

REQUEST FOR PROPOSALS FOR
Insurance Broker and Risk Management Services

RFP No. 17-34

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PART I

GENERAL INFORMATION TO OFFERORS

SUMMARY

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| When: | Proposals must be submitted by Friday, January 26, 2018 at 2:00 PM. |
| Where: | Philadelphia Parking Authority Attention: Mary Wheeler, Manager Contract Administration 701 Market Street, Suite 5400 Philadelphia, PA 19106 |
| How: | Proposals must be sealed and delivered via certified mail, return receipt requested (to include commercial delivery services) or by hand-delivery. Whether mailed or hand-delivered, all envelopes must display the Offeror name and must be boldly and clearly handwritten (not typewritten) "RFP No. 17-34 Insurance Broker and Risk Management Services". All proposals must be presented with one (1) original and seven (7) copies, individually numbered, and an electronic version consisting of one PDF file. |
| Mandatory Pre-Proposal Meeting | A mandatory Pre-Proposal Meeting will be held in the offices of the Authority, located at 701 Market Street, Suite 5400, Philadelphia, Pa 19106 on Friday, January 5, 2018 at 11:00 AM. Vendors are permitted to participate via conference call, 1.877.820.7831 Passcode: 909991 |

I-1. Introduction.

This Request for Proposals ("RFP") is being issued by the Philadelphia Parking Authority, ("Authority"), a body corporate and politic created under the laws of the Commonwealth of Pennsylvania in accordance with Parking Authority Law, See 53 Pa. C.S. § 5501 *et seq.* The Authority is seeking proposals from qualified insurance brokerage companies to provide insurance broker services to the Authority. As a Request for Proposals, this is not an invitation to bid and although price is important, other pertinent factors will be taken into consideration.

I-2. Background.

The mission of the Philadelphia Parking Authority is to enhance the quality of life for all those who live work and visit 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.

To fulfill our Mission, the Philadelphia Parking Authority:

- Provides comprehensive on-street parking management services including the development of sound parking regulations and public service programs designed to address the current needs of each community, as well as fair, consistent enforcement operations;
- Sets standards of excellence as well as affordable pricing structures through the construction and management of off-street parking facilities;

- Presents a first rate introduction to the region by providing attractive, user friendly on-site parking facilities at Philadelphia International Airport;
- Insures safe, convenient, reliable taxicab and limousine service through sound regulations and consistent enforcement;
- Improves traffic and pedestrian safety through automated red light camera enforcement at dangerous intersections;
- Applies new technology and continuing professional staff development to insure the highest quality public service and the greatest efficiency in all operations.

I-3. Procurement Questions.

Prospective Offerors are encouraged to submit questions concerning the RFP in writing no later than Monday, January 15, 2018 at 2:00 PM. Questions concerning this RFP are to be submitted via email to Mary Wheeler at mwheeler@philapark.org with "RFP No. 17-34 Insurance Broker and Risk Management Services" listed in the subject line. Only questions submitted in writing will be addressed. The Authority will answer all questions in writing to all qualified Offerors. Any furnished answers will not be official until they have been verified, in writing, by the Authority. The Authority shall not be bound by any verbal information nor shall it be bound by any written information that is not either contained within the RFP or formally issued as an addendum by the Authority. The Authority does not consider questions to be a protest of the specifications or of the solicitation.

I-4. Clarification of Instructions.

Should the prospective Offeror find a discrepancy in or an omission from the Requirements or Instructions to Offerors, or should she or he be in doubt as to the meaning of any term contained therein, the Offeror shall notify Mary Wheeler, Manager of Contract Administration via email at mwheeler@philapark.org prior to the question deadline. All questions and clarification requests will be responded to via written addendum that will be emailed to all registered Offerors. Addenda will also be posted to the Authority's website, www.philapark.org.

I-5. Restrictions of Contract.

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

I-6. Proposal Conditions.

Sealed proposals must be received in the office of the Philadelphia Parking Authority, addressed to Mary Wheeler, 701 Market Street, Suite 5400, Philadelphia, PA 19106, by Friday, January 26, 2018 at 2:00 PM. Each Offeror 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 Offerors, unless a written request to withdraw is received prior to the opening of proposals.

I-7. Small and Diverse Business Requirements.

The Authority is continually looking for opportunities available for growth and advancement among small and diverse business through contracts to provide products, services or construction to the Authority. Offerors shall identify their status as a small and diverse business by completing the Small and Diverse Business Participation Submittal form included in the Proposal Form along with a copy of their Small Business Procurement Initiative certificate issued from the Pennsylvania Department of General Services.

I-8. Signatures Required.

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

I-9. Instructions for Affidavit of Non-Collusion.

1. The Non-Collusion Affidavit is material to any contract awarded through a public solicitation.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the Offeror who makes the final decision on terms and prices identified in the proposal.
3. Bid rigging or collusion and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the offeror with responsibilities for the preparation, approval or submission of the proposal.
4. In the case of a proposal submitted by a joint venture, each party to the venture must be identified in the proposal documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "complementary proposal" as used in the Affidavit has the meaning commonly associated with that term in the request for proposal process, and includes the knowing submission of proposals higher than the proposal of another firm, any intentionally high or noncompetitive proposal, and any other form of proposal submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the proposal.

I-10. Insurance Requirements.

The successful Offeror will be required to submit Insurance Coverage as outlined in the *Appendix C*. The Offeror shall submit with their proposal a sample certificate of insurance from a recent project that meets the requirements or a letter from its insurance company indicating that they will provide the required insurances as outlined in this RFP.

I-11. Executed Contract Required.

By submitting a proposal in response to this RFP the Offeror agrees that the Authority will not be bound to any contract, performance or payment obligation until the Authority's Board votes to award a contract to the successful Offeror and the Authority's Executive Director signs the written contract.

I-12. Contract Negotiation.

If successful, this procurement process will result in the presentation of a completed final-form contract to the Authority's Board for approval at a public meeting. To advance that goal a sample contract is included as *Appendix B*. Please review the sample contract carefully. Any exceptions or requested changes to the contract must be clearly noted in the proposal (Tab J) in order to be considered.

Exceptions or requested changes to the sample contract will be considered a **part of the response**. Exceptions or requested changes to the sample contract should be made with great care. The Authority may reject all or some of those changes or exceptions, in its sole discretion.

I-13. Business Licenses:

The proposal should include the Offeror's Philadelphia Activity License (formerly Business Privilege License) number and the Offeror's Federal Tax ID number. If the Offeror does not currently have a Philadelphia Activity License, it must obtain one no later than five business days after the Board awards the contract or sooner. If the Offeror does not

believe that it needs a Philadelphia Activity License, an explanation with references to statute and/or the Philadelphia Code should be included with the proposal.

I-14. Rejection or Acceptance of Proposals.

An Evaluation Committee comprised of Authority employees will review all proposals. Discussions and negotiations may be conducted with responsible Offerors for the purpose of clarification and of obtaining best and final offers. Responsible offers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing Offerors.

The responsible Offeror whose proposal is determined in writing to be the most advantageous to the Authority, taking into consideration price and all evaluation factors, shall be selected for contract negotiation. In the event the negotiations reveal that the proposal selected for negotiation is not the most advantageous or the Offeror selected for negotiation defaults or withdraws from negotiation, the Evaluation Committee may select another proposal then determined to be the most advantageous to the Authority, taking into consideration price and all evaluation factors, for contract negotiation. The Authority may cancel the RFP and reject all proposals at any time prior to award by the Board.

The Authority reserves the right to waive any irregularities in the completion of the forms and papers enclosed in this schedule; to accept or reject any or all proposals; to re-advertise for proposals if desired, and to accept any proposal 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 proposal, in the sole discretion of the Authority. At any time up to the hour and date set for opening of proposals, an Offeror may withdraw its proposal. Such withdrawal must be in writing and sent to the Authority at the address set forth herein by a 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 preclude the submission of another proposal by such Offeror. After the scheduled time for opening of proposals, no Offeror will be permitted to withdraw their proposal, and each Offeror hereby agrees that their proposal shall remain firm for the contract period. A proposal made and opened may be withdrawn with the written permission of the Authority, if the Authority determines in its sole discretion that the proposal is inconsistent with the best interest of the Authority.

I-15. Unacceptable Proposals.

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

I-16. Subcontracting.

The selected Offeror shall not assign or in any way transfer any interest in this Agreement without prior written consent of the Authority, nor shall the Offeror subcontract any services without prior written approval of the Authority.

I-17. Notification of Offeror Selection.

The Authority will study and evaluate all proposals which are received in accordance with the instructions set forth in the proposal package and may select an Offeror or multiple Offerors and notify all other Offerors of the selection within sixty (60) days after the date the proposals are opened. Such notice shall be in writing and mailed to the address furnished by each respective Offeror in the Transmittal Letter. The selected Offeror(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 Offeror for any service or work performed or expenses incurred before the effective date of the Contract. Costs incurred by the Offeror in the preparation of the proposal or during any review or negotiations shall be born exclusively by the Offeror.

I-18. Standard Practices.

All work performed under the contract shall be subject to inspection and final approval by the Authority, through the Executive Director or her designee.

I-19. Document Disclosure.

While documents exchanged by or with the Authority or its agents during this process may be protected from public release by certain terms of Pennsylvania's Right to Know Law (65 P.S. §§67.101–67.3104), Pennsylvania's Procurement Code, or other laws, many documents may not be protected. All Offerors are advised to seek counsel or otherwise educate themselves regarding open records requirements in Pennsylvania.

I-20. Statement of No Proposal.

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

I-21. Shipping and Delivery.

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

PART II

INFORMATION REQUIRED FROM OFFERORS

II-1. Proposal Format.

All proposals submitted must conform to the following format requirements. A transmittal letter signed by a person authorized to engage the Offeror in a contract must be included in your proposal. Proposals must be submitted on letter size (8 1/2" 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 Proposal Form can be provided to all prospective Offerors upon request. Forms that are altered by the Offeror may be grounds for rejection of the Offerors response.

The tab requirements are as follows:

- Tab A Transmittal Letter
- Tab B Qualifications and Experience
- Tab C Key Personnel
- Tab D References
- Tab E Technical Response
- Tab F Budget/ Fee Proposal
- Tab G Proposal Form
- Tab H Certificate of Insurance or Statement of Insurance
- Tab I Financial Statements
- Tab J Unacceptable Insurance and Contract Terms

II-2. Transmittal Letter (Tab A).

