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:

<table>
<thead>
<tr>
<th>Bids may be Mailed or Hand Delivered</th>
</tr>
</thead>
<tbody>
<tr>
<td>All copies of the bids must be submitted to:</td>
</tr>
<tr>
<td>Mary Wheeler</td>
</tr>
<tr>
<td>Manager of Contract Administration</td>
</tr>
<tr>
<td>701 Market Street, Suite 5400</td>
</tr>
<tr>
<td>Philadelphia, PA 19106</td>
</tr>
<tr>
<td>Email: <a href="mailto:mwheeler@philapark.org">mwheeler@philapark.org</a></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>When:</strong></td>
</tr>
</tbody>
</table>
| **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 responsible 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. §9657.101–67.1104), 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

Ticketing Rolls, Paper Tickets and Ticketing Envelopes

InstrucTions to Bidders

Bid No. 16-33

Page 5
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 1.38”
   C) HH/Roll 10X
   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”

TICKETING ROLLS AND PAPER TICKETS
Bid No. 16-33
Specifications
Page 2
<table>
<thead>
<tr>
<th>Item Description</th>
<th>Estimated Yearly Quantities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ticketing rolls</td>
<td>15,000</td>
</tr>
<tr>
<td>Blue Paper Ticket Books</td>
<td>125,000</td>
</tr>
<tr>
<td>Red Paper Ticket Books</td>
<td>50,000</td>
</tr>
<tr>
<td>Training Tickets</td>
<td>20,000</td>
</tr>
<tr>
<td>Ticketing Envelope</td>
<td>1,500,000</td>
</tr>
</tbody>
</table>
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 INSURED 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 statute 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 cut 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, intencing 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 Consultants 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 FOLLOW
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: _______________________

Print Name: _______________________

Print Title: _______________________
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:  

<table>
<thead>
<tr>
<th>Addendum Number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6. Bidder agrees to provide ticketing rolls, paper tickets and ticketing envelopes in accordance with the specifications and for the prices stated below.

<table>
<thead>
<tr>
<th>Item</th>
<th>Approximate One year Quantity</th>
<th>Unit Price</th>
<th>Yearly Total</th>
<th>Three (3) Year Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ticketing Rolls for Handheld Devices</td>
<td>15,000</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Ticketing Envelopes</td>
<td>1,500,000</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Blue Paper Tickets</td>
<td>125,000</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Red Paper Tickets</td>
<td>50,000</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Training Paper Tickets</td>
<td>20,000</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$</strong></td>
<td><strong>$</strong></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>

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.
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
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

__________________________________________________________
Typed or Printed Name

__________________________________________________________
Title

__________________________________________________________
Date

__________________________________________________________
Business Name of Bidder

__________________________________________________________
Street Address

__________________________________________________________
City/State/ZIP Code

__________________________________________________________
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

__________________________________________________________
Typed or Printed Name

__________________________________________________________
Title

__________________________________________________________
Business Name of Bidder

__________________________________________________________
Street Address

__________________________________________________________
City/State/ZIP Code

__________________________________________________________
Telephone Number

__________________________________________________________
Date

__________________________________________________________
Signature

__________________________________________________________
Typed or Printed Name

__________________________________________________________
Title

__________________________________________________________
SEAL:
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___

TICKETING ROLLS AND PAPER TICKETS

BID NO. 16-33

BID FORM

PAGE 6
12. Bidder's Qualifications:

<table>
<thead>
<tr>
<th>a. Type of business:</th>
<th>Individually owned</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Check one</td>
<td>Partnership</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Corporation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

| b. Number of employees:   | Under 25           |        |
| Check one                 | Under 50           |        |
|                           | Under 100          |        |
|                           | Over 100           |        |

<table>
<thead>
<tr>
<th>c. If you have had previous contracts with the Authority, list date and product or service provided:</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>ii.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>iii.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>iv.</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>ii.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>iii.</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
### SOLICITATION FOR PARTICIPATION AND COMMITMENT FORM (BIDS)

#### Disadvantaged Black (B-DBE), Disabled (DS-DBE), Minority (M-DBE), and Women (W-DBE) Owned Businesses

<table>
<thead>
<tr>
<th>Bid Number 16-33</th>
<th>Name of Bidder</th>
<th>No. of Copies Submitted</th>
<th>Page of</th>
</tr>
</thead>
</table>

