via email to Mary Wheeler at mwheeler@philapark.org with "Bid No. 16-33 Ticketing Rolls, Paper Tickets and Ticketing Envelopes" listed in the subject line. Only questions submitted in writing will be addressed. The Authority will answer all questions in writing to all registered bidders. 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 bid document 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. Bid Conditions:

Sealed bids must be received in the office of the Philadelphia Parking Authority, 701 Market Street, Suite 5400, Philadelphia, PA 19106, by 2:30 PM Friday, February 3, 2017. Each bidder 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 bidder, unless a written request to withdraw is received prior to the opening of Bids. No contract for printing shall be entered into until the Authority is satisfied that the vendor is the owner or lessee of machinery and equipment necessary to properly and promptly perform any orders issued to the vendor under the proposed printing contract.

4. Signatures Required:

All bids *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. Bid Format:

All bids 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 bid package. Bids must be submitted on letter size (8.5" 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 Bid Form can be provided to all prospective bidders upon request. Forms that are altered by the bidder may be grounds for rejection of the bidders offer.

The tab requirements are as follows:

- Tab A Letter of Transmittal
- Tab B Executive Summary
- Tab C Bid Security
- Tab D Financial Statements
- Tab E Sample Certificate of Insurance
- Tab F Bid Form
- Tab G Solicitation for Participation or Request for Waiver
- Tab H Unacceptable Contract and Insurance Terms
- Tab I Storage Options

6. Bid Qualifications:

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

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

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 bidder's responsibility to identify such a product within the bid, 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 bids submitted shall be at the sole discretion of the Authority.

8. Submitting Samples:

Vendors interested in submitting a bid for this solicitation must provide samples of the ticketing rolls, paper tickets and ticketing envelopes proposed for this contract. Samples must be received no later than 2:30 PM, Friday, February 3, 2017 (submission deadline). All samples must be submitted as defined in the Specifications. The Authority requires 25 sample ticketing rolls for handheld devices, five red ticket books, five blue ticket books, five training ticket books and 25 ticketing envelopes. All packages shall include a letter of transmittal identifying all samples that are being submitted. All packages must be clearly marked (*not* typewritten) "Bid No. 16-33 – Ticketing Rolls, Paper Tickets and Ticketing Envelopes". Each ticket roll, ticket book and ticketing envelope needs to have the vendor's identification on it. Samples can be mailed or hand delivered to Mary Wheeler, Manager of Contract Administration as listed below. Samples will not be accepted after 2:30 PM, Friday, February 3, 2017

The Philadelphia Parking Authority
701 Market Street, Suite 5400
Philadelphia, Pa 19106
ATTN: Mary Wheeler
Manager of Contract Administration

9. Executed Contract Required:

Notwithstanding completed review and submission of all Invitation for Bids and response documents, and regardless of any formal or informal public or private statements emanating from any official of the Authority or the Bidder, including any notice of Contract award from the Authority, the Authority will not be legally bound to any contract for the provision of providing ticketing rolls, paper tickets, and ticketing envelopes or be subject to any other liability whatsoever on any legal theory concerning the provision providing ticketing rolls, paper tickets, and ticketing envelopes until a final document evidencing the complete and exclusive contract of the parties is signed by the Authority's Chairman or Executive Director and the duly authorized representative of the Bidder.

A sample of the PPA standard contract is included in the Specifications section of this solicitation. Please review the contract carefully. Any exceptions or requested changes to the contract must be clearly noted in the bid package (**Tab H**) in order to be considered. Any contract exceptions or changes submitted after bids are received will not be considered. The Authority is not obligated to accept the requested changes. The Authority may accept some or all changes or may refuse.

10. Rejection or Acceptance of Bids:

Bids will be opened publicly, read aloud and recorded. An Evaluation Committee comprised of Authority personnel will review all bids and select the most responsive responsible bidder(s). Upon the conclusion of their review, the most responsive responsible bidder(s) will be selected to be awarded the contract. The Authority may, at its sole discretion, select more than one bidder to execute a contract. After the selection of the most responsive bidder(s) with the highest quality and best terms, the Committee will select one or more of the most advantageous responsible bidders for contract negotiation and make a recommendation to the Authority's Board for the award of a contract. In qualifying a bidder as responsive and responsible, the Authority will consider the bidder's ability to meet the requirements, terms

and conditions of the Invitation to Bid. Bidders will be evaluated on factors including, but not limited to, the bidder'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 bids; to re-advertise for bids if desired, and to accept the bid which, in the 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 bid, in the sole discretion of the Authority. In the event of default by a successful bidder, or the refusal of the bidder to enter into the Contract with the Authority, the Authority hereby reserves the right to re-advertise the solicitation or to accept the bid of the next most responsible bidder at the Authority's sole option.

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

11. Unacceptable Bids:

No bid 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.

12. Clarification of Instructions:

Should the prospective bidder find a discrepancy in or an omission from the Specifications or Instructions to Bidders, or should she or he be in doubt as to the meaning of any term contained therein, the bidder shall notify Mary Wheeler, Manager of Contract Administration via email at mwheeler@philapark.org. All clarification requests will be responded to via addendum to all registered bidders.

13. Restriction of Contact:

From the issue date of this Invitation for Bids until the Authority's Board approves the awarding of the contract, Mary Wheeler, Manager of Contract Administration, is the sole point of contact concerning this solicitation. Any violation of this condition may be cause for the Authority to reject the offending bidder's bid. If the Authority later discovers that the bidder has engaged in any violations of this condition, the Authority may reject the offending bidder's bid or rescind its award. Bidders must agree not to distribute any part of their bids beyond the Authority. A bidder who shares information contained in its bid with other Authority personnel and/or competing bidder's personnel may be disqualified.

14. Notification of Bid Selection:

The Authority will study and evaluate all bids which are received in accordance with the instructions set forth in the bid package and may select a bidder or multiple bidders and notify all other bidders of the selection within sixty (60) days after the date the bids are opened. Such notice shall be in writing and mailed to the address furnished by each respective bidder in the Transmittal Letter. The selected bidder(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 bidder for any service or work performed or expenses incurred before the effective date of the Contract.

15. Financial Statement (Tab D):

The Vendor must provide financial statements for the last three (3) years, which have been audited or reviewed by an independent Certified Public Accountant who is not an employee of the bidder. Vendor may submit only one copy of their financial statements either with the original or in a separate envelope marked "confidential".

16. MBE/WBE/DBE/DSE Participation:

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

The authority requires that each bidder submit as part of its bid either a "Solicitation for Participation and Commitment Form" or a "Request for Waiver/Reduction of Participation". Please email Mary Wheeler, Manager of Contract Administration to obtain a request for waiver form at mwheeler@philapark.org. Failure to submit a "Solicitation for Participation and Commitment Form" or a "Request for Waiver/Reduction of Participation" may result in the rejection of the bid.

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, when applicable, on an equitable basis with other firms.

17. 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 bidder of liability in respect to any expressed warranties or responsibility for faulty materials or workmanship.

The vendor must include in its bid package, a description of all warranty provisions and preventive maintenance operations proposed for this Invitation for Bids if applicable.

18. Contract Period:

The Term of this Agreement shall commence on the date the contract is executed and shall terminate automatically without notice after three (3) years unless terminated earlier by the Authority. The Authority and the successful bidder may elect to extend the term or the contract award for two (2) one (1) year extensions, provided that the financial terms may not be changed. The Authority, at its sole discretion, shall have the right to terminate this Agreement upon thirty (30) days written notice to Company. Please refer to the sample contract located in the Specifications section of this Invitation for Bids.

19. Executive Summary:

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

20. Document Disclosure:

While certain 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 bidders in the instant process are advised to review such disclosure issues.

21. Business Licenses:

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

22. Evaluation of the Bids:

An Evaluation Committee consisting of Authority staff and legal counsel to the Authority will have sole responsibility for reviewing and evaluating all bids submitted in response to this solicitation. 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 requirements, and the price proposed by the vendor.

23. Standard Practices:

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

24. Statement of No Bid:

All registered bidders that do not intend to submit a bid are asked to complete the Bid Decline Form enclosed in the bid package. This document must be emailed to the attention of Mary Wheeler, Manager of Contract Administration at mwheeler@philapark.org.

25. Insurance Requirements:

The successful bidder will be required to submit **(TAB E)** Insurance Coverage as outlined in the Specifications. The bidder shall submit with their bid a sample certificate of insurance from another recent project or a letter from its insurance company indicating that they will provide the required insurances as outlined in this Invitation for Bids.

26. 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

27. Shipping and Delivery:

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

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

TICKETING ROLLS, PAPER TICKETS AND TICKETING ENVELOPES

SPECIFICATIONS

The Authority is soliciting bids from qualified vendors for paper parking ticket stock, to include, ticketing rolls for electronic handheld ticketing devices, red paper tickets, blue paper tickets, training tickets and envelopes. Vendors may bid on the following:

1. Ticketing rolls and ticketing envelopes
2. Ticketing rolls, paper tickets and ticketing envelopes
3. Paper tickets only

Red and blue paper tickets will be numbered. The sequence of the numbers are to be determined.

Samples of each ticket are attached as Exhibit A. The Philadelphia Parking Authority will provide preprinted samples of tickets to all vendors who attend the mandatory pre-bid meeting and pay the refundable \$250.00 sample deposit. All samples must be returned to the Authority with the vendor's bid submission in order for the release of deposit.

Each vendor is required to submit ticket and envelope samples with their bid. We are requesting 25 Handheld Ticketing Rolls, 5 Red Ticket Books, 5 Blue Ticket Books, 5 Training Ticket Books and 25 envelopes. Samples that are submitted must be identical to the samples provided. All samples must pass testing for handheld ticketing devices, barcodes and payment processing (if applicable).

Deliveries of tickets and ticket rolls shall be made on pallets, see specifications attached as Exhibit B.

Identify in **Tab I** any storage solutions that the bidder may supply that would enable the Authority to order in bulk but receive shipments as needed.