Offerors shall submit a cover letter, signed by an authorized principal or agent of the firm, which provides an overview of the respondent's proposal, as well as the name, title, email address and phone number of the person to whom the Authority may direct questions concerning the proposal. Include a statement by the Offeror accepting all terms and conditions contained in this RFP, signed by an officer or individual with authority to bind the firm.

II-3. Qualifications and Experience (Tab B).

Offerors are to provide a summary of their firm's qualifications and experience representing government agencies in the Commonwealth of Pennsylvania with regard to the Work Statement set forth in this RFP. Discuss and describe the experience your company has in servicing and understanding the unique needs and exposures of the Authority in relation to size and resources. Experience shown should be work done by individuals who will be assigned to this account. Provide a comprehensive list of government clients managed by your firm nationwide.

Describe the structure of your organization, including the number of employees and available resources locally, nationally and globally. Describe your areas of specialization, specifically including the resources your organization possesses in support of these areas of specialization. Also, provide a copy of your most recent annual report. If not provided in your annual report, provide the annual volume of premiums handled by your company.

II-4. Key Personnel (Tab C).

Include the number, and names where practicable, of executive and professional personnel, analysts, auditors, researchers, programmers, consultants, etc., who will be engaged in the work. Provide an organizational chart of the team who will be servicing the Authority's account. Show where these personnel will be physically located during the time they are engaged in the work. Include through a resume or similar document education and experience in Insurance Broker and Risk Management Services. Indicate the responsibilities each will have in the project and how long each has been with your company.

II-5. References (Tab D).

Provide a minimum of three (3) client references (preferably government clients), to whom services were provided similar to the Work Statement outlined in the RFP. The client references must include the name of the organization, address, email address, telephone number, individual contact person, the dates services were performed and a description of the services provided.

II-6. Technical Response (Tab E).

Describe in narrative form your technical plan for accomplishing this work. Use the Work Statement in Part IV of the RFP as your reference point. Describe your strategy and plans for policy renewals and marketing. Include your approach to evaluating insurers and your method of presenting your findings to the Authority. Provide details of industry training/updates that are available free of charge to employees of the Authority.

II-7. Budget/Fee Proposal (Tab F).

a. Offerors are to provide an annual flat fixed fee for the services detailed in the RFP. Fee schedule is:

(1) For the First Term of the Agreement: \$_____ (ending June 30, 2019).

(2) For the Second Term of the Agreement: \$_____ (ending June 30, 2020).

(3) For the Third Term of the Agreement: \$_____ (ending June 30, 2021).

(4) For the Fourth Term of the Agreement (ending June 30, 2022) the consideration shall be the consideration paid in the Third term increased by 75% of the rate of increase to the CPI for the January through December 2021 period, if any, compared to the rate of increase for the January through December 2020 period, if any. If there is no such increase, the consideration for the Fourth Term shall equal that of the Third Term.

(5) For the Fifth Term of the Agreement (ending June 30, 2023) the consideration shall be the consideration paid in the Fourth term increased by 75% of the rate of increase to the CPI for the January through December 2022 period, if any, compared to the rate of increase for the January through December 2021 period, if any. If there is no such increase, the consideration for the Fourth Term shall equal that of the Third Term.

b. "CPI" shall mean the annual seasonally adjusted U.S. Department of Labor Consumer Price Index (CPI-U) for All Urban Consumers, All Items Index, less food and energy, Philadelphia-Wilmington-Atlantic City area.

c. The annual fee for the first term shall be paid in six equal installments, the first being due upon the signing of this Agreement and thereafter as follows: March 30, 2018, June 30, 2018, September 30, 2018, December 30, 2018 and March 30, 2019.

d. In the event the Agreement is renewed after the first term expires, the annual fee for each subsequent terms shall be paid in four equal installments on June 30, September 30, December 30 and March 30 of the term.

II-8. Proposal Form (Tab G).

The proposal form attached as *Appendix A* must be submitted in its entirety (with the exception of the Proposal Decline Form). All signature lines on the original proposal form must be executed in ink.

II-9. Insurance Requirements (Tab H).

The successful Offeror will be required to submit Insurance Coverage as outlined in the Requirements. Each proposal must include a sample certificate of insurance from a recent project that meets the requirements or a letter from its insurance company indicating that they will provide the required insurances as outlined in this RFP.

II-10. Financial Statements (Tab I).

Financial statements for the last three years that have been audited or reviewed by an independent certified public accountant that is not an employee of the Offeror must be submitted. Financial statements need only be included with the original proposal or in a separate envelope marked "Confidential – Company Name".

II-11. Unacceptable Contract and Insurance Terms (Tab J).

If successful, this procurement process will result in the presentation of a completed final-firm contract to the Authority's Board for approval at a public meeting. To advance that goal a sample contract is included in the *Appendix B* section of this solicitation. Please review the sample contract carefully. Any exceptions or requested changes to the contract must be clearly noted in the proposal in order to be considered.

Exceptions or requested changes to the sample contract will be considered a **part of the response**. Exceptions or requested changes to the sample contract should be made with great care. The Authority may reject all or some of those changes or exceptions, in its sole discretion.

PART III

CRITERIA FOR SELECTION

III-1. Mandatory Responsiveness Requirements. To be eligible for selection, a proposal shall be (a) submitted by a firm who was represented at the mandatory pre-proposal meeting; (b) timely received from an Offeror; and (c) properly signed by the Offeror.

III-2. Technical Nonconforming Proposals. The three (3) Mandatory Responsiveness Requirements set forth in Section III-1 above are the only RFP requirements that the Authority will consider to be non-waivable. The Authority reserves the right, in its sole discretion, to waive any other technical or immaterial nonconformities in the proposal, allow the Offeror to cure the nonconformity, or consider the nonconformity in the evaluation of the proposal.

III-3. Proposal Evaluation. Proposals will be reviewed, evaluated and rated by an Evaluation Committee consisting Authority employees. The Authority will select the most highly qualified firm or the firm whose proposal is determined to be most advantageous to the Authority as determined by the criteria listed below.

During the evaluation process, the Authority may require an Offeror to answer questions with regard to the proposal and/or require certain Offerors to make a formal presentation to the Evaluation Committee.

III-4. Evaluation Criteria. The Authority determined that it is was not advantageous for it to use a bidding process in order to secure the services of a qualified insurance broker because it wished to consider criteria other than price in the award process, in particular, the Offeror's qualifications and experience.

Proposals will be evaluated consistent with the requirements of this RFP and determine the most responsive Offerors as follows:

- a. Responsiveness of the proposal to the submission requirements set forth in the RFP. **Weight: 10%**
- b. Qualifications and experience of the Offeror with regard to the Work Statement outlined in the RFP. The technical ability and capacity of the Offeror to meet the terms of the contract in a timely manner, as verified by a financial review, the quality of any demonstration, client references or demonstrated success in projects with similar requirements and any other contracts with the Authority. **Weight: 40%**
- c. The background and experience of key personnel to be assigned to this contract. **Weight: 20%**
- d. Proposed fees and costs, although the Authority is not bound to select the firm who proposes the lowest fees. The Authority reserves the right to negotiate fees with the selected firm. **Weight: 25%**
- e. Small and Diverse Business participation. **Weight: 5%**

PART IV

WORK STATEMENT

IV-1. Objectives

A. General. The Philadelphia Parking Authority is seeking the services of a qualified professional insurance broker to provide comprehensive brokerage services. The selected Offeror will coordinate with the Authority's Project Manager for the implementation of the Services. The expected brokerage services will be generally related to the following types of Authority insurance products (in certain circumstances including Authority affiliate coverage):

- Property / B&M
- Comprehensive General Liability
- Excess General Liability
- Umbrella Liability
- Directors and Officers Liability
- Employment Practices Liability
- Automobile Liability
- Garage Keepers Liability
- Commercial Crime
- Workers Compensation
- Surety Bonds
- Cyber Liability

B. Specific. The duties of the insurance broker will include but are not limited to the following:

Insurance Broker Services.

- a. Assign an experienced Account Manager to the Authority who will be responsible for communication with the Authority. The Account Manager, along with any other team members assigned, must be available on a daily basis to the Authority for advice and consultation on insurance program related issues and concerns. Company must identify the office from which the Authority account would be serviced.
- b. Conduct coverage analysis and selection of appropriate Property, Contractors Equipment, Builders Risk and Business Income values utilizing existing Property appraisals, income statements and other available documentation. Provide risk assessments for these exposures as well as for other coverage exposures whether currently insured or not.
- c. Provide recommendations for appropriate program structures, including appropriate deductibles, retentions, and policy limits, based on the loss analysis and the Authority's desired level of risk retention;
- d. Assure that insurance policies are placed with reputable and financially responsible insurers in accordance with A.M. Best and other credit rating agencies. Keep the Authority informed of any changes in the financial rating of its insurers, make recommendations and take appropriate actions based upon such changes.
- e. Assist the Authority in the completion of all applications, documents and gathering of data that may be requested by insurance companies.
- f. Development of criteria for an identification of qualified insurers and, when appropriate, giving due consideration to all insurance markets throughout the world, including, but not limited to, domestic stock and

mutual companies, reciprocals, Lloyds, foreign companies and other markets. No insurance carrier shall be utilized that is not acceptable to the Authority.

g. Solicit proposals from insurance carriers, review and evaluate the proposal submitted, and make recommendations to the Authority as to such proposals.

h. With the consent of the Project Manager as to terms and conditions, negotiate for the Authority's consideration and selection insurance policy coverages to appropriately protect the insurable assets of the Authority on a net of commission basis.

i. Review insurance policies upon receipt to verify conformance to the specifications and negotiations and, as necessary, request and monitor required changes.

j. On a basis of any relevant information received from the Authority, finalization of manuscript policies and preparation of all materials required in connection with soliciting insurance carriers.

k. Review and evaluate all premium audit statements and invoices, including verification of all premiums, provide notice of changes in premiums or terms and conditions, cancellation and all communications from insurers;

l. Review and process endorsements, exceptions and other changes to insurance policies, including explanation and recommendations to the Authority and implementation of the Authority's decisions;

m. Issue required Certificates of Insurance requested by the Authority and maintain a list of all certificate holders.

n. Provide the Authority with an insurance schedule for all coverages maintained by the Authority.

o. Review and provide binders, policies, endorsements and certificates of insurance for all insurance coverages managed by the broker on behalf of the Authority. Broker must indicate its internal standards for timely delivery of the above.

p. Company shall interact with, assist, and keep informed any existing insurer or third party administrator used by the Authority for policy periods preceding the date of this Agreement as necessary to manage risk to the Authority.

q. Evaluate on an ongoing basis the operating exposures, various insurance policy coverage terms, conditions, limits and deductibles and make recommendations to enhance coverage, improve cash flow, and reduce overall cost of risk of the Authority.

r. Continuously update the Authority on emerging market and exposure trends and benchmark the Authority premium rates, limits, retentions and loss experience with other similar organizations and provide recommendations for improvement.

s. Work with the Authority to develop renewal strategies. Obtain and evaluate competitive coverage proposals from various insurance companies or other represented service providers.

t. Coordinate and oversee the performance of all related services performed by insurance companies, underwriters, adjusters and/or other arranged or bundled service providers.

u. Provide such other services related to placed and managed insurance coverage as the Authority may reasonably request.