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

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

**Photocopy this form as necessary.**

### Disadvantaged Business Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Type of Work or Materials</th>
<th>Date Solicited</th>
<th>Commitment Made</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes (Date)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Telephone No.</th>
<th>Fax No.</th>
<th>MBEC Certification No.</th>
<th>Phone</th>
<th>Mail</th>
<th>Quote Received</th>
<th>Amt Committed to</th>
<th>% percentage of total bid</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Disadvantaged Business Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Type of Work or Materials</th>
<th>Date Solicited</th>
<th>Commitment Made</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes (Date)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Telephone No.</th>
<th>Fax No.</th>
<th>MBEC Certification No.</th>
<th>Phone</th>
<th>Mail</th>
<th>Quote Received</th>
<th>Amt Committed to</th>
<th>% percentage of total bid</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Disadvantaged Business Information

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Type of Work or Materials</th>
<th>Date Solicited</th>
<th>Commitment Made</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes (Date)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Telephone No.</th>
<th>Fax No.</th>
<th>MBEC Certification No.</th>
<th>Phone</th>
<th>Mail</th>
<th>Quote Received</th>
<th>Amt Committed to</th>
<th>% percentage of total bid</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**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
Sample 2

Blue Paper Tickets
### STATE CODES

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

### CANADIAN PROVINCES

<table>
<thead>
<tr>
<th>Province Abbreviation</th>
<th>Province Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB</td>
<td>Alberta</td>
</tr>
<tr>
<td>BC</td>
<td>British Columbia</td>
</tr>
<tr>
<td>MB</td>
<td>Manitoba</td>
</tr>
<tr>
<td>NB</td>
<td>New Brunswick</td>
</tr>
<tr>
<td>NL</td>
<td>Newfoundland</td>
</tr>
<tr>
<td>NT</td>
<td>Northwest Territory</td>
</tr>
<tr>
<td>NS</td>
<td>Nova Scotia</td>
</tr>
<tr>
<td>ON</td>
<td>Ontario</td>
</tr>
<tr>
<td>PE</td>
<td>Prince Edward Island</td>
</tr>
<tr>
<td>PQ</td>
<td>Quebec</td>
</tr>
<tr>
<td>SK</td>
<td>Saskatchewan</td>
</tr>
<tr>
<td>YT</td>
<td>Yukon (Territory)</td>
</tr>
</tbody>
</table>
CITY OF PHILADELPHIA
PARKING VIOLATIONS BRANCH
PO BOX 41818
PHILADELPHIA PA 19101-1818

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, go to www.philpark.org or call 215-686-5777. 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.

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

CHECK BOX HEARING REQUEST ☐
Sample 3

Red Paper Tickets
### STATE CODES

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

### CANADIAN PROVINCES

<table>
<thead>
<tr>
<th>Province Abbreviation</th>
<th>Province Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB</td>
<td>Alberta</td>
</tr>
<tr>
<td>BC</td>
<td>British Columbia</td>
</tr>
<tr>
<td>MB</td>
<td>Manitoba</td>
</tr>
<tr>
<td>NF</td>
<td>Newfoundland</td>
</tr>
<tr>
<td>NB</td>
<td>New Brunswick</td>
</tr>
<tr>
<td>NT</td>
<td>Northwest Territory</td>
</tr>
</tbody>
</table>

- AB: Alberta
- BC: British Columbia
- MB: Manitoba
- NF: Newfoundland
- NB: New Brunswick
- NT: Northwest Territory
- NB: New Brunswick
- NT: Northwest Territory
- NS: Nova Scotia
- ON: Ontario
- PE: Prince Edward Island
- PQ: Quebec
- SK: Saskatchewan
- YT: Yukon Territory
### VEHICLE TIMING LOG

<table>
<thead>
<tr>
<th>Date</th>
<th>Shift</th>
<th>Speed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plate Number</th>
<th>Type of Timing</th>
<th>Violation Code</th>
<th>First Recorded</th>
<th>Time Violated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Return to location 10

---

**VIOLATIONS**

**Parking**
**Commonwealth of Pennsylvania**

City & County of Philadelphia

**PARKING VIOLATION**

**XXXXXXX-X**

<table>
<thead>
<tr>
<th>MONTH</th>
<th>DAY</th>
<th>YEAR</th>
</tr>
</thead>
</table>

**VEHICLE LICENSE NUMBER**

**OTHER MAKE**

<table>
<thead>
<tr>
<th>FORD</th>
<th>CHEV</th>
<th>TOY</th>
<th>NISSAN</th>
<th>HONDA</th>
<th>DODGE</th>
<th>BUICK</th>
<th>JEEP</th>
</tr>
</thead>
</table>