The paper stock must meet all the specifications provided in this bid package, including:

Ticketing Rolls for handheld ticketing devices:

- 1) The handheld rolls must be waterproof and tear resistant.
- 2) Technical specifications of the paper itself must meet the approval from the manufacturer of Motorola MC9598.
- 3) The Authority is seeking preprinted information on the front and back of each ticket.
- 4) The ticket rolls must meet the following requirements:
 - A) Size 3"x 8"
 - B) Roll Diameter 1.88"
 - C) HH/Roll 108
 - D) Paper 200-3.2 white Polythermal
 - E) Colors black; PMS 185 Red; 2728 Blue
 - F) Horizontal perforation every 8"
 - G) Quantity/Carton 126 rolls/carton

The BLUE PAPER ticket books specs are as follows:

- 1) The ticket book (each contains 25 tickets) that is used for issuance of parking tickets outside the Center City zone (also known as "OL") should be as follows :

- A) Face of front cover (Flap) paper is 100# Manila Tag, ink colors are Black and UV Reflex Blue, size is 3.666" X 16.375", sequential numbering (see sample)
- B) The back of the front flap paper is 100# Manila Tag, ink is UV Reflex Blue, size is 3.666" X 16.375"
- C) The back cover paper is 100# Manila Tag, ink is UV Reflex Blue, size is 3.666" X 17.750"
- D) The PLY 1 Face paper is 20# White CBBP (carbonless back black print image), ink colors are Reflex Blue, PMS 200 Red and Varnish, size is 3.666" X 7.688", barcode with nine digit ticket number (see sample)
- E) The PLY 2 Face paper is 33# White CF (carbon front), ink colors are Reflex Blue, PMS 200 Red And Varnish, size is 3.666" X 7.688"
- F) Back of PLY 2 paper is 33# White CF (carbon front), dots on sample indicate spot glue, size is 3.666" X 7.688", nine digit ticket number in black
- G) The face of PLY 3 paper is 36# White Ledger, size is 3.666" X 8.375", ink color is PMS 200 Red
- H) The back of PLY 3 paper is 36# White Ledger, size is 3.666" X 8.375", ink color is Reflex Blue
- I) PLY 2 and PLY 3 make up the payment envelope

The RED PAPER ticket books specs are as follows:

- 1) The ticket book (each contains 25 tickets) that is used for issuance of parking tickets in the Center City zone (also known as "CC-UC") should be as follows:
 - A) Face of front cover (Flap) Paper is 100# Manila Tag, ink colors are Black and PMS 200 Red, size is 3.666" X 16.375", sequential numbering (see sample)
 - B) The back of the front flap cover paper is 100# Manila Tag, ink is PMS 200 Red, size is 3.666" X 16.375"
 - C) The back cover paper is 100# Manila Tag, ink color is PMS 200 Red, size is 3.666" X 17.750"
 - D) The PLY 1 Face paper is 20# White CBBP (carbonless back black print image) , ink colors are PMS 200 Red and Varnish, size is 3.666" X 7.688", barcode with nine digit ticket number (see sample)
 - E) The PLY 2 Face paper is 33# White CF (carbon front), ink colors are PMS 200 Red And Varnish, size is 3.666" X 7.688"
 - F) Back of Ply 2 paper is 33# White CF (carbon front), dots on sample indicate spot glue, size is 3.666" X 7.688", nine digit ticket number in black
 - G) The face of PLY 3 paper is 36# White Ledger, size is 3.666" X 8.375", ink color is PMS 200 Red
 - H) The back of PLY 3 paper is 36# White Ledger, size is 3.666" X 8.375", ink colors are Reflex Blue and PMS 200 Red
 - I) PLY 2 and PLY 3 make up the payment envelope

The TRAINING PAPER ticket books specs are as follows:

- 1) The training ticket book (each contains 50 tickets) that is used for training purposes should be as follows:
 - A) Face of front cover (Flap) paper is 100# Manila Tag, ink colors are Black and UV Reflex Blue, size is 3.666" X 16.375"
 - B) The back of the front flap paper is 100# Manila Tag, ink is UV Reflex Blue, size is 3.666" X 16.375"
 - C) The back cover paper is 100# Manila Tag, ink is UV Reflex Blue, size is 3.666" X 17.750"

Ticketing Envelopes:

SIZE: 3.38" X 8.25"
 DIE: COIN (new)
 FLAP: 1.38
 SEAM: CS
 GLUE: PEEL n SEAL
 PAPER: 22# Water resistant
 COLOR: 1 PMS BLUE
 WINDOW: 3"ht x 1" w, from left 1.75" from right 4.1875"

Item Description	Estimated Yearly Quantities
Ticketing rolls	15,000
Blue Paper Ticket Books	125,000
Red Paper Ticket Books	50,000
Training Tickets	20,000
Ticketing Envelope	1,500,000

THE PHILADELPHIA PARKING AUTHORITY
INSURANCE AND INDEMNIFICATION REQUIREMENTS
Bid No. 16-33 Ticketing Rolls, Paper Tickets and Envelopes

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 #10.

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 #10.

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, employers liability & cyber liability as required by this contract. Owner must be named as additional insured as shown in requirement #10. If the excess liability does not cover over the cyber liability insurance, then the required minimum cyber liability insurance limit will be \$5,000,000.

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 #10. Claims-made is acceptable.

7. If any work involves web-based or cyber services – Cyber Liability Insurance, including 3rd party privacy, with minimum limits of \$1,000,000 per claim and excess limits as described in requirement #4 above. Owner must be named as additional insured as shown in requirement #10.
8. 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.
9. 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
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. The carrying of insurance shall in no way be interpreted as relieving _____ of any responsibility or liability under the contract.
16. 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.

17. 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.
18. 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.
19. _____ 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.
20. 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.
21. _____ 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.)

**PRINTING SERVICES AGREEMENT
BY AND BETWEEN
THE PHILADELPHIA PARKING AUTHORITY
AND**

Contract No.

THIS AGREEMENT effective as of the _____ day of _____, 2017, is 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 _____ ("**Consultant**").

WITNESSETH:

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

WHEREAS, the Authority is seeking a qualified vendor to provide professional printing services;

WHEREAS, in order to procure such professional printing services, the Authority issued Invitation for Bid No. 16-33 "Ticketing Rolls, Paper Tickets and Ticketing Envelopes" on _____ ("IFB");

WHEREAS, Consultant submitted a conforming proposal to the IFB on _____ ("BID") and is in the business of providing high quality printing services of the type that the Authority desires to procure;

WHEREAS, Consultant has proposed that it is capable and will provide the printing services of the style, type and quality as hereinafter described;

WHEREAS, after due consideration and deliberation within the Authority, Consultant was selected to provide the services hereinafter described upon the successful negotiation of this Agreement and assent of the Authority's Board; and

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 Consultant hereby agrees to perform the following professional services ("Services"):

A. To provide professional printing services in accordance with Consultant's BID, a true and correct copy of which is attached hereto as Exhibit "A" and in accordance with the terms and conditions detailed in the IFB, a true and correct copy of which is attached hereto as Exhibit "B" and incorporated throughout this Agreement;

B. To provide professional printing services in the most cost effective manner utilizing personnel at the level of competence required relative to the nature of the work, and to follow all applicable federal, state, and local laws; and

C. To coordinate the fulfillment of this Agreement with the Authority's Project Manager for the implementation of the Services. The Authority's Project Manager shall be John Pietrafitta, Supervisor, who may be reached at 215-683- 9789 or by e-mail at JPietrafitta@philapark.org. However, the parties agree that only the Authority's Board or Executive Director may consent to any alteration or amendment to this Agreement, and in each such case in writing. Any change in excess of \$25,000 will require advanced approval of the Authority's Board at a public meeting.

2. **TERM**

The Term of this Agreement shall commence on the date first written above and shall expire automatically and without notice after three (3) consecutive years. The Term of this Agreement may be extended for two (2) additional one (1) year extensions by mutual agreement of the parties by written mutual Addendum to this Agreement.

3. **CONSIDERATION AND PAYMENT**

A. The Authority agrees to pay and Consultant agrees to accept the fee provided in Consultant's BID for all Services performed during the Term of this Agreement.

B. Consultant shall submit monthly invoices to the Authority for Services commencing with the execution of this Agreement. The Authority shall pay invoices within thirty (30) days of receipt. All invoices shall be identified with a purchase order number supplied by the Authority and shall be submitted to:

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

C. At no time will Consultant be reimbursed for any administrative or overhead costs incurred by Consultant in fulfilling the terms of this Agreement, including, but not limited to, any time, fees or expenses associated with Consultant's travel to or from the Project site, fuel, lodging, food, permit fees, license fees, filing fees or photocopying costs in connection with Consultant's Services.

D. No late fees, penalties, or interest may be assessed against the Authority for late payments made to Consultant.

4. **NO SOLICITATION/CONFLICTS OF INTEREST**

A. Consultant 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 Consultant.

B. To the best of Consultant'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 Consultant. If such transaction comes to the knowledge of the Consultant at any time, a full and complete disclosure of such information shall be made to the Authority.

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

5. INABILITY OF CONSULTANT TO PERFORM

The inability of Consultant to perform or provide the Services under this Agreement, for any reason, shall automatically terminate this Agreement, whereupon all liabilities or obligations for payment hereunder shall terminate as of the date of such termination.

6. TERMINATION FOR CONVENIENCE OF AUTHORITY

The Authority and Consultant 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 Consultant. If the Agreement is terminated by the Authority, as provided herein, Consultant will be paid any compensation outstanding for the Services satisfactorily performed pursuant to Section 1 herein for the period prior to the date of termination. In such event, all memoranda, records, data, information and other documents prepared by Consultant shall become the property of the Authority and shall be forthwith delivered to the Authority. The payments to be made to Consultant hereunder are the Consultant's sole remedy and right with respect to termination under this paragraph.