Risk Management Services.

- a. Upon receipt of notice of any claim against the Authority identify the appropriate insurer based on the nature of the claim and place the insurer on notice of the claim in order to preserve the Authority's insurance coverage related to the noticed incident.
- b. Periodically review and identify changes in the Authority's loss exposure.
- c. Assist the Authority in establishing, implementing, administering and monitoring a safety and loss prevention program. This will include on-site facility inspections and training of Authority employees by qualified Company employees or agents.
- d. Assist the Authority in the monitoring of losses and processing of claims under the insurance policies.
- e. Work with the Authority personnel to provide advice regarding any Third Party Administrator Claims Management Services.
- f. Meet with the Authority personnel and third party administrators or insurers and counsel as appropriate (typically done on a quarterly basis) to discuss any of the items listed in scope of services identified above and to conduct a claims review meetings.
- g. Assist the Authority's Director of Risk Management with the development of an agency-wide Risk Management Plan to include the identification, analysis, monitoring and control of risk to decrease the probability and impact of events adverse to the Authority's interests.

Third Party Insurance Recommendations.

Assist the Authority in securing sufficient insurance coverage and limits of liability needed from contractors and subcontractors dealing with the Authority, including:

- a. The analyzation of the subject matter of the proposed contract and recommend coverages and limits tailored the proposed service or product to be provided to the Authority (not boiler plate recommendations); and
- b. The duty to make insurance and liability recommendations in regard to the Authority's pursuit of contractors, such as through public bidding, requests for proposals, etc.

Reports.

- a. Provide an annual service report to the Authority on or before March 30 of each year during the term of this Agreement. Such report shall include:
 - (1) A complete list of insurance coverage in force;
 - (2) An evaluation of the overall program;
 - (3) A summary of prior objectives and achievements;
 - (4) A synopsis of financial funding aspects of the program;
 - (5) A summary of claims administration and loss prevention services provided;
 - (6) Recommendations for modifications;

(7) A forecast of market conditions and renewal costs;

(8) A detailed summary of fees and commissions received during the service period; and

(9) Commentary on any other developments or issues with respect to the program or the Authority's business.

(b) All reports, calculations, estimates and other documents, data or information prepared by Company pursuant to the Scope of Services shall remain the property of the Authority and Company shall not have the right to use, duplicate or disclose such data or materials, in whole or in part, in any manner and for any purpose whatsoever, without the prior written approval of the Authority.

Note: The Philadelphia Parking Authority appoints outside counsel as necessary, all potential insurers must be made aware of the Authority's control over the selection of counsel in all matters. Insurers should be made aware that in all matters requiring attorney representation, the Authority alone shall select and direct legal activities, with the understanding that the insurer may have input as to resolution and strategy.

PART V

CONTRACT TERMS AND CONDITIONS

V-1. Sample Contract. A sample contract is attached to this solicitation as *Appendix B*. Please review the sample contract carefully. Any exceptions or requested changes to the contract must be clearly noted in the proposal (Tab J) in order to be considered.

Exceptions or requested changes to the sample contract will be considered a part of the response. Exceptions or requested changes to the sample contract should be made with great care. The Authority may reject all or some of those changes or exceptions, in its sole discretion.

The Authority's Contractor Integrity Provisions are attached to the proposed form of contract as Exhibit "A". Those Provisions apply to every Authority contractor and any party seeking to contract with the Authority. By submitting a proposal to this public procurement process the potential contractor agrees to comply with the Contractor Integrity Provisions.

V-2. Minimum Insurance Requirements. The successful Offeror will be required to submit Insurance Coverage as outlined in *Appendix C*. The Offeror shall submit with their proposal a sample certificate of insurance from a recent project that meets the requirements or a letter from its insurance company indicating that they will provide the required insurances as outlined in this RFP.

Appendix A

Proposal Form

NAME OF PRIME OFFEROR

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

INSURANCE BROKER AND RISK MANAGEMENT SERVICES
REQUEST FOR PROPOSALS No. 17-34

PROPOSAL FORM

1. The undersigned submits this proposal in response to the above referenced Request for Proposal No. 17-34 ("RFP"), being familiar with and understanding the advertised notice of opportunity, General Information, Proposal Form, Affidavit of Non-Collusion, Work Statement, and Addenda if any (the "Proposal Documents"), as prepared by the Philadelphia Parking Authority and posted on the Authority's Internet website and on file in the office of the Authority at 701 Market Street, Suite 5400, Philadelphia, Pa 19106. The party submitting a proposal is the "Offeror".
2. The Authority reserves the right to withdraw and cancel this request for proposal process prior to opening or to reject any and all proposals after proposals are opened if in the best interest of the Authority, in the Authority's sole discretion. If the Authority accepts Offeror's proposal, Offeror agrees to execute a contract memorializing the proposal's terms if the contract is delivered to Offeror within 60 days of the proposal opening date. This provision will not be interpreted to preclude the execution of a contract related to this RFP outside of that 60 day period.
3. Offeror acknowledges receipt of the following addenda:

| Addendum | Date |
|----------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

4. **Cost Proposal:** The proposal shall provide an annual fixed fee (zero commissions) to include all services outlined in the Work Statement section of the RFP and the Offerors proposal. The broker's only permitted source of income, revenue or compensation earned in connection with any Authority account is the annual fixed flat rate paid by the Authority. Any other source of income, revenue, consideration or compensation, including, but not limited to, commissions and overrides received by the consultant in connection with an Authority account, must be disclosed and remitted to the Authority or subtracted from the annual fee proposed.
5. **Term of Contract:** The successful Offeror will be expected to commence the provision of services upon the execution of a contract through June 30, 2019. The contract will provide for a series of four subsequent one-year renewals in the Authority's sole discretion at no additional cost to the Authority beyond that provided in contract. The Authority will provide 30 days of notice of its decision to renew this contract.

NAME OF PRIME OFFEROR

6. **Requirement Statement:** The undersigned Offeror agrees to provide Insurance Broker and Risk Management Services as specified in the Work Statement, any Addenda, if issued and the Offeror's Proposal.

Signature

Name
(Please Print)

Title

Date

NAME OF PRIME OFFEROR

7. Offeror 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 Offeror

Street Address

City/State/ ZIP Code

Telephone Number

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

Signature

Typed or Printed Name

Title

Business Name of Offeror

Street Address

City/State/ZIP Code

Telephone Number

Date

Signature

Typed or Printed Name

Title

SEAL:

NAME OF PRIME OFFEROR

8. Affidavit of Non-Collusion:

State of: _____
County of: _____

RFP No. _____

I state that I am _____ (Title) of _____ (Name of my organization) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this proposal and I have placed my signature below.

I state that:

(1) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, Offeror or potential Offeror.

(2) Neither the price(s) nor the amount of this proposal, and neither the terms nor the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a bidder or potential offeror, and they will not be disclosed before proposal opening.

(3) No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal in response to this RFP, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.

(4) The proposal of my organization is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid. I have read, understand and will abide by the Authority's Contractor Integrity Provisions.

(5) _____ (my organization's name) its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ (my organization's name) understands and acknowledges that the above representations are material and important and will be relied on by The Philadelphia Parking Authority when awarding the contract for which this proposal is submitted. I understand and my organization understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from The Philadelphia Parking Authority of the true facts relating to the submission of bids / proposals for this contract.

Signature

Printed Name

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____ DAY
OF 2018

Notary Public
My Commission Expires: _____

NAME OF PRIME OFFEROR

9. 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.

- d. **Philadelphia Business Activities License Number:** _____

- e. **Federal EIN Number:** _____

NAME OF PRIME OFFEROR

INTENTIONALLY

LEFT BLANK

Philadelphia Parking Authority

SMALL DIVERSE BUSINESS PARTICIPATION SUBMITTAL

RFP

Offeror Name and Number: _____

Offeror: _____

Contact Name: _____ Email: _____

OFFEROR INFORMATION:

Does the offeror hold a Small Business Procurement Initiative (SBPI) certificate issued by the Pennsylvania Department of General Services? ☐ Yes ☐ No (MUST check one)

If yes, please identify each category that applies to your business:

1. _____
2. _____
3. _____
4. _____
5. _____

The Offeror will need to attach a copy of their SBPI certificate. Offeror will be required to maintain their status as a certified Small and Diverse Business throughout the entire term of the contract.



Proposal Decline Form: RFP No. 17-34 – Insurance Broker and Risk Management Services

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

The undersigned Offeror 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
- ☐ Work Statement 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.

Appendix B

Sample Contract

**AGREEMENT FOR INSURANCE BROKER AND
RISK MANAGEMENT SERVICES
BY AND BETWEEN
THE PHILADELPHIA PARKING AUTHORITY
AND _____**

Contract No. K-17-00 _____

THIS AGREEMENT effective as of the ____ day of _____, 2017 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 _____ with a registered address at _____, _____ ("**Company**").

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 sought a solution to its need for effective, transparent and economical insurance broker services through Request for Proposal No. 17-34 "Insurance Broker and Risk Management Services" (hereinafter "RFP"), a true and correct copy of the RFP is attached hereto as Exhibit "B"; and

WHEREAS, upon review of Company's Proposal responding to the RFP submitted to the Authority on _____, ("Proposal") the Authority's Board voted at a public meeting to award this contract to Company. A true and correct copy of the Proposal is attached hereto as Exhibit "C".