**COLOR**

<table>
<thead>
<tr>
<th>A.M. TO</th>
<th>A.M.</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.M.</td>
<td>P.M.</td>
</tr>
</tbody>
</table>

**LOCATION**

**METER NUMBER**

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.**

**SQUARE NO.**

**$**

<table>
<thead>
<tr>
<th>Citation Type</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>105</td>
<td>Meter Expired</td>
<td>$30</td>
</tr>
<tr>
<td>121</td>
<td>Stopping Prohibited</td>
<td>$75</td>
</tr>
<tr>
<td>118</td>
<td>Within 20' of Corner</td>
<td>$10</td>
</tr>
<tr>
<td>110</td>
<td>Sidewalk</td>
<td>$75</td>
</tr>
<tr>
<td>109</td>
<td>Double Parked</td>
<td>$75</td>
</tr>
<tr>
<td>112</td>
<td>On Crosswalk</td>
<td>$75</td>
</tr>
<tr>
<td>115</td>
<td>Blocking Driveway</td>
<td>$75</td>
</tr>
<tr>
<td>46</td>
<td>Within 15' of Hydrant</td>
<td>$75</td>
</tr>
<tr>
<td>118</td>
<td>Over Time Limit</td>
<td>$35</td>
</tr>
<tr>
<td>100</td>
<td>Loading Zone</td>
<td>$61</td>
</tr>
<tr>
<td>67</td>
<td>Handicapped Space</td>
<td>$35</td>
</tr>
<tr>
<td>61</td>
<td>Passenger Loading Zone</td>
<td>$31</td>
</tr>
<tr>
<td>102</td>
<td>Exp or Missing Sign</td>
<td>$41</td>
</tr>
<tr>
<td>OTHER</td>
<td>$</td>
<td>(Write the violation below)</td>
</tr>
</tbody>
</table>

**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 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, 619 Fifteenth Street, Philadelphia. For more information, or to pay by phone (215) 686-3638, or internet payment at www.PHILAPARK.ORG (Westminstercard). Please record ticket number on check. DO NOT MAIL CASH.

**PEEL OFF TAPE AND FOLD FLAP TO SEAL ENVELOPE**

(Rev. 09/11)
Sample 4

Training Paper Tickets
Commonwealth of Pennsylvania
City & County of Philadelphia

OL PARKING VIOLATION

☐ PA  ☐ NJ  ☐ DE  ☐ NY  ☐ MD  ☐ VA  ☐ OTHER (CODE)

OTHER MAKE  ☐ FORD  ☐ CHEV  ☐ TOY  ☐ NISSAN  ☐ HONDA  ☐ DODGE  ☐ BUICK  ☐ JEEP

COLOR

☐ A.M.  ☐ TO  ☐ A.M.

☐ P.M.  ☐ TO  ☐ P.M.

The undersigned being duly sworn, do depon and say 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.

☐ 12 METER EXPIRED $36  ☐ 27 ABANDONED VEHICLE $201
☐ 25 STOPPING PROHIBITED $51  ☐ 49 WITHIN 20 OF CORNER $31
☐ BETWEEN POSTED HOURS  ☐ 36 SIDEWALK $31
☐ 43 PARKING PROHIBITED $41  ☐ 38 DOUBLE PARKED $31
☐ ANYTIME  ☐ IN THIS STREET  ☐ 41 ON CROSSWALK $31
☐ BETWEEN POSTED HOURS  ☐ 47 BLOCKING DRIVEWAY $31
☐ STREET CLEANING  ☐ 49 WITHIN 15 OF HYDRANT $76
☐ 59 OVER TIME LIMIT $26  ☐ 32 PARKING IN PROPER WAY $31
☐ 79 LOADING ZONE $31  ☐ 45 BUS ZONE $31
☐ 67 HANDICAPPED SPACE $101  ☐ 64 PARK VALET ZONE $31
☐ 81 PASSENGER LOADING ZONE $31  ☐ 102 EXP OR MISSING INS $41
☐ OTHER 12:______________ $___ (WRITE THE VIOLATION BELOW)

COMMENTS:

Plax appeal, check or money order payable to the City of Philadelphia in this envelope and mail promptly. If payment is not received within 15 calendar days, interest and penalties are added. You or an authorized person may make payment in person at the Parking Violations Branch, 913 Fitzhugh Street, Philadelphia. For more information or to pay by phone (800) 911-3066, 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
EXHIBIT B