7. GENERAL TERMS AND CONDITIONS

A. Confidential Matters.

Consultant agrees that it will treat as confidential any information or document from the files of the Authority, including without limitation any information relating to the Authority's software or hardware products, business or financial affairs and information disclosed orally and identified as confidential, which may come into their possession in pursuit of its duties under this Agreement.

B. Force Majeure.

Neither the Authority nor Consultant will be liable for inadequate performance to the extent caused by a condition (for example, natural disaster, act of war or terrorism, riot, labor condition and governmental action) that was beyond the party's reasonable control.

C. No Third-Party Beneficiaries.

There are no third-party beneficiaries to this Agreement.

D. Maintenance of Records.

Consultant understands that certain records related to this Agreement may be public records pursuant to Pennsylvania's Right-to-Know Law and Consultant must duly comply with demands made through the Authority for such records. 65 P.S. 67.101. Regardless of the impact of the Right-to-Know Law, Consultant 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, Consultant 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.

E. Ownership and Use of Documents.

Upon the completion of all Services provided during the Term, or termination of the Agreement, all drawings, specifications, reports or other materials and documents prepared by or with the cooperation of

Consultant pursuant to this Agreement shall, at the sole option of the Authority, become the exclusive property of the Authority, whether or not in Consultant's possession, free from any claim or retention of rights thereto on the part of Consultant, except as herein specifically provided in this Agreement, and shall promptly be delivered to the Authority upon the Authority's request. This paragraph shall survive termination of this Agreement.

F. Assignment.

This Agreement may not be transferred or assigned by Consultant without the prior written consent of the Authority which consent may be withheld in the sole discretion of the Authority, any transfer or assignment made without the prior written consent of the Authority shall be void.

G. Non-Discrimination.

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

H. 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

Consultant:

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

I. 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.

J. General Indemnity.

Consultant, for itself, its successors, assigns, agents, and sub-consultants hereby agrees to indemnify, defend and hold harmless 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 reason of injury (including death or workers compensation) to any person (including Consultant'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 under this contract, work

performed under Change Order, or any such other 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, sub-consultants, third parties or parent, subsidiary and affiliated companies, whether known or unknown to the Indemnified Parties or Consultant. It is expressly understood and agreed that the indemnity contained in this paragraph covers claims by Consultant's employees. It is further expressly agreed that Consultant 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.

K. 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 or any party, that is 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.

L. Exhibits.

All Exhibits to this Agreement are hereby incorporated by reference into and made a part of this Agreement.

M. 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.

N. Order of Precedence.

In the event of an inconsistency between provisions of this Agreement, the BID and the IFB, it shall be resolved by giving precedence in the following order: (1) the main body of this Agreement (not including Exhibits); (2) the IFB (Exhibit "B"), Consultant's BID (Exhibit "A") and (3) all other Exhibits. It is Consultant'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 Consultant prior to receiving a written response from the Authority with respect to any alleged error, inconsistency, discrepancy, omission or conflict shall be at the Consultant's own risk and expense.

O. 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.

P. Specific Proposals.

It is understood that the Authority shall have the absolute discretion to accept, reject or modify any proposal or offer which Consultant may bring to the Authority's attention during the Term of this Agreement. The Authority may direct that Consultant suspend or modify any of its collection activities or methods related to this Agreement at any time.

Q. Independent Contractor.

Consultant agrees that it, as well as its employees, are independent contractors as to any Services provided and this Agreement is not intended to create any form of employment relationship.

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. Taxes.

1. Consultant 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. Consultant also certifies that its Philadelphia Activity License No. is: _____ . Consultant further certifies that its Federal Tax ID. No. is: _____ .

2. As an agency of the Commonwealth of Pennsylvania and a local government agency, the Authority is exempt from the payment of state and local sales and use and other taxes on material, equipment or other personal property. Consultant agrees that the fees, prices or rates stated in this Agreement (1) do not include any state or local taxes, surcharges or fees on the Authority in connection with this transaction, and (2) do include all other applicable taxes for which Consultant is liable. In the event Consultant's performance under this Agreement creates a tax liability, such taxes, including but not limited to, real estate taxes, school taxes, use & occupancy taxes, and sales taxes shall be the sole obligation of Consultant, and Consultant shall maintain current accounts as to the payment of such taxes and be liable over to the Authority for any taxes assessed against the Authority as a result of Consultant's performance under this Agreement.

T. Insurance.

Consultant agrees to provide the Authority the appropriate certificates of insurance in accordance with the Insurance Requirements detailed in the IFB.

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.

V. Separation Clause.

If any provision of this Agreement, or the application of any provision to any person or circumstances, is held invalid or unenforceable, the remainder of this Agreement and the application of such provision(s) to other persons or circumstances shall remain valid and enforceable.

SIGNATURE PAGE TO FOLLO

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: _____

Clarena Tolson
Executive Director

APPROVED AS TO FORM

By: _____

General Counsel's Office

Consultant

Witness _____

Print Name: _____

Print Title: _____

By: _____

Print Name: _____

Print Title: _____

NAME OF PRIME BIDDER

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

**TICKETING ROLLS, PAPER TICKETS AND TICKETING ENVELOPES
BID No. 16-33**

BID FORM

1. The undersigned, having familiarized ___self/selves with the bid documents to provide ticketing rolls, paper tickets and ticketing envelopes including the Notice to Bidders, Instructions to Bidders, Bid Form, Affidavit of Non-Collusion, Requirements, and Addenda if any (hereinafter collectively referred to as the "bid Documents"), as prepared by the Philadelphia Parking Authority and on file in the office of the Authority at 701 Market Street, Suite 5400, Philadelphia, Pa 19106, hereby proposes to provide ticketing rolls and paper tickets.
2. In submitting this bid, it is understood that the Authority reserves the right to withdraw and cancel this invitation prior to opening of bids or to reject any and all bids after bids 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 bid is mailed, telegraphed or delivered to the undersigned within thirty (30) days after the opening thereof, or at any time thereafter before this bid 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 bid or any other bid or the submitting of bid for the contract for which this bid is submitted.
4. Attached hereto is a bid bond, certified check or cashier's check in the amount of ten percent (10%) of the total bid cost for one year supply of ticketing rolls, paper tickets and envelopes.
5. Bidder acknowledges receipt of the following addenda:

Addendum Number		Date

NAME OF PRIME BIDDER

6. Bidder agrees to provide ticketing rolls, paper tickets and ticketing envelopes in accordance with the specifications and for the prices stated below.

Item	Approximate One year Quantity	Unit Price	Yearly Total	Three (3) Year Total
Ticketing Rolls for Handheld Devices	15,000	\$	\$	\$
Ticketing Envelopes	1,500,000	\$	\$	\$
Blue Paper Tickets	125,000	\$	\$	\$
Red Paper Tickets	50,000	\$	\$	\$
Training Paper Tickets	20,000	\$	\$	\$
		Total	\$	\$

7. **Contract Period:** The Term of this Agreement shall commence on the date the contract is executed and shall terminate automatically without notice after three (3) years unless terminated earlier by the Authority. The Authority and the successful bidder may elect to extend the term or the contract award for two (2) one (1) year extensions, provided that the financial terms may not be changed. The Authority, at its sole discretion, shall have the right to terminate this Agreement upon thirty (30) days written notice to Company. Please refer to the sample contract located in the Specifications section of this Invitation for Bids.

NAME OF PRIME BIDDER

8. **Delivery Schedule:** The undersigned vendor agrees to deliver ticketing rolls, paper tickets and ticketing envelopes to the Authority within 30 business days of receiving each order.

Signature

**Name
(Please Print)**

Title

Date

NAME OF PRIME BIDDER

9. **Requirement Statement:** The undersigned vendor agrees to provide ticketing rolls, paper tickets and ticketing envelopes as detailed in the Specifications and any Addenda if issued.

Signature

**Name
(Please Print)**

Title

Date

NAME OF PRIME BIDDER

10. Bidders 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 bid 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 bid.

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 BIDDER

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 bid, that such bid is genuine and not collusive or a sham; that such Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any Bidder or person, to put in a sham bid 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 bid price or affiant or of any other Bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other Bidder, or to secure any advantage against the Philadelphia Parking Authority, or any person interested in the proposed contract; and that all statements in said bid are accurate, true and not misleading.

Signature of Bidder, if Bidder is an individual

Signature of Officer, if Bidder is a corporation

Subscribed and sworn to
Before me this _____
Day of _____ 2017.
My commission expires on
_____, 20____

NAME OF PRIME BIDDER

12. Bidder'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.

.....

iii.

.....

iv.