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

1. SERVICES.

The Authority hereby engages and Company hereby agrees to provide the following services ("Services") as provided below:

A. The Company shall provide assistance to the Authority relative to the provision of insurance company brokerage services, including the following:

(1) Insurance Broker Services.

a. Assign an experienced Account Manager to the Authority who will be responsible for communication with the Authority. The Account Manager, along with any other team members assigned, must be available on a daily basis to the Authority for advice and consultation on insurance program related issues and concerns. Company must identify the office from which the Authority account would be serviced.

- b. Conduct coverage analysis and selection of appropriate Property, Contractors Equipment, Builders Risk and Business Income values utilizing existing Property appraisals, income statements and other available documentation. Provide risk assessments for these exposures as well as for other coverage exposures whether currently insured or not.
- c. Provide recommendations for appropriate program structures, including appropriate deductibles, retentions, and policy limits, based on the loss analysis and the Authority's desired level of risk retention;
- d. Assure that insurance policies are placed with reputable and financially responsible insurers in accordance with A.M. Best and other credit rating agencies. Keep the Authority informed of any changes in the financial rating of its insurers, make recommendations and take appropriate actions based upon such changes.
- e. Assist the Authority in the completion of all applications, documents and gathering of data that may be requested by insurance companies.
- f. Development of criteria for an identification of qualified insurers and, when appropriate, giving due consideration to all insurance markets throughout the world, including, but not limited to, domestic stock and mutual companies, reciprocals, Lloyds, foreign companies and other markets. No insurance carrier shall be utilized that is not acceptable to the Authority.
- g. Solicit proposals from insurance carriers, review and evaluate the proposal submitted, and make recommendations to the Authority as to such proposals.
- h. With the consent of the Project Manager as to terms and conditions, negotiate for the Authority's consideration and selection insurance policy coverages to appropriately protect the insurable assets of the Authority on a net of commission basis.
- i. Review insurance policies upon receipt to verify conformance to the specifications and negotiations and, as necessary, request and monitor required changes.
- j. On a basis of any relevant information received from the Authority, finalization of manuscript policies and preparation of all materials required in connection with soliciting insurance carriers.
- k. Review and evaluate all premium audit statements and invoices, including verification of all premiums, provide notice of changes in premiums or terms and conditions, cancellation and all communications from insurers;
- l. Review and process endorsements, exceptions and other changes to insurance policies, including explanation and recommendations to the Authority and implementation of the Authority's decisions;
- m. Issue required Certificates of Insurance requested by the Authority and maintain a list of all certificate holders.
- n. Provide the Authority with an insurance schedule for all coverages maintained by the Authority.

- o. Review and provide binders, policies, endorsements and certificates of insurance for all insurance coverages managed by the broker on behalf of the Authority. Broker must indicate its internal standards for timely delivery of the above.
- p. Company shall interact with, assist, and keep informed any existing insurer or third party administrator used by the Authority for policy periods preceding the date of this Agreement as necessary to manage risk to the Authority.
- q. Evaluate on an ongoing basis the operating exposures, various insurance policy coverage terms, conditions, limits and deductibles and make recommendations to enhance coverage, improve cash flow, and reduce overall cost of risk of the Authority.
- r. Continuously update the Authority on emerging market and exposure trends and benchmark the Authority premium rates, limits, retentions and loss experience with other similar organizations and provide recommendations for improvement.
- s. Work with the Authority to develop renewal strategies. Obtain and evaluate competitive coverage proposals from various insurance companies or other represented service providers.
- t. Coordinate and oversee the performance of all related services performed by insurance companies, underwriters, adjusters and/or other arranged or bundled service providers.
- u. Provide such other services related to placed and managed insurance coverage as the Authority may reasonably request.

(2) Risk Management Services.

- a. Upon receipt of notice of any claim against the Authority identify the appropriate insurer based on the nature of the claim and place the insurer on notice of the claim in order to preserve the Authority's insurance coverage related to the noticed incident.
- b. Periodically review and identify changes in the Authority's loss exposure.
- c. Assist the Authority in establishing, implementing, administering and monitoring a safety and loss prevention program. This will include on-site facility inspections and training of Authority employees by qualified Company employees or agents.
- d. Assist the Authority in the monitoring of losses and processing of claims under the insurance policies.
- e. Work with the Authority personnel to provide advice regarding any Third Party Administrator Claims Management Services.
- f. Meet with the Authority personnel and third party administrators or insurers and counsel as appropriate to discuss any of the items listed in scope of services identified above and to conduct a claims review meeting.

g. Assist the Authority's Director of Risk Management with the development of an agency-wide Risk Management Plan to include the identification, analysis, monitoring and control of risk to decrease the probability and impact of events adverse to the Authority's interests.

(3) Third Party Insurance Recommendations.

Assist the Authority in securing sufficient insurance coverage and limits of liability needed from contractors and subcontractors dealing with the Authority, including:

- a. The analyzation of the subject matter of the proposed contract and recommend coverages and limits tailored the proposed service or product to be provided to the Authority (not boiler plate recommendations); and
- b. The duty to make insurance and liability recommendations in regard to the Authority's pursuit of contractors, such as through public bidding, requests for proposals, etc.

(4) Reports.

a. Provide an annual service report to the Authority on or before March 30 of each year during the term of this Agreement. Such report shall include:

- (1) A complete list of insurance coverage in force;
 - (2) An evaluation of the overall program;
 - (3) A summary of prior objectives and achievements;
 - (4) A synopsis of financial funding aspects of the program;
 - (5) A summary of claims administration and loss prevention services provided;
 - (6) Recommendations for modifications;
 - (7) A forecast of market conditions and renewal costs;
 - (8) A detailed summary of fees and commissions received during the service period; and
 - (9) Commentary on any other developments or issues with respect to the program or the Authority's business.
- (b) All reports, calculations, estimates and other documents, data or information prepared by Company pursuant to the Scope of Services shall remain the property of the Authority and Company shall not have the right to use, duplicate or disclose such data or materials, in whole or in part, in any manner and for any purpose whatsoever, without the prior written approval of the Authority.

B. The Company shall 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

_____, Director of Risk Management, who may be reached at 215-683-_____, or by e-mail at _____@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 only in writing.

2. **TERM.** The term of this Agreement shall commence on the date first written above and shall end June 30, 2019. Thereafter, this Agreement may be renewed for 4 individual one-year terms at the sole discretion of the Authority, subject to the other provisions of this Agreement. The Authority shall provide written notice of its sole option to renew for each one-year term permitted by this Agreement on or before May 31 of year. This Agreement may not be extended beyond June 30, 2023.

3. **CONSIDERATION AND PAYMENT.**

A. Broker agrees to accept as its sole fee for Services provided pursuant to this Agreement an annual service fee as follows:

(1) For the First Term of the Agreement: \$_____ (ending June 30, 2019).

(2) For the Second Term of the Agreement: \$_____ (ending June 30, 2020).

(3) For the Third Term of the Agreement: \$_____ (ending June 30, 2021).

(4) For the Fourth Term of the Agreement (ending June 30, 2022) the consideration shall be the consideration paid in the Third term increased by 75% of the rate of increase to the CPI for the January through December 2021 period, if any, compared to the rate of increase for the January through December 2020 period, if any. If there is no such increase, the consideration for the Fourth Term shall equal that of the Third Term.

(5) For the Fifth Term of the Agreement (ending June 30, 2023) the consideration shall be the consideration paid in the Fourth term increased by 75% of the rate of increase to the CPI for the January through December 2022 period, if any, compared to the rate of increase for the January through December 2021 period, if any. If there is no such increase, the consideration for the Fourth Term shall equal that of the Fourth Term.

B. "CPI" shall mean the annual seasonally adjusted U.S. Department of Labor Consumer Price Index (CPI-U) for All Urban Consumers, All Items Index, less food and energy, Philadelphia-Wilmington-Atlantic City area.

C. The annual fee for the first term shall be paid in six equal installments, the first being due upon the signing of this Agreement and thereafter as follows: March 30, 2018, June 30, 2018, September 30, 2018, December 30, 2018 and March 30, 2019.

D. In the event the Agreement is renewed after the first term expires, the annual fee for each subsequent terms shall be paid in four equal installments on June 30, September 30, December 30 and March 30 of the term.

E. **This Agreement is in lieu of commissions that may normally be paid to the Broker by**

insurance carriers. All efforts will be made to negotiate placements on a net of commission basis. Where it is not possible or advisable to place coverages on a net of commission basis, Broker will credit against the annual service fee any commissions received by the Broker. Additionally, it is expressly agreed that any revenue Broker may be entitled to from third parties due to contingencies, overrides, bonus commissions or similar arrangements that are directly or indirectly based or derived from the placements made by Broker on behalf of the Authority, or the services provided to the Authority, will be fully disclosed to the Authority and will be credited against the annual service fee.

F. At no time will Company be reimbursed for any administrative or overhead costs incurred by Company in fulfilling the terms of this agreement, including, but not limited to, any time, fees or expenses associated with Company's travel, fuel, lodging, food, or photocopying in connection with Company's Services without the advanced written approval of the Project Manager.

4. NO SOLICITATION/CONFLICTS OF INTEREST.

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

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

C. Company hereby acknowledges receipt and acceptance of the Authority's Contractor Integrity Provisions attached hereto as Exhibit "A". Company, for itself, its agents and employees agrees to adhere to the Contractor Integrity Provisions and understands that failure to do so may result in the cancellation of this contract and the reporting of any offending event for investigation.

5. INABILITY OF COMPANY TO PERFORM. The inability of Company 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 Company agree that this Agreement may be terminated by the Authority with or without cause upon five (5) days' notice in writing by the Authority to Company. If the Agreement is terminated by the Authority, as provided herein, Company will be paid any compensation outstanding for the Services satisfactorily performed pursuant to Section 3 herein for the period prior to the date of termination. In such event, all memoranda, records, data, information and other documents prepared by Company shall become the property of the Authority and shall be forthwith delivered to the Authority. The payments to be made to Company hereunder are the Company's sole remedy and right with respect to termination under this paragraph.