.....

d. List three (3) recent contracts your firm has fulfilled involving the same type of product or service described in this bid. 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 BIDDER

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

THE PHILADELPHIA PARKING AUTHORITY

MINORITY AND DISADVANTAGED BUSINESS PARTICIPATION PROGRAM

Bid Number 16-33

Name of Bidder

No. of Copies Submitted Page ___ of ___

See Instructions: Complete one or more forms for each type of disadvantaged business participation required: check one: B-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		Amt Committed to		
Telephone No.		Yes	No	\$	%	
MBEC Certification No.					percentage of total bid	
Fax No.						
Disadvantaged Business Information						
Company Name						
Address						
Contact Name		Quote Received		Amt Committed to		
Telephone No.		Yes	No	\$	%	
MBEC Certification No.					percentage of total bid	
Disadvantaged Business Information						
Company Name						
Address						
Contact Name		Quote Received		Amt Committed to		
Telephone No.		Yes	No	\$	%	
MBEC Certification No.					percentage of total bid	

MANAGER CONTRACT ADMINISTRATION
THE PHILADELPHIA PARKING AUTHORITY
701 MARKET STREET, SUITE 5400
PHILADELPHIA, PA 19106



Bid Decline Form: Bid No. 16-33 – Ticketing Rolls, Paper Tickets and Ticketing Envelopes

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

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

Name: _____

- Requirements 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 Requirements
- Unable to meet Bond/Insurance Requirements
- Requirements unclear (explain below)
- Unable to meet Insurance Requirements
- Unable to meet Contract Requirements (explain below)
- Other (specify below)

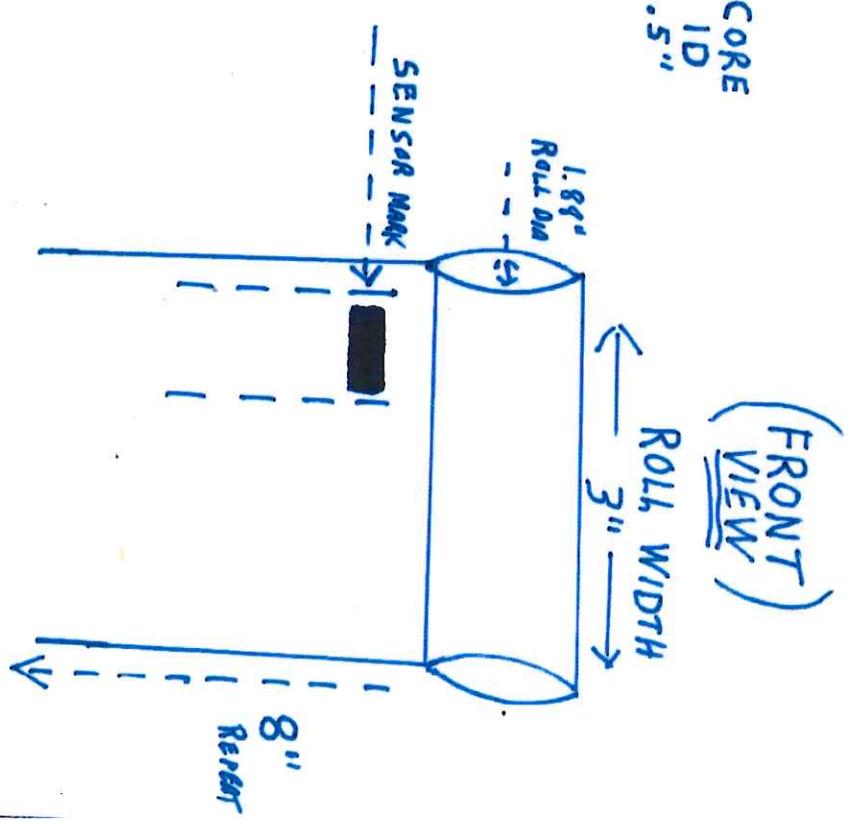
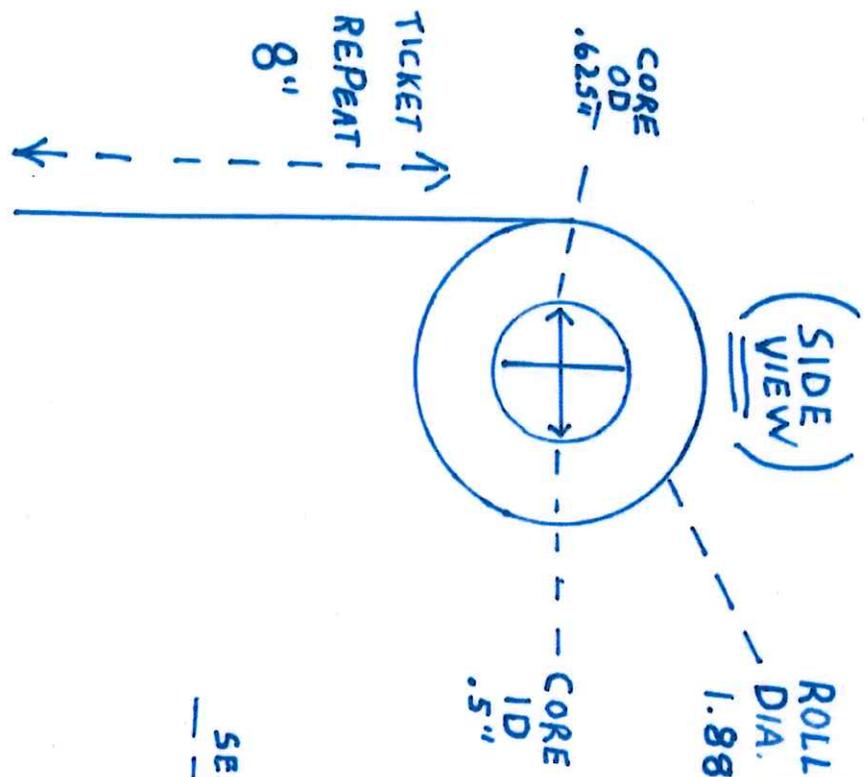
Comments:

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

EXHIBIT A

Sample 1
Handheld Ticketing Rolls

Ticket Width:	3"
Ticket Length:	8"
No. of Tickets Per Roll:	108
Actual Roll Footage:	72'
Inside Diameter of Core:	.5
Paper Type (e.g. top-coated direct thermal or poly-thermal):	White polythermal -2003-2



Coated Side-Rewind #1
Black, 185 Red & 2728 Blue

Uncoated Side
Black

Commonwealth of Pennsylvania
City & County of Philadelphia
PARKING VIOLATION

CITATION #

Date		Time Issued	
State - Plate Number		Time Observed	
Vehicle ID #		Sign Notes	
Vehicle Make	Color	Beat/District	
Location		Meter Number	
VIOLATION		FINE	

The Officer below being duly sworn, upon oath deposes and says that in the City of Philadelphia, Pennsylvania, the vehicle described above was observed in violation of the Philadelphia Traffic Code specified herein and a copy of this notice was served upon the violator as required by law.

Officer	Agency-Badge No.
---------	------------------

Comments

Place check or money order payable to the City of Philadelphia and this ticket in the envelope provided and mail promptly. If payment of the fine is not received within 15 calendar days, significant late penalties are added.
DO NOT MAIL CASH.
See the reverse side of this notice for additional information.

Commonwealth of Pennsylvania - City and County of Philadelphia
Within 15 calendar days of the date of this citation, you must either admit liability and pay the applicable fine OR appeal this parking citation.

To Make Payment:
Online: www.philapark.org (MasterCard/Visa/American Express)
By telephone: Call 1-888-591-3636 (MasterCard/Visa)
By mail: Make check payable to City of Philadelphia and return with this citation to the address below. **NOTICE:** Returned checks are electronically re-presented and a fee charged as permitted in Pennsylvania.

In person: You or an authorized person may bring this citation to the Customer Service Center at the Philadelphia Parking Violations Branch at 913 Locust Street in Center City Philadelphia. Payment forms accepted in person are cash, check, money order and credit card (MasterCard/Visa/American Express).

Failure to remit payment or to appeal within fifteen (15) days will result in significant late penalties. Parking citations are civil infractions and reporting Philadelphia. Failure to respond may result in suspension of your driver's license or civil judgments against your assets and seizure of your vehicle. Please record ticket number on check. **DO NOT MAIL CASH.**

CHECK BOX HEARING REQUESTS

NOTICE OF PARKING VIOLATION
Noted infractions or complaints should be addressed to the Parking Violations Branch, PO Box 41818, Philadelphia, PA 19101-1818. Do not include payment with correspondence.

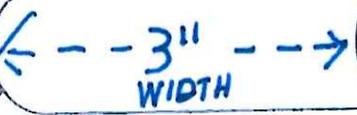
To Contest this Citation:
You may have an in person hearing or you may elect to be heard by mail. For more about your options to contest a ticket, call 888-591-3636 or on the Web visit <http://philapark.org/violations>. For ticket information, meter or kiosk complaints or to request a sign language interpreter for your in person hearing, call 888-591-3636.

City of Philadelphia
PO Box 41818
Philadelphia, PA 19101-1818




SENSOR MARK
REPEAT 8"

CORE ID .5"
CORE ID .625"



Sample 2
Blue Paper Tickets

UNIFORM ALPHABET CHART

A B C D E F G H I J
 K L M N O P Q R S
 T U V W X Y Z
 1 2 3 4 5 6 7 8 9 0

PHILADELPHIA PARKING VIOLATIONS

THIS BOOK SHALL BE USED IN ALL POLICE DISTRICTS EXCEPT FOR AREAS AFFECTED BY FINE CHANGES UNDER 12-2809(2)(B) - LIMITED TO POLICE DISTRICTS 03, 06, 09, 16 & 18

REVISED AS OF APRIL 2011
 NEW INFORMATION ON FLAP

Date Received _____

Officer _____

Rank _____ Badge No. _____

District or Unit _____

Violation Numbers:

from XXXXXXXX-X

to XXXXXXXX-X

- USE PRESSURE WHEN WRITING TICKET
- CHECK THE HARD BACK COPY
- IS THE DATE OF ISSUANCE LEGIBLE?