7. GENERAL TERMS AND CONDITIONS.

A. Right to Know Law Provisions.

1. The Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101-3104, ("RTKL") applies to this Agreement.
2. If the Authority requires the assistance of the Company as to any request or other issue related to the RTKL in regard to this Agreement ("Requested Information"), it will notify the Company using the contact information provided in this Agreement. Upon written notification from the Authority that it requires the Company's assistance in responding to such a request under the RTKL the Company must:
 - i. Provide the Authority, within 5 days after receipt of written notification, with copies of any document or information in the Company's possession arising out of this Agreement that the Authority reasonably believes is Requested Information and may be a public record under the RTKL; and
 - ii. Provide such other assistance as the Authority may reasonably request, in order to comply with the RTKL with respect to this Agreement.
3. If the Company considers the Requested Information to be exempt from production under the RTKL, the Company must notify the Authority and provide, within 5 days of receiving the written notification, a written statement signed by a representative of the Company explaining why the requested material is exempt from public disclosure under the RTKL and identifying the specific provision of the RTKL that renders some or all of the Requested Information exempt from disclosure.
4. The Authority will rely upon the written statement from the Company in denying a RTKL request for the Requested Information unless the Authority determines that the Requested Information is clearly not protected from disclosures under the RTKL. In the event the Authority determines that the Requested Information is clearly not exempt from disclosure, the Company must provide the Requested Information to the Authority within 5 days of receipt of written notification of the Authority's determination.
5. The Authority will reimburse the Company for any costs associated with complying with these provisions only to the extent allowed under the fee schedule established by the Office of Open Records or as otherwise provided by the RTKL if the fee schedule is inapplicable.
6. If the Company fails to provide the Requested Information as provided in paragraph No. 4. ("Company's Refusal") the party requesting the information may have the right to challenge that failure to disclose before the Pennsylvania Office of Open Records ("OOR") and potentially the courts. Company hereby understands and agrees that the Authority will not argue in favor of the Company's non-disclosure of the Requested Information and will inform the tribunal that it directed Company to produce such information.
7. In the event of administrative or legal proceedings, or both, related to Company's Refusal, the following will apply:

i. Company will defend the Authority, at its sole cost, before an agency or court as to any matter or claim related to Company's Refusal. Company will provide that defense through independent legal counsel agreed to in advance by the Authority, in its sole discretion.

ii. Company further agrees that it will indemnify and hold the Authority harmless for any damages, penalties, costs, detriment or harm that the Authority may incur as a result of the Company's failure to release Requested Information, including any statutory damages or order to pay any party's attorney's fees.

8. As between the parties, the Company agrees to waive all rights or remedies that may be available to it as a result of the Authority's disclosure of Requested Information pursuant to the RTKL.

9. The Company's duties relating to the RTKL are continuing duties that survive the expiration or termination of this Agreement and shall continue as long as the Company has Requested Information in its possession.

B. Force Majeure. Neither contracting party 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. Regardless of the impact of the Right-to-Know Law, Company shall maintain all data, records, memoranda, statements of services rendered, correspondence and copies thereof, in adequate form, detail and arrangement, for the Authority's benefit for a minimum of three (3) years following the termination or expiration of this Agreement. Such information must be maintained in a secure and professionally reasonable manner. Thereafter, Company shall contact the Authority before disposing of any such materials and the Authority may direct that some or all of such materials be delivered to the Authority.

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

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

G. Notices. Any legal notice or demand given by one party to the other under this Agreement shall be in writing and served by a delivery service, against written receipt or signed proof of delivery addressed to the other party at the address set forth above, unless a party shall have provided written notice to the other identifying a new address for notice. Notice to the Authority shall be labeled "c/o/ General Counsel". All notices shall be deemed given on the day after the notice was given to the courier or Postal service.

H. 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.

I. General Indemnity. Company shall be responsible for, and shall indemnify, defend, and hold harmless the Company and its Members, officers, employees, attorneys and agents (the "Indemnified Parties") from all claims, liabilities, damages, and costs including reasonable attorneys' fees, for bodily injury (including death and workers compensation claims) and damage to real or tangible personal property arising from or related to the negligence or other tortious acts, errors, and omissions of Company, its employees, or its subcontractors while engaged in performing the work of this Agreement or while present on the Authority's premises, and for breach of this Agreement regarding the use or nondisclosure of proprietary and confidential information where it is determined that Company is responsible for any use of such information not permitted by this Agreement. This indemnification obligation shall not be reduced in any way by any limitation on the amount or type of damages, compensation, or benefits payable by Company or its subcontractors under any employee benefit act including but not limited to Workers' Compensation Acts, Disability Benefits Acts, or other Employee Benefit Act.

J. 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.

K. Exhibits and Interpretation. All Exhibits to this Agreement are hereby incorporated by reference as though set forth fully herein. 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 the Agreement, regardless of which party was generally responsible for the preparation of this Agreement.

L. Order of Precedence. In the event of an inconsistency between provisions of this Agreement, it shall be resolved by giving precedence in the following order: (1) the main body of this Agreement (not including Exhibits); (2) the RFP (Exhibit "B"), (3) the Company's Proposal (Exhibit "C") and (4) all other exhibits. It is Company's responsibility to study this Agreement and to report at once in writing to the Authority any errors, inconsistencies, discrepancies, omissions or conflicts discovered between any provisions of the Agreement. Any work performed by the Company prior to receiving a written response from the Authority with respect to any alleged error, inconsistency, discrepancy, omission or conflict shall be at the Company's own risk and expense.

M. Specific Proposals. It is understood that the Authority shall have the absolute discretion to accept, reject or modify any proposal or offer which Company may bring to the Authority's attention during the term of this Agreement. The Authority may direct that Company suspend or modify any of its Services related to this Agreement at any time.

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

O. Applicable Law and Venue. This Agreement shall be governed by and interpreted and enforced in accordance with the laws of the Commonwealth of Pennsylvania (without regard to any conflict of laws provisions) and the decisions of the Pennsylvania courts. The parties hereto irrevocably consent

to the exclusive jurisdiction of the First Judicial District of Pennsylvania, being the Philadelphia Court of Common Pleas and waiving any claim or defense that such forum is not convenient or proper. Company agrees that the Philadelphia Court of Common Pleas shall have *in personam* jurisdiction over it, and consents to service of process in any manner authorized by Pennsylvania law.

P. Taxes.

1. Company hereby certifies that neither it, nor any of its parent or subsidiary entities, is delinquent or overdue in the payment of any tax or fee to the City or County of Philadelphia or the Commonwealth of Pennsylvania. Company also certifies that its Philadelphia Activity License No. is: _____. Company 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. Company 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 Company is liable. In the event Company'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 Company, and Company 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 Company's performance under this Agreement.

Q. Ownership of Authority Materials. As between the parties, the Authority shall own and retain all right, title and interest in and to all Authority data, records, policies, statements, advertisements, programs, procedures, files, any and all Authority Provided Resources, such as, documents, or data provided by the Authority, including but not limited to the RFP, and all written summaries, findings and reports, and proposed policies and procedures produced by Company pursuant to this Agreement.

R. Insurance. Company agrees to provide the Authority the appropriate certificates of insurance in accordance with the Insurance Requirements of the RFP.

S. 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.

T. Prior Agreement. This Agreement supersedes and replaces any and all previous agreements between the parties.

U. 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.

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: _____

Witness: _____

Print Name: _____

Print Title: _____

By: _____

Clarena I.W. Tolson

Executive Director

APPROVED AS TO FORM

By: _____

Office of General Counsel

Company name

By: _____

Print Name: _____

Print Title: _____

EXHIBIT A
Philadelphia Parking Authority
CONTRACTOR INTEGRITY PROVISIONS

1. Definitions.

a. **Confidential Information** means information that is not public knowledge, or available to the public on request, disclosure of which would give an unfair, unethical, or illegal advantage to another desiring to contract with the Authority.

b. **Consent** means written permission signed by a duly authorized officer or employee of the Authority, provided that where the material facts have been disclosed, in writing, by prequalification, bid proposal, or contractual terms, the Authority shall be deemed to have consented by virtue of execution of this Contract.

c. **Contractor** means the individual or entity that has entered into this Contract with the Authority, including directors, officers, partners, managers, key employees, and owners of more than a 5% interest.

d. **Contractor Related Parties** means any affiliates of the Contractor and the Contractor's officers and directors.

e. **Financial interest** mean any financial interest in a legal entity engaged in business for profit which comprises more than 5% of the equity of the business or more than 5% of the assets of the economic interest in indebtedness

f. **Gift** means any conveyance of anything of value, including cash, a gratuity (tip), favor, entertainment (including tickets to sporting events), travel, food, drink, a loan, employment or services.

2. The Contractor shall maintain the highest standards of integrity in the performance of this Contract and shall take no action in violation of state or federal laws, regulations, or other requirements that govern contracting with the Authority, including these Contractor Integrity Provisions.

3. The Contractor shall not disclose to others any confidential information gained by virtue of this Contract.

4. Contractor, its affiliates, agents, employees and anyone in privity with Contractor shall not, in connection with this or any other agreement with the Authority, directly or indirectly, offer, confer, or agree to confer any pecuniary benefit or gift on anyone, for any reason, including as consideration for the decision, opinion, recommendation, vote, other exercise of discretion, or violation of a known legal duty by any officer or employee of the Authority.

5. Contractor confirms that no Authority officer or employee holds a financial interest in Contractor.

6. Contractor shall have no financial interest with or in any other contractor, subcontractor, or supplier providing services, labor, or material under this contract, unless the financial interest is disclosed to the Authority in writing and the Authority consents to Contractor's financial interest prior to the Authority's execution of the contract. Contractor shall disclose the financial interest to

the Authority at the time of bid or proposal submission, or if no bids or proposals are solicited, no later than Contractor's submission of the contract signed by Contractor.

7. When Contractor has reason to believe that any breach of ethical standards as set forth in law or these Contractor Integrity Provisions has occurred or may occur, including but not limited to contact by an Authority officer or employee which, if acted upon, would violate such ethical standards, Contractor shall immediately notify the Authority contracting officer or the Authority's Office General Counsel in writing.

8. Contractor, by submission of its bid or proposal and/or execution of this contract and by the submission of any bills, invoices or requests for payment pursuant to the contract, certifies and represents that it has not violated any of these Contractor Integrity Provisions in connection with the submission of the bid or proposal, during any contract negotiations or during the term of the contract, to include any extensions thereof.