Book No. XXXXXXXX

PARKING VIOLATIONS - PHILADELPHIA TRAFFIC CODES

Code	Violation Description	Penalty
12-901 (1)(a)	Parked on Bridge, Viaduct, Tunnel or Underpass	\$ 25.00
12-901 (1)(c)	Parked in Bridge Zone	\$ 30.00
12-901 (1)(d)	Stopped on Street Creating A Hazardous Condition	\$ 51.00
12-901 (2)	Move Vehicle to Prohibited Area	\$ 20.00
12-901 (3)	Commercial Vehicle Parked in Residential Area	\$ 101.00
12-902 (1)(a)	Display Vehicle, Watercraft Trailer or Watercraft for Sale on Roadway	\$ 301.00
12-902 (1)(b)	Commercial Weight or Repair Vehicle, Watercraft trailer or Watercraft on Roadway	\$ 301.00
12-903 (2)	Disobey Signs - Standing	\$ 61.00
12-908 (1)	Bus Parked Other Than in Bus Zone	\$ 201.00
12-908 (2)	Improper Discharge Of Passengers From Bus	\$ 251.00
12-908 (3)	Bus Parked Improperly in Bus Zone	\$ 201.00
12-908 (4)	Taxi Parked Other Than in Taxi Stand	\$ 90.00
12-908 (1)	Parked in Taxi Stand	\$ 91.00
12-912	Stopped Blocking Highway	\$ 51.00
12-913 (1)(a)(i)	Stopped Within Intersection	\$ 61.00
12-913 (1)(a)(ii)	Stopped in Safety Zone	\$ 51.00
12-913 (1)(a)(iii)	Stopped Adjacent To Street Excavation	\$ 61.00
12-913 (1)(a)(iv)	Stopped On Railroad Tracks	\$ 51.00
12-913 (1)(a)(v)	Stopped on Median Strip in Center of Divided Highway	\$ 51.00
12-913 (1)(a)(vi)	Parked Blocking Ramp For People With Disabilities	\$ 70.00
12-913 (1)(a)(vii)	Parked Within 30 Feet Of Traffic Control Device	\$ 50.00
12-913 (1)(b)(i)	Parked Too Close to Fire Station	\$ 51.00
12-913 (1)(b)(ii)	Streeter Obstructed	\$ 41.00
12-913 (1)(b)(iii)	Parked On Limited Access Highway	\$ 101.00
12-913 (1)(b)(iv)	Disobey Signs - Prohibited Standing	\$ 91.00
12-913 (1)(c)(i)	Parked Within 50 Feet Of Railroad Crossing	\$ 31.00
12-913 (2)	Parked On Private Property	\$ 20.00
12-914 (2)	Parked Improper - One Way Highway	\$ 31.00
12-916	Unattended Vehicle	\$ 35.00
12-916 (1)	Parked While License Suspended	\$ 101.00
12-916 (2)	Parking - Unregistered Vehicle;	\$ 41.00
	Parking - Without Driver's License	
12-917 (3)	Overtime Valet Zone	\$ 101.00
12-919(2)	Car Share Vehicles Only	\$ 35.00
12-1002 (1)	Parked in Unmetered Space	\$ 20.00
12-1004 (1)	Parked Improperly At Meter	\$ 20.00
12-1004 (2)	Improper Motorcycle Parking	\$ 20.00
12-1008 (1)	Parked Over Time Limit At Meter	\$ 20.00
12-1008	Damage Parking Meter	\$ 101.00
12-1113 (3)	Park Trolley Stop	\$ 31.00
12-1117 (4)(a)(i)	Fraudulently Park Handicapped Space	\$1,001.00
12-1117 (4)(a)(ii)	Counterfeit Handicapped Parking Permit	\$1,001.00
12-1123	Unlawful Vehicle Alarm	\$ 101.00
12-1124 (1)	Parked Mobile Home	\$ 51.00
12-1126	Excessive Noise	\$ 101.00
12-1127 (1)(a)(i)	Excessive Idling of Motor Vehicle	\$ 101.00
12-1128	Owner Identification On Commercial Vehicle	\$ 301.00
12-1402 (3)	Illegally Placed Ticket	\$ 91.00
12-1604 (1)	Parked On Grass	\$ 101.00
12-1604 (2)	Parental Liability	\$ 101.00
12-2802 (4)(a)	Parked Snow Route	\$ 51.00
12-2803 (3)(a)	Snow Emergency Tow	\$ 70.00
12-2803 (4)	Blocking Mass Transit	\$ 101.00
12-2822	Contractor Placard - Loading Zone	\$ 31.00

STATE CODES

AL	Alabama	MT	Montana
AK	Alaska	NE	Nebraska
AZ	Arizona	NH	New Hampshire
AR	Arkansas	NJ	New Jersey
CA	California	NM	New Mexico
CO	Colorado	NV	Nevada
CT	Connecticut	NY	New York
DE	Delaware	NC	North Carolina
DC	Dist. of Columbia	ND	North Dakota
FL	Florida	OH	Ohio
GA	Georgia	OK	Oklahoma
HI	Hawaii	OR	Oregon
ID	Idaho	PA	Pennsylvania
IL	Illinois	RI	Rhode Island
IN	Indiana	SC	South Carolina
IA	Iowa	SD	South Dakota
KS	Kansas	TN	Tennessee
KY	Kentucky	TX	Texas
LA	Louisiana	UT	Utah
ME	Maine	VT	Vermont
MA	Massachusetts	VA	Virginia
MD	Maryland	WA	Washington
MI	Michigan	WV	West Virginia
MN	Minnesota	WI	Wisconsin
MS	Mississippi	WY	Wyoming
MO	Missouri		

US U.S. Government (All Types)

CANADIAN PROVINCES

AB	Alberta	NS	Nova Scotia
BC	British Columbia	ON	Ontario
MB	Manitoba	PE	Prince Edward Island
NF	Newfoundland	QC	(Province of) Quebec
NB	New Brunswick	SK	Saskatchewan
NT	Northwest Territory	YT	Yukon (Territory)



VEHICLE TIMING LOG

Name	Badge	Squad
Regulations	Date	Shift
Street	Block	Side

Plate Number	Type of Timing HTLZ/PLZLZ/9M NPATYCONTR/PP	First Observed	Time Ticketed
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

Return to location at ▶

MISCELLANEOUS INFORMATION
 Motor Vehicle Code Supersedes The City Ordinance.
 Where a violation is covered by a City Ordinance and a
 vehicle code section, use the vehicle code section
 when writing the violation.

**PARKING
 VIOLATIONS**

PHILADELPHIA - ORIGINAL (OUTSIDE CENTER CITY) - PLY 1 FACE
SIZE IS 3.666 X 7.600 - PAPER IS 20# WHITE CBBP
INK COLORS ARE REFLEX BLUE, PMS 200 RED AND VARNISH

Source4 (781) 297-3770 020963-18

Commonwealth of Pennsylvania
 City & County of Philadelphia

OL

PARKING VIOLATION

XXXXXXXX-X			MONTH	DAY	YEAR				
STATE	<input type="checkbox"/> PA	<input type="checkbox"/> NJ	<input type="checkbox"/> DE	<input type="checkbox"/> NY	<input type="checkbox"/> MD	<input type="checkbox"/> VA	OTHER (code)		
VEHICLE LICENSE NUMBER									
OTHER MAKE		<input type="checkbox"/> FORD	<input type="checkbox"/> CHEV	<input type="checkbox"/> TOYT	<input type="checkbox"/> NISSAN	<input type="checkbox"/> HOND	<input type="checkbox"/> DODGE	<input type="checkbox"/> BUICK	<input type="checkbox"/> JEEP
COLOR		TIME		A.M. TO P.M.		A.M. TO P.M.			
LOCATION						DIST.			
<input type="checkbox"/> TAZ	<input type="checkbox"/> PD	METER NUMBER							
<input type="checkbox"/> RPP									
The undersigned being duly sworn, upon oath deposes and says that in the City of Philadelphia, Pennsylvania, the vehicle identified above was observed in violation of the Philadelphia Traffic Code specified herein and a copy of this notice was served upon the violator as required by law.									
SIGNATURE OF OFFICER				DIST. PLAT. SECT.		BADGE NO.			

- | | |
|---|---|
| <input type="checkbox"/> 12 METER EXPIRED \$26 | <input type="checkbox"/> 27 ABANDONED VEHICLE \$301 |
| <input type="checkbox"/> 65 STOPPING PROHIBITED \$51 | <input type="checkbox"/> 49 WITHIN 20' OF CORNER \$51 |
| <input type="checkbox"/> BETWEEN POSTED HOURS | <input type="checkbox"/> 39 SIDEWALK \$51 |
| <input type="checkbox"/> 63 PARKING PROHIBITED \$41 | <input type="checkbox"/> 38 DOUBLE PARKED \$51 |
| <input type="checkbox"/> ANYTIME <input type="checkbox"/> IN THIS STREET | <input type="checkbox"/> 41 ON CROSSWALK \$51 |
| <input type="checkbox"/> BETWEEN POSTED HOURS | <input type="checkbox"/> 47 BLOCKING DRIVEWAY \$51 |
| <input type="checkbox"/> STREET CLEANING | <input type="checkbox"/> 48 WITHIN 15' OF HYDRANT \$76 |
| <input type="checkbox"/> 58 OVER TIME LIMIT \$26 | <input type="checkbox"/> 32 PARKING IMPROPER 2-WAY \$31 |
| <input type="checkbox"/> 19 LOADING ZONE \$31 | <input type="checkbox"/> 46 BUS ZONE \$51 |
| <input type="checkbox"/> 87 HANDICAPPED SPACE \$301 | <input type="checkbox"/> 84 PARK VALET ZONE \$31 |
| <input type="checkbox"/> 81 PASSENGER LOADING ZONE \$31 | <input type="checkbox"/> 102 EXP OR MISSING INSP \$41 |
| <input type="checkbox"/> OTHER 12-_____ \$_____ (WRITE THE VIOLATION BELOW) | |