9. Contractor agrees to reimburse the Authority for the reasonable costs of investigation incurred by the Authority's Office of General Counsel, or its designee, for investigations of the Contractor's compliance with the terms of this or any other agreement between the Contractor and the Authority that results in the suspension or debarment of the Contractor. Contractor shall not be responsible for investigative costs for investigations that do not result in the Contractor's suspension or debarment.

10. Contractor shall cooperate with the Authority's Office of General Counsel, or its designee, in its investigation of any alleged officer or employee breach of ethical standards and any alleged Contractor non-compliance with these Contractor Integrity Provisions. Contractor agrees to make identified Contractor employees available for interviews at reasonable times and places. Contractor, upon the inquiry or request of an investigator, shall provide, or if appropriate, make promptly available for inspection or copying, any information of any type or form deemed relevant by the Authority's designated investigator to Contractor's integrity and compliance with these provisions. Such information may include, but shall not be limited to, Contractor's business or financial records, documents or files of any type or form that refer to or concern this contract. Contractor shall incorporate this paragraph in any agreement, contract or subcontract it enters into in the course of the performance of this contract/agreement solely for the purpose of obtaining subcontractor compliance with this provision. The incorporation of this provision in a subcontract shall not create privity of contract between the Authority and any such subcontractor, and no third party beneficiaries shall be created thereby.

11. For violation of any of these Contractor Integrity Provisions the Authority may terminate this and any other contract with Contractor, claim liquidated damages in an amount equal to the value of anything received in breach of these Provisions, claim damages for all additional costs and expenses incurred in obtaining another contractor to complete performance under this contract, and debar and suspend Contractor from doing business with the Authority. These rights and remedies are cumulative, and the use or non-use of any one shall not preclude the use of all or any other. These rights and remedies are in addition to those the Commonwealth may have under law, statute, regulation, or otherwise.

12. Contractor certifies to the best of its knowledge and belief that within the last five (5) years Contractor or Contractor Related Parties have not:

- a) been indicted or convicted of a crime involving moral turpitude or business honesty or integrity in any jurisdiction;
- b) been suspended, debarred or otherwise disqualified from entering into any contract with any governmental agency;
- c) had any business license or professional license suspended or revoked;
- d) had any sanction or finding of fact imposed as a result of a judicial or administrative proceeding related to fraud, extortion, bribery, bid rigging, embezzlement, misrepresentation or anti-trust; and
- e) been, and is not currently, the subject of a criminal investigation by any federal, state or local prosecuting or investigative agency and/or civil anti-trust investigation by any federal, state or local prosecuting or investigative agency.

If Contractor cannot so certify to the above, then it must submit along with its bid, proposal or contract a written explanation of why such certification cannot be made and the Authority will determine whether a contract may be entered into with the Contractor. The Contractor's obligation pursuant to this certification is ongoing from and after the effective date of the contract through the termination date thereof. Accordingly, the Contractor shall have an obligation to immediately notify the Authority in writing if at any time during the term of the contract it becomes aware of any event which would cause the Contractor's certification or explanation to change. Contractor acknowledges that the Authority may, in its sole discretion, terminate the contract for cause if it learns that any of the certifications made herein are currently false due to intervening factual circumstances or were false or should have been known to be false when entering into the contract.

Exhibit "B"
Request for Proposal

Exhibit "C"
Company's Proposal

Appendix C

Insurance Requirements

THE PHILADELPHIA PARKING AUTHORITY
INSURANCE AND INDEMNIFICATION REQUIREMENTS
RFP No. 17-34 INSURANCE BROKER AND RISK MANAGEMENT SERVICES

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): | \$ 5,000 |
 - b) General Aggregate must apply on a Per Location Basis
 - c) Owner must be named as additional insured as shown in requirement #10 unless agreed to by the Authority in writing.
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. 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 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.
7. Deductibles or Self Insured Retention's: "if applicable"
None of the policies of insurance required by this agreement shall contain deductibles or self-insured retention's in excess of \$100,000. _____ 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. 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.
11. Waiver of Rights of Recovery and Waiver of Rights of Subrogation:
a) _____ waives all rights of recovery against The Philadelphia Parking Authority and all additional Insureds for loss or damage covered by any of the insurance maintained by _____ pursuant to this Contract.
b) _____ and its respective insurance carriers hereby waive all rights of subrogation against The Philadelphia Parking Authority and all additional insureds for loss or damage covered by any of the insurance maintained by _____. Pursuant to this contract.
c) If any of the policies of insurance required under this Contract require an endorsement to provide for the waiver of subrogation set forth in b, above, then the named insured's of such policies will cause them to be endorsed.
12. The amount of insurance provided in the aforementioned insurance coverages, shall not be construed to be a limitation of the liability on the part of the _____.
- None of the requirements contained herein as to the types, limits, or Philadelphia Parking Authority's approval of insurance coverage to be maintained by _____ are intended to and shall not in any manner, limit, qualify, or quantify the liabilities and obligations assumed by _____ under the Contract Documents, any other agreement with _____, or otherwise provided by law.
13. Any type of insurance or any increase in limits of liability not described above which the Authority requires for its own protection or on account of statute shall be its own responsibility and at its own expense.
14. The carrying of insurance shall in no way be interpreted as relieving _____ of any responsibility or liability under the contract.
15. Prior to the commencement of work or use of premises, _____ shall file Certificates of Insurance with The Philadelphia Parking Authority, which shall be subject to The Philadelphia Parking Authority's approval of adequacy of protection and the satisfactory character of the insurer. The Certificates of Insurance should be mailed within five days of receipt of these insurance requirements to The Philadelphia Parking Authority, Contract Administrator, 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.

16. Failure of _____ to obtain and maintain the required insurance shall constitute a breach of contract and _____ will be liable to the Philadelphia Parking Authority for any and all cost, liabilities, damages, and penalties (including attorney's fees, court, and settlement expenses) resulting from such breach, unless the Philadelphia Parking Authority provides _____ with a written waiver of the specific insurance requirement.
17. None of the requirements contained herein as to the types, limits, or PPA's approval of insurance coverage to be maintained by _____ are intended to and shall not in any manner, limit, qualify, or quantify the liabilities and obligations assumed by _____ under the Contract Documents, any other agreement with the PPA, or otherwise provided by law.
18. _____ shall require all subcontractors (of every tier) to meet the same insurance criteria as required of _____. The subcontractor's insurance must name the PPA as additional insured. _____ shall maintain each subcontract's certificate of insurance on file and provide such information to the PPA for review upon request.
19. Failure of _____ to provide insurance as herein required or failure of PPA to require Evidence of insurance or to notify _____ of any breach by _____ of the requirements of this Section shall not be deemed to be a waiver of any of the terms of the Contract Documents, nor shall they be deemed to be a waiver of the obligation of _____ to defend, indemnify, and hold harmless the indemnified parties as required herein. The obligation to procure and maintain any insurance required is a separate responsibility of _____ and independent of the duty to furnish a copy or certificate of such insurance policies.

Appendix D

Supplemental Information

- A. Base list of motor vehicles
- B. Payroll analysis
- C. Schedule of locations and property schedule values

Current Vehicle List

| Count | Year | Make | Model |
|-------|------|--------|----------------|
| 1 | 2015 | Intern | 7600 |
| 2 | 2013 | Chevy | 1500 Cargo |
| 3 | 2013 | Chevy | 1500 Cargo |
| 4 | 2009 | Chevy | 1500 Cargo |
| 5 | 2009 | Chevy | 1500 Cargo |
| 6 | 2009 | Chevy | 1500 Cargo |
| 7 | 2009 | Chevy | 1500 Cargo |
| 8 | 2013 | Chevy | 1500 Silverado |
| 9 | 2003 | Chevy | 2500 / 12 PV |
| 10 | 2016 | Chev | 2500 Express |
| 11 | 2016 | Chev | 2500 Express |
| 12 | 2016 | Chev | 2500 Express |
| 13 | 2016 | Chev | 2500 Express |
| 14 | 2015 | Chevy | 2500 Series |
| 15 | 2013 | Chevy | 2500 Silverado |
| 16 | 2017 | Chevy | 2500 Silverado |
| 17 | 2017 | Chevy | 2500 Silverado |
| 18 | 2008 | Chevy | 2500/ 12pv |
| 19 | 2008 | Chevy | 2500/ 12pv |
| 20 | 2009 | Chevy | 2500/ 12PV |
| 21 | 2006 | Chevy | 2500/12/pv |
| 22 | 2006 | Chevy | 2500/12PV |
| 23 | 2006 | Chevy | 2500/12pv |
| 24 | 2006 | Chevy | 2500/12pv |
| 25 | 2006 | Chevy | 2500/12pv |
| 26 | 2006 | Chevy | 2500/12pv |
| 27 | 2016 | Chevy | 2500/12PV |
| 28 | 2016 | Chevy | 2500/12PV |
| 29 | 2016 | Chevy | 2500/12PV |
| 30 | 2016 | Chevy | 2500/12PV |
| 31 | 2016 | Chevy | 2500/12PV |
| 32 | 2016 | Chevy | 2500/12PV |
| 33 | 2008 | Chevy | 2500/12pv |
| 34 | 2008 | Chevy | 2500/12pv |
| 35 | 2008 | Chevy | 2500/12pv |
| 36 | 2009 | Chevy | 2500/12PV |
| 37 | 2009 | Chevy | 2500/12pv |
| 38 | 2008 | Chevy | 3500 Cargo Van |
| 39 | 2008 | Chevy | 3500 Cargo Van |
| 40 | 2008 | Chevy | 3500 Cargo Van |
| 41 | 2008 | Ford | 3500 Cargo Van |
| 42 | 2009 | Chevy | 3500 Cargo Van |
| 43 | 2009 | Chevy | 3500 Cargo Van |
| 44 | 2009 | Chevy | 3500 Cargo Van |
| 45 | 2009 | Chevy | 3500 Cargo Van |
| 46 | 2013 | Chevy | 3500 Series |

Current Vehicle List

| | | | |
|----|------|--------|-----------------|
| 47 | 2013 | Chevy | 3500 Silverado |
| 48 | 2015 | Chev | 3500 Tow Truck |
| 49 | 2004 | Intern | 4300 Series |
| 50 | 2006 | Intern | 4300 Series |
| 51 | 2003 | Intern | 4400 Series |
| 52 | 2008 | Dodge | 4500 Dump Truck |
| 53 | 2012 | Dodge | 4500 Series |
| 54 | 2012 | Dodge | 4500 Series |
| 55 | 2012 | Dodge | 4500 Series |
| 56 | 2012 | Dodge | 4500 Series |
| 57 | 2012 | Dodge | 4500 Series |
| 58 | 2012 | Dodge | 4500 Series |
| 59 | 2012 | Dodge | 4500 Series |
| 60 | 2008 | Dodge | 4500 Series |
| 61 | 2010 | Dodge | 5500 Renegade |
| 62 | 2010 | Dodge | 5500 Renegade |
| 63 | 2011 | Dodge | 5500 Renegade |
| 64 | 2011 | Dodge | 5500 Renegade |
| 65 | 2011 | Dodge | 5500 Renegade |
| 66 | 2011 | Dodge | 5500 Renegade |
| 67 | 2011 | Dodge | 5500 Renegade |
| 68 | 2011 | Dodge | 5500 Renegade |
| 69 | 2011 | Dodge | 5500 Renegade |
| 70 | 2011 | Dodge | 5500 Renegade |
| 71 | 2011 | Dodge | 5500 Renegade |
| 72 | 2011 | Dodge | 5500 Renegade |
| 73 | 2011 | Dodge | 5500 Renegade |
| 74 | 2012 | Dodge | 5500 Renegade |
| 75 | 2012 | Dodge | 5500 Renegade |
| 76 | 2012 | Dodge | 5500 Renegade |
| 77 | 2012 | Dodge | 5500 Renegade |
| 78 | 2012 | Dodge | 5500 Renegade |
| 79 | 2012 | Dodge | 5500 Renegade |
| 80 | 2012 | Dodge | 5500 Renegade |
| 81 | 2007 | Intern | 7400 Series |
| 82 | 2004 | Intern | 7600 Series |
| 83 | 2004 | Intern | 7600 Series |
| 84 | 2008 | Intern | 7600 series |
| 85 | 2005 | Chevy | Astro Van |
| 86 | 2015 | Chevy | Blazer 4 x 4 |
| 87 | 2003 | Chevy | Blazer 4 x4 |
| 88 | 2010 | Dodge | Caravan |
| 89 | 2010 | Dodge | Caravan |
| 90 | 2011 | Dodge | Caravan |
| 91 | 2015 | Dodge | Caravan |
| 92 | 2015 | Dodge | Caravan |
| 93 | 2009 | Dodge | Caravan |

Current Vehicle List

| | | | |
|-----|------|-------|----------------|
| 94 | 2009 | Dodge | Caravan |
| 95 | 2015 | Dodge | Cargo 3500 |
| 96 | 2017 | Chevy | Cargo Ext. Van |
| 97 | 2015 | Chevy | Cargo Van |
| 98 | 2015 | Chevy | Cargo Van |
| 99 | 2015 | Chevy | Cargo Van |
| 100 | 2016 | Chevy | Cargo Van |
| 101 | 2016 | Chevy | Cargo Van |
| 102 | 2015 | Chevy | City Express |
| 103 | 2009 | Chevy | Colbalt |
| 104 | 2009 | Chevy | Colbalt |
| 105 | 2009 | Chevy | Colbalt |
| 106 | 2009 | Chevy | Colbalt |
| 107 | 2009 | Chevy | Colbalt |
| 108 | 2009 | Chevy | Colbalt |
| 109 | 2008 | Chevy | Colorado |
| 110 | 2008 | Chevy | Colorado |
| 111 | 2009 | Chevy | Colorado |
| 112 | 2015 | Chevy | Crew Cab P/U |
| 113 | 2015 | Chevy | Crew Cab P/U |
| 114 | 2012 | Ford | E150 Cargo |
| 115 | 2012 | Ford | E150 Cargo |
| 116 | 2012 | Ford | E150 Cargo |
| 117 | 2012 | Ford | E150 Cargo |
| 118 | 2010 | Ford | E350 |
| 119 | 2010 | Ford | E350 |
| 120 | 2010 | Ford | E350 |
| 121 | 2012 | Ford | Escape |
| 122 | 2012 | Ford | Escape |
| 123 | 2012 | Ford | Escape |
| 124 | 2012 | Ford | Escape |
| 125 | 2012 | Ford | Escape |
| 126 | 2012 | Ford | Escape |
| 127 | 2013 | Ford | Escape |
| 128 | 2014 | Ford | Escape |
| 129 | 2013 | Ford | Escape |
| 130 | 2013 | Ford | Escape |
| 131 | 2013 | Ford | Escape |
| 132 | 2013 | Ford | Escape |
| 133 | 2013 | Ford | Escape |
| 134 | 2014 | Ford | Escape |
| 135 | 2014 | Ford | Escape |
| 136 | 2014 | Ford | Escape |
| 137 | 2014 | Ford | Escape |
| 138 | 2014 | Ford | Escape |
| 139 | 2014 | Ford | Escape |
| 140 | 2014 | Ford | Escape |

Current Vehicle List

| | | | |
|-----|------|-------|-----------------|
| 141 | 2014 | Ford | Escape |
| 142 | 2014 | Ford | Escape |
| 143 | 2014 | Ford | Escape |
| 144 | 2014 | Ford | Escape |
| 145 | 2014 | Ford | Escape |
| 146 | 2014 | Ford | Escape |
| 147 | 2015 | Ford | Escape |
| 148 | 2015 | Ford | Escape |
| 149 | 2015 | Ford | Escape |
| 150 | 2015 | Ford | Escape |
| 151 | 2016 | Ford | Escape |
| 152 | 2016 | Ford | Escape |
| 153 | 2016 | Ford | Escape |
| 154 | 2016 | Ford | Escape |
| 155 | 2016 | Ford | Escape |
| 156 | 2017 | Ford | Escape |
| 157 | 2017 | Ford | Escape |
| 158 | 2009 | Ford | Escape |
| 159 | 2011 | Ford | Explorer |
| 160 | 2011 | Ford | Explorer |
| 161 | 2011 | Ford | Explorer |
| 162 | 2011 | Ford | Explorer |
| 163 | 2013 | Ford | Explorer |
| 164 | 2013 | Ford | Explorer |
| 165 | 2013 | Ford | Explorer |
| 166 | 2005 | Ford | Explorer |
| 167 | 2005 | Ford | Explorer |
| 168 | 2005 | Ford | Explorer |
| 169 | 2007 | Ford | Explorer |
| 170 | 2017 | Ford | Explorer |
| 171 | 2015 | Chevy | Express |
| 172 | 2002 | Ford | F250 |
| 173 | 2007 | Ford | F350 Utility |
| 174 | 2008 | Ford | F450 810 INT. |
| 175 | 2005 | Ford | F450 Dump truck |
| 176 | 2002 | Ford | F450 Eagle |
| 177 | 2003 | Ford | F550 CAB |
| 178 | 2008 | Ford | F550 CAB/ CH |
| 179 | 2008 | Ford | F550 CAB/ CH |
| 180 | 2008 | Ford | F550 CAB/ CH |
| 181 | 2015 | Ford | F750 |
| 182 | 2015 | Ford | F750 |
| 183 | 2015 | Ford | F750 |
| 184 | 2011 | Ford | Focus |
| 185 | 2011 | Ford | Focus |
| 186 | 2011 | Ford | Focus |
| 187 | 2011 | Ford | Focus |

Current Vehicle List

| | | | |
|-----|------|-------|--------|
| 188 | 2011 | Ford | Focus |
| 189 | 2011 | Ford | Focus |
| 190 | 2011 | Ford | Focus |
| 191 | 2011 | Ford | Focus |
| 192 | 2011 | Ford | Focus |
| 193 | 2011 | Ford | Focus |
| 194 | 2011 | Ford | Focus |
| 195 | 2011 | Ford | Focus |
| 196 | 2011 | Ford | Focus |
| 197 | 2012 | Ford | Focus |
| 198 | 2012 | Ford | Focus |
| 199 | 2012 | Ford | Focus |
| 200 | 2012 | Ford | Focus |
| 201 | 2012 | Ford | Focus |
| 202 | 2012 | Ford | Focus |
| 203 | 2012 | Ford | Focus |
| 204 | 2012 | Ford | Focus |
| 205 | 2012 | Ford | Focus |
| 206 | 2012 | Ford | Focus |
| 207 | 2013 | Ford | Focus |
| 208 | 2013 | Ford | Focus |
| 209 | 2013 | Ford | Focus |
| 210 | 2013 | Ford | Focus |
| 211 | 2013 | Ford | Focus |
| 212 | 2013 | Ford | Focus |
| 213 | 2013 | Ford | Focus |
| 214 | 2014 | Ford | Focus |
| 215 | 2015 | Ford | Focus |
| 216 | 2015 | Ford | Focus |
| 217 | 2015 | Ford | Focus |
| 218 | 2015 | Ford | Focus |
| 219 | 2015 | Ford | Focus |
| 220 | 2015 | Ford | Focus |
| 221 | 2015 | Ford | Focus |
| 222 | 2015 | Ford | Focus |
| 223 | 2015 | Ford | Focus |
| 224 | 2015 | Ford | Focus |
| 225 | 2016 | Ford | Focus |
| 226 | 2016 | Ford | Focus |
| 227 | 2012 | Chevy | Impala |
| 228 | 2012 | Chevy | Impala |
| 229 | 2003 | Chevy | Impala |
| 230 | 2003 | Chevy | Impala |
| 231 | 2003 | Chevy | Impala |
| 232 | 2013 | Chevy | Impala |
| 233 | 2005 | Chevy | Impala |
| 234 | 2005 | Chevy | Impala |