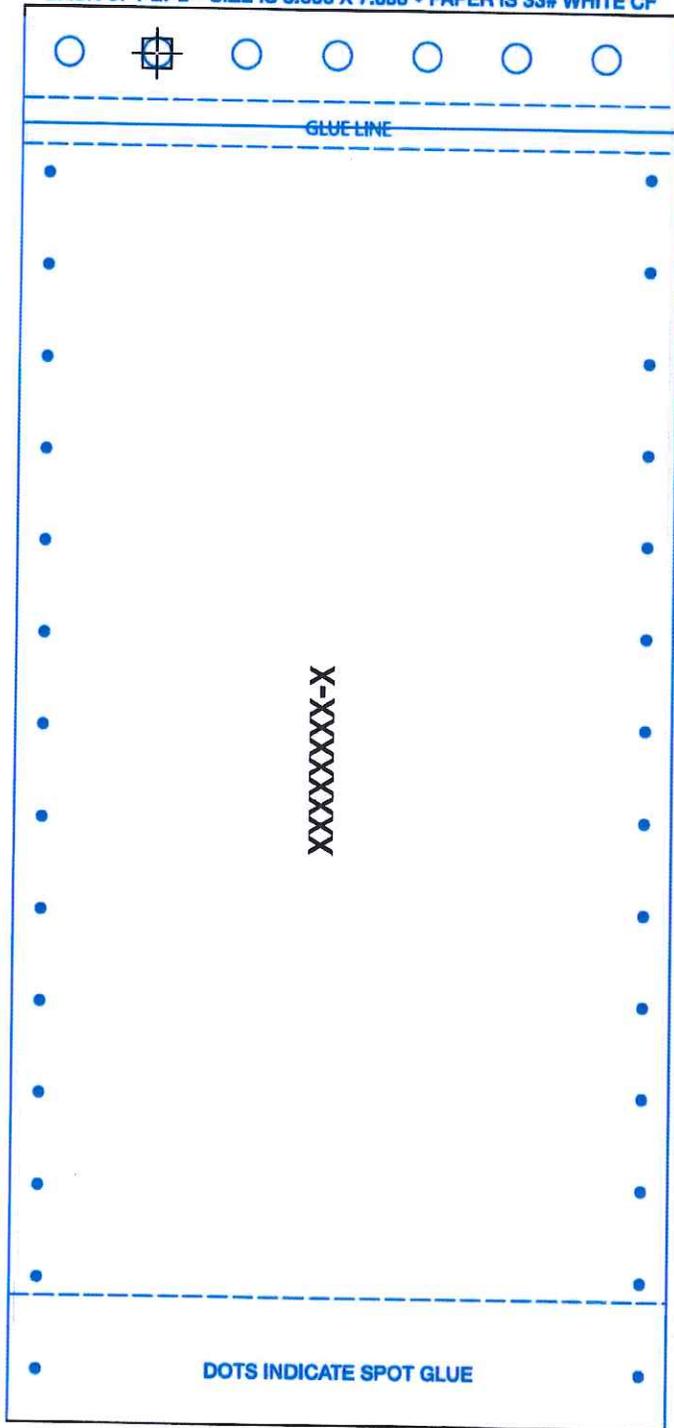
BARCODE AREA
 XXXXXXXXX

COMMENTS: _____

Within 15 calendar days of the date of this citation, you must either admit liability and pay the applicable fine OR appeal this parking citation. If payment of fine is not received within 15 calendar days, significant late penalties are added. You or an authorized person may make payment in person at the Parking Violations Branch, 913 Filbert Street, Philadelphia. For more information, or to pay by phone (888) 591-3636, or internet payment at WWW.PHILAPARK.ORG (Visa/Mastercard). Please record ticket number on check. **DO NOT MAIL CASH.**

PEEL OFF TAPE AND FOLD FLAP TO SEAL ENVELOPE (Rev. 04/11)

BACK OF PLY 2 • SIZE IS 3.666 X 7.688 • PAPER IS 33# WHITE CF



XXXXXX-X

DOTS INDICATE SPOT GLUE

1/2 INCH P.S. TAPE

PHILADELPHIA - ORIGINAL (OUTSIDE CENTER CITY - BLUE) FACE OF PLY 3 • SIZE IS 3.666 X 8.375 • PAPER IS 36# WHITE LEDGER



PHILADELPHIA ORIGINAL (OUTSIDE CENTER CITY - BLUE) BACK OF PLY 3 • SIZE | S. 3.666 X 8.375 • PAPER | S 36# WHITE LED GER • INK COLOR | S REFLEX BLUE

VIOLATION

Pat. No. 4,850,625

Place Stamp
Here
Postage
Required
Post Office will
not deliver
without proper
postage.



NAME _____
ADDRESS _____
CITY STATE ZIP _____

INSTRUCTIONS:

This notice may be returned by mail, personally or by an authorized person. A hearing may be obtained upon written request to the Bureau of Administrative Adjudication, P.O. Box 13850, Philadelphia, PA 19101. For ticket and hearing information, meter/kiosk complaint or to request a sign language interpreter go to www.philapark.org or call 1-888-561-3636. All other written inquiries or complaints should be addressed to the Parking Violations Branch, P.O. Box 41819, Philadelphia, PA 19101. Failure to obey this notice within 15 calendar days will result in significant late penalties. Please refer to this ticket number when making payment, appeal, or other inquiry. NOTICE: Returned checks are electronically represented and a fee charged as permitted in PA.

**FAILURE TO PAY PARKING FINES MAY
SUBJECT MOTOR VEHICLES TO SEIZURE.**

CHECK BOX HEARING REQUEST

**CITY OF PHILADELPHIA
PARKING VIOLATIONS BRANCH
PO BOX 41818
PHILADELPHIA PA 19101-1818**



Sample 3
Red Paper Tickets

UNIFORM ALPHABET CHART

A B C D E F G H I J
 K L M N O P Q R S
 T U V W X Y Z
 1 2 3 4 5 6 7 8 9 0

PHILADELPHIA PARKING VIOLATIONS

THIS BOOK SHALL BE USED IN POLICE DISTRICTS AFFECTED BY FINE CHANGES UNDER 12-2809(2)(B)

CENTER CITY

POLICE DISTRICTS 03, 06, & 09
 SPRING GARDEN TO BAINBRIDGE
 SCHUYLKILL RIVER TO DELAWARE RIVER

UNIVERSITY CITY

POLICE DISTRICTS 16 & 18
 FROM UNIVERSITY/WOODLAND AVE
 TO FILBERT ST 34TH TO 40TH,
 UNIVERSITY/WOODLAND AVE TO
 ARCH ST. SCHUYLKILL RIVER TO 34TH STREET

REVISED AS OF MARCH 2011
 NEW INFORMATION ON FLAP

Date Received _____

Officer _____

Rank _____ Badge No. _____

District or Unit _____

Violation Numbers:

from XXXXXXXX-X

to XXXXXXXX-X

- USE PRESSURE WHEN WRITING TICKET
- CHECK THE HARD BACK COPY
- IS THE DATE OF ISSUANCE LEGIBLE?

Book No. XXXXXXX

PARKING VIOLATIONS - PHILADELPHIA TRAFFIC CODES

Code	Violation Description	Penalty
12-901 (1)(a)	Parked on Bridge, Viaduct, Tunnel or Underpass	\$ 25.00
12-901 (1)(c)	Parked In School Zone	\$ 30.00
12-901 (1)(d)	Stopped on Street Creating A Hazardous Condition	\$ 75.00
12-901 (2)	Move Vehicle to Prohibited Area	\$ 25.00
12-901 (3)	Commercial Vehicle Parked In Residential Area	\$ 101.00
12-902 (1)(a)	Display Vehicle, Watercraft Trailer or Watercraft for Sale on Roadway	\$ 301.00
12-902 (1)(b)	Commercial Wash or Repair Vehicle, Watercraft trailer or Watercraft on Roadway	\$ 301.00
12-903 (2)	Disobey Signs - Standing	\$ 75.00
12-903 (1)	Bus Parked Other Than In Bus Zone	\$ 251.00
12-903 (2)	Improper Discharge Of Passengers From Bus	\$ 251.00
12-903 (3)	Bus Parked Improperly In Bus Zone	\$ 251.00
12-903 (4)	Taxi Parked Other Than in Taxi Stand	\$ 30.00
12-903 (1)	Parked in Taxi Stand	\$ 31.00
12-912	Stopped Blocking Highway	\$ 75.00
12-913 (1)(a)(i)	Stopped Within Intersection	\$ 75.00
12-913 (1)(a)(ii)	Stopped in Safety Zone	\$ 75.00
12-913 (1)(b)(i)	Stopped Adjacent To Street Excavation	\$ 31.00
12-913 (1)(b)(ii)	Stopped On Railroad Tracks	\$ 31.00
12-913 (1)(c)(i)	Stopped on Median Strip in Center of Divided Highway	\$ 31.00
12-913 (1)(c)(ii)	Parked Blocking Ramp For People With Disabilities	\$ 75.00
12-913 (1)(d)(i)	Parked Within 30 Feet Of Traffic Control Device	\$ 30.00
12-913 (1)(d)(ii)	Parked Too Close to Fire Station	\$ 51.00
12-913 (1)(e)(i)	Streetcar Obstructed	\$ 41.00
12-913 (1)(e)(ii)	Parked On Limited Access Highway	\$ 101.00
12-913 (1)(f)(i)	Disobey Signs - Prohibited Standing	\$ 75.00
12-913 (1)(f)(ii)	Parked Within 50 Feet Of Railroad Crossing	\$ 31.00
12-913 (2)	Parked On Private Property	\$ 25.00
12-914 (2)	Parked Improper - One Way Highway	\$ 31.00
12-915	Unattended Vehicle	\$ 31.00
12-919 (1)	Parked While License Suspended	\$ 101.00
12-919 (2)	Parking - Unregistered Vehicle;	\$ 41.00
	Parking - Without Driver's License	
12-917 (b)	Overtime Valet Zone	\$ 101.00
12-919(2)	Car Share Vehicles Only	\$ 35.00
12-1002 (1)	Parked In Unmetered Space	\$ 25.00
12-1004 (1)	Parked Improperly At Meter	\$ 25.00
12-1004 (2)	Improper Motorcycle Parking	\$ 25.00
12-1006 (1)	Parked Over Time Limit At Meter	\$ 25.00
12-1000	Damage Paying Meter	\$ 101.00
12-1113 (3)	Park Trolley Stop	\$ 31.00
12-1117 (1)(a)(2)	Fraudulently Park Handicapped Space	\$1,001.00
12-1117 (1)(a)(3)	Counterfeit Handicapped Parking Permit	\$3,001.00
12-1123	Unlawful Vehicle Alarm	\$ 101.00
12-1124 (1)	Parked Mobile Home	\$ 51.00
12-1128	Excessive Noise	\$ 101.00
12-1127 (1)(2)(a)	Excessive Idling of Motor Vehicle	\$ 101.00
12-1128	Owner Identification On Commercial Vehicle	\$ 301.00
12-1402 (2)	Illegally Placed Ticket	\$ 51.00
12-1904 (1)	Parked On Grass	\$ 101.00
12-1904 (2)	Parental Liability	\$ 101.00
12-2302 (1)(b)	Parked Snow Route	\$ 51.00
12-2503 (3)(b)	Snow Emergency Tow	\$ 75.00
12-2809 (4)	Blocking Mass Transit	\$ 101.00
12-2902	Contractor Placard - Loading Zone	\$ 31.00

STATE CODES

AL	Alabama	MT	Montana
AK	Alaska	NE	Nebraska
AZ	Arizona	NH	New Hampshire
AR	Arkansas	NJ	New Jersey
CA	California	NM	New Mexico
CO	Colorado	NV	Nevada
CT	Connecticut	NY	New York
DE	Delaware	NC	North Carolina
DC	Dist. of Columbia	ND	North Dakota
FL	Florida	OH	Ohio
GA	Georgia	OK	Oklahoma
HI	Hawaii	OR	Oregon
ID	Idaho	PA	Pennsylvania
IL	Illinois	RJ	Rhode Island
IN	Indiana	SC	South Carolina
IA	Iowa	SD	South Dakota
KS	Kansas	TN	Tennessee
KY	Kentucky	TX	Texas
LA	Louisiana	UT	Utah
ME	Maine	VT	Vermont
MA	Massachusetts	VA	Virginia
MD	Maryland	WA	Washington
MI	Michigan	WV	West Virginia
MN	Minnesota	WI	Wisconsin
MS	Mississippi	WY	Wyoming
MO	Missouri		
US	U.S. Government (All Types)		

CANADIAN PROVINCES

AB	Alberta	NS	Nova Scotia
BC	British Columbia	ON	Ontario
MB	Manitoba	PE	Prince Edward Island
NF	Newfoundland	PQ	(Province of) Quebec
NB	New Brunswick	SK	Saskatchewan
NT	Northwest Territory	YT	Yukon (Territory)



VEHICLE TIMING LOG

Name		Block	Squad
Regulation		Date	Shift
Street		Block	Side
Plate Number	Type of Timing HTLZ/PLZLZ/BM NPATICONT/RPP	First Observed	Time Ticketed
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
Return to location at ▶			

MISCELLANEOUS INFORMATION
 Motor Vehicle Code Supersedes The City Ordinance.
 Where a violation is covered by a City Ordinance and a
 vehicle code section, use the vehicle code section
 when writing the violation.

**PARKING
 VIOLATIONS**

PHILADELPHIA - CENTER CITY (RED) - PLY 1 FACE • SIZE IS 3.666 X 7.688
 PAPER IS 20# WHITE CBBP • INK COLORS ARE PMS 200 RED AND VARNISH

Source4 (781) 297-3770 020963-18

Commonwealth of Pennsylvania
 City & County of Philadelphia **CC-UC** **PARKING VIOLATION**

XXXXXXXX-X		MONTH	DAY	YEAR
STATE	<input type="checkbox"/> PA	<input type="checkbox"/> NJ	<input type="checkbox"/> DE	<input type="checkbox"/> NY
	<input type="checkbox"/> MD	<input type="checkbox"/> VA	OTHER (code)	
VEHICLE LICENSE NUMBER				
OTHER MAKE	<input type="checkbox"/> FORD	<input type="checkbox"/> CHEV	<input type="checkbox"/> TOYT	<input type="checkbox"/> NISSAN
	<input type="checkbox"/> HOND	<input type="checkbox"/> DODGE	<input type="checkbox"/> BUICK	<input type="checkbox"/> JEEP
COLOR	T M E		A.M. TO	A.M. P.M.
LOCATION			DIST.	
<input type="checkbox"/> TAZ	<input type="checkbox"/> PD	METER NUMBER		
<input type="checkbox"/> RPP				
The undersigned being duly sworn, upon oath deposes and says that in the City of Philadelphia, Pennsylvania, the vehicle identified above was observed in violation of the Philadelphia Traffic Code specified herein and a copy of this notice was served upon the violator as required by law.				
SIGNATURE OF OFFICER		DIST. PLAT. SECT.	BADGE NO.	

- | | |
|---|---|
| <input type="checkbox"/> 105 METER EXPIRED \$36 | <input type="checkbox"/> 27 ABANDONED VEHICLE \$301 |
| <input type="checkbox"/> 121 STOPPING PROHIBITED \$76 | <input type="checkbox"/> 116 WITHIN 20' OF CORNER \$76 |
| <input type="checkbox"/> BETWEEN POSTED HOURS | <input type="checkbox"/> 110 SIDEWALK \$76 |
| <input type="checkbox"/> 120 PARKING PROHIBITED \$51 | <input type="checkbox"/> 109 DOUBLE PARKED \$76 |
| <input type="checkbox"/> ANYTIME <input type="checkbox"/> IN THIS STREET | <input type="checkbox"/> 112 ON CROSSWALK \$76 |
| <input type="checkbox"/> BETWEEN POSTED HOURS | <input type="checkbox"/> 115 BLOCKING DRIVEWAY \$76 |
| <input type="checkbox"/> STREET CLEANING | <input type="checkbox"/> 48 WITHIN 15' OF HYDRANT \$76 |
| <input type="checkbox"/> 118 OVER TIME LIMIT \$36 | <input type="checkbox"/> 32 PARKING IMPROPER 2-WAY \$31 |
| <input type="checkbox"/> 106 LOADING ZONE \$51 | <input type="checkbox"/> 114 BUS ZONE \$76 |
| <input type="checkbox"/> 87 HANDICAPPED SPACE \$301 | <input type="checkbox"/> 84 PARK VALET ZONE \$31 |
| <input type="checkbox"/> 81 PASSENGER LOADING ZONE \$31 | <input type="checkbox"/> 102 EXP OR MISSING INSP \$41 |
| <input type="checkbox"/> OTHER 12-_____ C \$_____ (WRITE THE VIOLATION BELOW) | |

BARCODE AREA
 XXXXXXXXX

COMMENTS: _____

Within 15 calendar days of the date of this citation, you must either admit liability and pay the applicable fine OR appeal this parking citation. If payment of fine is not received within 15 calendar days, significant late penalties are added. You or an authorized person may make payment in person at the Parking Violations Branch, 913 Filbert Street, Philadelphia. For more information, or to pay by phone (888) 591-3636, or Internet payment at WWW.PHILAPARK.ORG (Visa/Mastercard). Please record ticket number on check. DO NOT MAIL CASH.

PEEL OFF TAPE AND FOLD FLAP TO SEAL ENVELOPE (Rev. 03/11)

PHILADELPHIA - CENTER CITY (RED) - PLY 2 FACE • SIZE IS 3.666 X 7.688
 PAPER IS 33# WHITE CF • INK COLORS ARE PMS 200 RED AND VARNISH

Source4 (781) 297-3770 020963-18

GLUE LINE

Commonwealth of Pennsylvania
 City & County of Philadelphia **CC-UC** **PARKING VIOLATION**

XXXXXXXX-X			MONTH	DAY	YEAR				
STATE	<input type="checkbox"/> PA	<input type="checkbox"/> NJ	<input type="checkbox"/> DE	<input type="checkbox"/> NY	<input type="checkbox"/> MD	<input type="checkbox"/> VA	OTHER (code)		
	VEHICLE LICENSE NUMBER								
OTHER MAKE		<input type="checkbox"/> FORD	<input type="checkbox"/> CHEV	<input type="checkbox"/> TOYT	<input type="checkbox"/> NISSAN	<input type="checkbox"/> HOND	<input type="checkbox"/> DODGE	<input type="checkbox"/> BUICK	<input type="checkbox"/> JEEP
COLOR		TIME	A.M. TO		A.M. P.M.				
LOCATION			P.M.		P.M.				
LOCATION		DIST.							
<input type="checkbox"/> TAZ	<input type="checkbox"/> PD	METER NUMBER							
<input type="checkbox"/> RPP									
SIGNATURE OF OFFICER				DIST. PLAT. SECT.		BADGE NO.			