Current Vehicle List

| | | | |
|-----|------|----------|-----------|
| 235 | 2006 | Chevy | Impala |
| 236 | 2006 | Chevy | Impala |
| 237 | 2006 | Chevy | Impala |
| 238 | 2006 | Chevy | Impala |
| 239 | 2006 | Chevy | Impala |
| 240 | 2006 | Chevy | Impala |
| 241 | 2006 | Chevy | Impala |
| 242 | 2006 | Chevy | Impala |
| 243 | 2009 | Chevy | Impala |
| 244 | 2004 | Freightl | M2 Series |
| 245 | 2015 | Dodge | Ram 5500 |
| 246 | 2015 | Dodge | Ram4500 |
| 247 | 2015 | Dodge | Ram4500 |
| 248 | 2015 | Dodge | Ram4500 |
| 249 | 2015 | Dodge | Ram4500 |
| 250 | 2015 | Dodge | Ram4500 |
| 251 | 2015 | Dodge | Ram4500 |
| 252 | 2015 | Dodge | Ram4500 |
| 253 | 2015 | Dodge | Ram4500 |
| 254 | 2015 | Dodge | Ram4500 |
| 255 | 2016 | Dodge | Ram4500 |
| 256 | 2016 | Dodge | Ram4500 |
| 257 | 2016 | Dodge | Ram4500 |
| 258 | 2016 | Dodge | Ram4500 |
| 259 | 2016 | Dodge | Ram4500 |
| 260 | 2016 | Dodge | Ram4500 |
| 261 | 2016 | Dodge | Ram4500 |
| 262 | 2017 | Dodge | Ram4500 |
| 263 | 2012 | Chevy | Silverado |
| 264 | 2012 | Chevy | Silverado |
| 265 | 2012 | Chevy | Silverado |
| 266 | 2012 | Chevy | Silverado |
| 267 | 2012 | Chevy | Silverado |
| 268 | 2015 | Chevy | Silverado |
| 269 | 2015 | Chevy | Silverado |
| 270 | 2015 | Chevy | Silverado |
| 271 | 2015 | Chevy | Silverado |
| 272 | 2015 | Chevy | Silverado |
| 273 | 2016 | Chevy | Silverado |
| 274 | 2006 | Chevy | Silverado |
| 275 | 2016 | Chevy | Silverado |
| 276 | 2016 | Chevy | Silverado |
| 277 | 2016 | Chevy | Silverado |
| 278 | 2016 | Chevy | Silverado |
| 279 | 2016 | Chevy | Silverado |
| 280 | 2016 | Chevy | Silverado |
| 281 | 2008 | Chevy | Silverado |

Current Vehicle List

| | | | |
|-----|------|-------|-------------|
| 282 | 2008 | Chevy | Silverado |
| 283 | 2008 | Chevy | Silverado |
| 284 | 2009 | Chevy | Silverado |
| 285 | 2009 | Chevy | Silverado |
| 286 | 2009 | Chevy | Silverado |
| 287 | 2009 | Chevy | Silverado |
| 288 | 1999 | Volvo | Tractor |
| 289 | 2005 | Chevy | Trailblazer |
| 290 | 2006 | Chevy | Trailblazer |
| 291 | 2008 | Chevy | Uplander |
| 292 | 1996 | Ford | walk in |

PHILADELPHIA PARKING AUTHORITY
PAYROLL EXPENSE
FYE 3/31/2017

| IRS Form 941: | <u>Gross Wages</u> |
|---------------|-------------------------|
| Q-3 - 2016 | \$ 13,720,556.88 |
| Q-4 - 2016 | 12,973,863.91 |
| Q-1 - 2017 | 12,933,362.05 |
| Q-2 - 2017 | <u>12,380,874.13</u> |
| | <u>\$ 52,008,656.97</u> |

**Philadelphia Parking Authority
Property Schedule / Values (Nov 2017)**

| Line | Location | Occupancy / Construction |
|------|---|--|
| | Administration & Operations | |
| 1 | 701 Market St. (Main Administration Offices) | Leased location (former Lit Brothers Building renovated late 1980s) / 5-story masonry building – flat roof. PPA occupies 80,000 SF of office space on portions of the sub-basement, 4th & 5th floors. Access controlled doors. Sprinklers are installed. |
| 2 | 35 N. 8th Street (PPA Customer Service) | 3,200 SF retail space. Masonry building with cinder-block walls and fire-code drywall. Access controlled doors. Sprinklers are installed. |
| 3 | 2501 Wecacoe Street | One-story Masonry Flat Roof Office Building No sprinklers. 3,400 sq. ft. Leased Location. |
| 4 | 6801 Essington Avenue | PPA Fleet Maintenance & Booting Operation. Building has sprinklers |
| 5 | 2415 Swanson Street, Philadelphia, PA | Taxi Cab Inspection Building non comb 2-story bldg |
| 6 | PHL Airport | |
| 7 | Philadelphia Int'l Airport (Garages A,B,C,D,E,F and 1) | Four (4) 5-story Ground Precast Parking Garages. No sprinklers. |
| 8 | Airport Admin. Office | One Story Masonry Flat Roof. No sprinklers. Administration Building 8,000 sq. ft. |
| 9 | Airport Maint. Building | 1 Story, Pre-Engineered Flat Roof. No sprinkles. 4,300 sq. ft. |
| 10 | Plaza Booths (Airport) | Frame Construction |
| 11 | Phila Int'l Airport | Salt Shed |
| 12 | Parking Structures | |
| 13 | 1540 Vine St. (Gateway/Realen) | 12-story above ground "cast in place" parking garage-capacity 1050 spaces. No sprinklers |
| 14 | 901 Filbert Street - Market Street East 9th and Filbert Sts. Garage | 8-level, above-ground, precast concrete, parking garage. No sprinklers |
| 15 | The Family Courthouse Garage 1503-11 Arch Street | 3-level, Underground Garage. Cast-in-Place. Sprinklers installed. |

**Philadelphia Parking Authority
Property Schedule / Values (Nov 2017)**

| Line | Location | Occupancy / Construction |
|------|--|--|
| 16 | 2nd and Samson Streets | 6 Story, above ground parking garage. No sprinklers. The three ground floor tenants spaces have sprinklers. |
| 17 | 14-20 South 10th St. (10th and Ludlow Street Garage) | 5 story above ground "cast in place" parking garage. No sprinklers |
| 18 | 41 North 6th Street (Independence Mall Garage) | 3-story Masonry, underground parking garage - Flat Roof. (PPA not responsible for the Independence Visitor Center directly above the garage.) Sprinklers are installed (dry system). |
| 19 | 8th and Filbert Garage | 6-story, above-ground parking garage N/S |
| 20 | Center City Lots | |
| 21 | 8th and Chestnut Sts. | Open air parking lots - two lots separated by Ranstead Street - total capacity 110 spaces. Employee booth on-site. |
| 22 | Neighborhood Lots | |
| 23 | 1401-15 S. 9th Street | open air lot - capacity 26 spaces |
| 24 | 914 Carpenter St. (leased from 9th Street Bus Assn) | open air lot - capacity 54 spaces |
| 25 | 1012-26 E. Passyunk | open air lot - capacity 71 spaces |
| 26 | 719-35 Christian St. | open air lot - capacity 33 spaces |
| 27 | 738-48 S. 7th St. | open air lot - capacity 22 spaces |
| 28 | 1339 S. 12th St. | open air lot - capacity 39 spaces |
| 29 | 1300-04 Frankford | open air lot - capacity 13 spaces |
| 30 | 1804-36 E. Clearfield St. | open air lot - capacity 143 spaces |
| 31 | Hancock & Somerset | open air lot - capacity 60 spaces |
| 32 | 2132 S. 63rd St. | open air lot - capacity 80 spaces |
| 33 | 1345 S. 28th St. | open air lot - capacity 32 spaces |
| 34 | 1628 E. Passyunk Ave. | open air lot - capacity 46 spaces |
| 35 | 4 716-23 Baltimore | open air lot - capacity 43 spaces |
| 36 | 4076 Lancaster Ave. | open air lot - capacity 137 spaces |
| 37 | 4712 Umbria St. | open air lot - capacity 33 spaces |
| 38 | 5923-31 Market St. | open air lot - capacity 90 spaces |
| 39 | 4418 Manayunk Ave. | open air lot - capacity 38 spaces |
| 40 | Main & Levering (leased from New Man Corp) | open air lot - capacity 44 spaces |
| 41 | 3250 W. Lehigh Ave. | open air lot - capacity 23 spaces |
| 42 | 2200 Turner St. | open air lot - capacity 44 spaces |
| 43 | 1900 Callowhill St. | open air lot - capacity 183 spaces. Employee booth on-site. |
| 44 | 7143 Frankford Ave. | open air lot - capacity 53 spaces |

**Philadelphia Parking Authority
Property Schedule / Values (Nov 2017)**

| Line | Location | Occupancy / Construction |
|-------------|---|------------------------------------|
| 45 | 40 I W. Somerset St. | open air lot - capacity 65 spaces |
| 46 | 4667-83 Griscom | open air lot - capacity 40 spaces |
| 47 | 4234 Frankford Ave. (Closed due to structural concerns) | open air lot - capacity 70 spaces |
| 48 | 30 I Huntingdon | open air lot - capacity 48 spaces |
| 50 | 6411 Rising Sun Ave. | open air lot - capacity 19 spaces |
| 51 | 3434 Kensington Ave. | open air lot - capacity 62 spaces |
| 52 | 5th & Indiana | open air lot - capacity 25 spaces |
| 53 | 982 N. 6th St. | open air lot - capacity 50 spaces |
| 54 | 7142 Germantown Ave. | open air lot - capacity 45 spaces |
| 55 | 4850 N. Broad St. | open air lot - capacity 34 spaces |
| 56 | 8400 Seminole (Highland Station) | open air lot - capacity 56 spaces |
| 57 | 5526-28 Germantown Ave. | open air lot - capacity 47 spaces |
| 58 | 5525 Greene St. | open air lot - capacity 44 spaces |
| 59 | 58 W. Maplewood Mall | open air lot - capacity 10 spaces |
| 60 | 901 Nedro Ave. (Fern Rock) | open air lot - capacity 213 spaces |
| 61 | 5541 Fairhill St. | open air lot - capacity 23 spaces |
| 62 | 3601 Germantown Ave. | open air lot - capacity 63 spaces |
| 63 | Fox Chase (Rockwell) 500 Rhawn St | open air lot - capacity 195 spaces |
| 64 | Fox Chase (Oxford) 500 Rhawn St. | open air lot - capacity 137 spaces |
| 65 | Torresdale Lot-1 4902 Grant Ave. | open air lot - capacity 110 spaces |
| 66 | Torresdale Lot-2 9620 James St. | open air lot - capacity 117 spaces |
| 67 | Torresdale Lot-3 9625 James St. | open air lot - capacity 91 spaces |