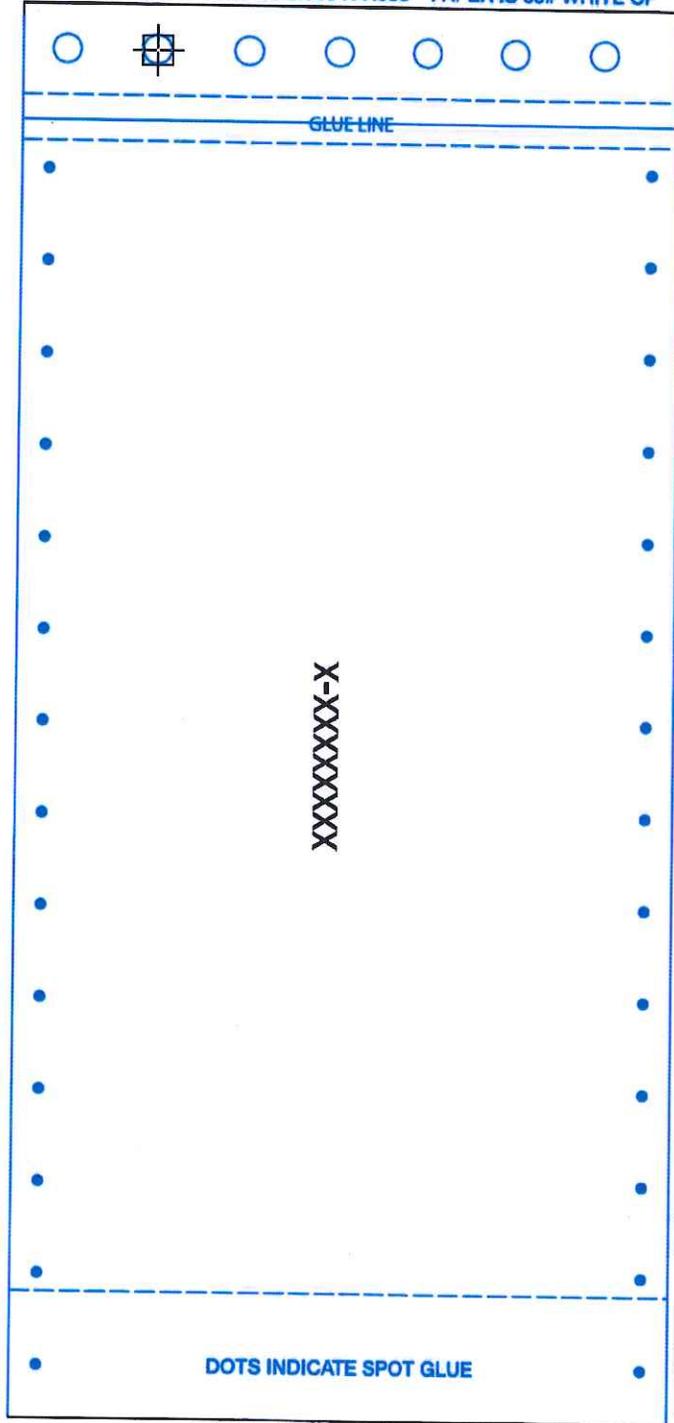
- 105 METER EXPIRED \$36
- 121 STOPPING PROHIBITED \$76
- BETWEEN POSTED HOURS
- 120 PARKING PROHIBITED \$51
- ANYTIME IN THIS STREET
- BETWEEN POSTED HOURS
- STREET CLEANING
- 118 OVER TIME LIMIT \$36
- 106 LOADING ZONE \$51
- 87 HANDICAPPED SPACE \$301
- 81 PASSENGER LOADING ZONE \$31
- OTHER 12-_____ C \$_____ (WRITE THE VIOLATION BELOW)
- 27 ABANDONED VEHICLE \$301
- 116 WITHIN 20' OF CORNER \$76
- 110 SIDEWALK \$76
- 109 DOUBLE PARKED \$76
- 112 ON CROSSWALK \$76
- 115 BLOCKING DRIVEWAY \$76
- 48 WITHIN 15' OF HYDRANT \$76
- 32 PARKING IMPROPER 2-WAY \$31
- 114 BUS ZONE \$76
- 84 PARK VALET ZONE \$31
- 102 EXP OR MISSING INSP \$41

COMMENTS: _____

Within 15 calendar days of the date of this citation, you must either admit liability and pay the applicable fine OR appeal this parking citation. If payment of fine is not received within 15 calendar days, significant late penalties are added. You or an authorized person may make payment in person at the Parking Violations Branch, 913 Filbert Street, Philadelphia. For more information, or to pay by phone (800) 591-3636, or internet payment at WWW.PHILAPARK.ORG (Visa/Mastercard). Please record ticket number on check. DO NOT MAIL CASH.

PEEL OFF TAPE AND FOLD FLAP TO SEAL ENVELOPE (Rev. 03/11)

BACK OF PLY 2 • SIZE IS 3.666 X 7.688 • PAPER IS 33# WHITE CF



1/2 INCH P.S. TAPE

PHILADELPHIA - (CENTER CITY - RED) FACE OF PLY 3 • SIZE IS 3.666 X 8.375 • PAPER IS 36# WHITE LEDGER



PHILADELPHIA (CENTER CITY - RED) BACK OF PLY 3 • SIZE IS 3.666 X 8.375 • PAPER IS 36# WHITE LEDGER • INK COLORS ARE PMS 200 RED AND REFLEX BLUE

VIOLATION

Pat. No. 4,850,525

Place Stamp
Here
Postage
Required
Post Office will
not deliver
without proper
postage.



NAME _____

ADDRESS _____

CITY STATE ZIP _____

INSTRUCTIONS:

This notice may be returned by mail, personally or by an authorized person. A hearing may be obtained upon written request to the Bureau of Administrative Adjudication, P.O. Box 13850, Philadelphia, PA, 19101. For ticket and hearing information, meter/kiosk complaint or to request a sign language interpreter go to www.philapark.org or call 1-888-561-3636. All other written inquiries or complaints should be addressed to the Parking Violations Branch, P.O. Box 41819, Philadelphia, PA 19101. Failure to obey this notice within 15 calendar days will result in significant late penalties. Please refer to this ticket number when making payment, appeal, or other inquiry.

NOTICE: Returned checks are electronically represented and a fee charged as permitted in PA.

**FAILURE TO PAY PARKING FINES MAY
SUBJECT MOTOR VEHICLES TO SEIZURE.**

CHECK BOX HEARING REQUEST

**CITY OF PHILADELPHIA
PARKING VIOLATIONS BRANCH
PO BOX 41818
PHILADELPHIA PA 19101-1818**



Sample 4
Training Paper Tickets

Commonwealth of Pennsylvania
City & County of Philadelphia **OL** **PARKING VIOLATION**

MONTH		DAY		YEAR					
STATE	<input type="checkbox"/> PA	<input type="checkbox"/> NJ	<input type="checkbox"/> DE	<input type="checkbox"/> NY	<input type="checkbox"/> MD	<input type="checkbox"/> VA	OTHER (code)		
	VEHICLE LICENSE NUMBER								
OTHER MAKE		<input type="checkbox"/> FORD	<input type="checkbox"/> CHEV	<input type="checkbox"/> TOYT	<input type="checkbox"/> NISSAN	<input type="checkbox"/> HOND	<input type="checkbox"/> DODGE	<input type="checkbox"/> BUICK	<input type="checkbox"/> JEEP
COLOR		TIME		A.M. TO P.M.		A.M. TO P.M.			
VIOLATION						TICKET			
<input type="checkbox"/> TAZ	<input type="checkbox"/> PD	VEHICLE IDENTIFICATION							
<input type="checkbox"/> RPP									
The undersigned being duly sworn, upon oath deposes and says that in the City of Philadelphia, Pennsylvania, the vehicle identified above was observed in violation of the Philadelphia Traffic Code specified herein and a copy of this notice was served upon the violator as required by law.									
SIGNATURE OF OFFICER				POST PLAN OFFICER		ISSUANCE DATE			

- | | |
|---|---|
| <input type="checkbox"/> 12 METER EXPIRED \$26 | <input type="checkbox"/> 27 ABANDONED VEHICLE \$301 |
| <input type="checkbox"/> 65 STOPPING PROHIBITED \$51 | <input type="checkbox"/> 49 WITHIN 20' OF CORNER \$51 |
| <input type="checkbox"/> BETWEEN POSTED HOURS | <input type="checkbox"/> 39 SIDEWALK \$51 |
| <input type="checkbox"/> 63 PARKING PROHIBITED \$41 | <input type="checkbox"/> 38 DOUBLE PARKED \$51 |
| <input type="checkbox"/> ANYTIME <input type="checkbox"/> IN THIS STREET | <input type="checkbox"/> 41 ON CROSSWALK \$51 |
| <input type="checkbox"/> BETWEEN POSTED HOURS | <input type="checkbox"/> 47 BLOCKING DRIVEWAY \$51 |
| <input type="checkbox"/> STREET CLEANING | <input type="checkbox"/> 48 WITHIN 15' OF HYDRANT \$76 |
| <input type="checkbox"/> 58 OVER TIME LIMIT \$26 | <input type="checkbox"/> 32 PARKING IMPROPER 2-WAY \$31 |
| <input type="checkbox"/> 19 LOADING ZONE \$31 | <input type="checkbox"/> 46 BUS ZONE \$51 |
| <input type="checkbox"/> 87 HANDICAPPED SPACE \$301 | <input type="checkbox"/> 84 PARK VALET ZONE \$31 |
| <input type="checkbox"/> 81 PASSENGER LOADING ZONE \$31 | <input type="checkbox"/> 102 EXP OR MISSING INSP \$41 |
| <input type="checkbox"/> OTHER 12: _____ \$ _____ (WRITE THE VIOLATION BELOW) | |

COMMENTS: _____

Place appeal, check or money order payable to the City of Philadelphia in this envelope and mail promptly. If payment of fine is not received within 15 calendar days, significant late penalties are added. You or an authorized person may make payment in person at the Parking Violations Branch, 913 Filbert Street, Philadelphia. For more information or to pay by phone (800) 691-3636, or internet payment at WWW.PHILAPARK.ORG (Visa/Mastercard). Please record ticket number on check. **DO NOT MAIL CASH.**

PEEL OFF TAPE AND FOLD FLAP TO SEAL ENVELOPE (Rev. 01/09)

Sample 5
Ticketing Envelopes

VIOLATION

Place
Stamp
Here
Post Office
will not deliver
without postage



TO PROCESS YOUR PAYMENT PROMPTLY, PLEASE:

- Enclose check or money order
- Print the citation number on your check
- Do not enclose appeals or correspondence in payment envelope

DO NOT MAIL CASH

MAKE SURE ADDRESS IS POSITIONED IN WINDOW BEFORE SEALING

You may also PAY BY WEB at www.philapark.org

Name _____
Address _____
City _____ State _____ Zip _____

EXHIBIT B

Product Name C4128 8.625-2.5M
 Product Code EST# 176667
 Datafile Name (1/28/2016)
 Solution Ref. 1 I
 Cube Used 82.6 % 7 Case / Layer
 Area Used 91.2 % 5 Layer / Load
 Pallet type 48X40 35 Case / Load

	Length	Width	Height	Net	Gross	Volume
Case (ID)	19.250	12.375	9.125 in	0.000	0.000 lb	1.26 cuft
Case (OD)	19.625	12.750	9.875 in	0.000	0.000 lb	1.43 cuft
Product	45.125	39.250	49.375 in	0.000	0.000 lb	50.61 cuft
Load	48.000	40.000	54.875 in	0.000	50.000 lb	60.97 cuft

