

# REQUEST FOR PROPOSALS FOR

## Armored Car Services 2020

RFP No. 20-16

### TABLE OF CONTENTS

<b>Part I - GENERAL INFORMATION FOR OFFERORS</b>	<b>page 2</b>
<b>Part II - INFORMATION REQUIRED FROM OFFERORS</b>	<b>page 7</b>
<b>Part III - CRITERIA FOR SELECTION</b>	<b>page 9</b>
<b>Part IV - WORK STATEMENT</b>	<b>page 10</b>
<b>Part V - CONTRACT TERMS AND CONDITIONS</b>	<b>page 12</b>

APPENDIX A – PROPOSAL FORM

APPENDIX B – SAMPLE CONTRACT

APPENDIX C – MINIMUM INSURANCE REQUIREMENTS

APPENDIX D – PICKUP LOCATIONS

# PART I

## GENERAL INFORMATION TO OFFERORS

<b>SUMMARY</b>	
<b>When:</b>	Proposals must be submitted by Monday, November 16, 2020 no later than 2:00 PM.
<b>Where:</b>	Philadelphia Parking Authority Attention: Mary Wheeler, Manager Contract Administration 701 Market Street, Suite 5400 Philadelphia, PA 19106
<b>How:</b>	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 contractor name and must be boldly and clearly <b>handwritten</b> ( <i>not</i> typewritten) "RFP No. 20-16 Armored Car Services 2020". All proposals must be presented with one (1) original and seven (7) copies, individually numbered, and an electronic version consisting of one PDF file.
<b>Mandatory Pre-Proposal Meeting</b>	A mandatory Pre-Proposal Meeting will be held on Thursday, October 22, 2020 at 11:00 AM in the offices of the Philadelphia Parking Authority, 701 Market Street, Suite 5400, Philadelphia, PA 19106. Prospective Offerors may attend in person or via conference call. Only one representative from each firm may attend in person. Conference call, 215.383.1625 – Passcode 714889. Offerors must be in attendance at this meeting either by phone or in person to participate in this solicitation.  Please complete <a href="#">Offeror Registration Form</a> the prior to the meeting.

### **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 the Act of June 19, 2001, P.L. 287, No. 22, 53 Pd. C.S. § 5501 et seq. as amended, known as the "Parking Authority Law". The Authority seeks to procure armored car services under a three (3) year contract. 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. Mission Statement.**

The mission of the Philadelphia Parking Authority is to contribute to the economic vitality of Philadelphia and the surrounding region by effectively managing and providing convenient parking on the street, at the airport, and in garages and lots; effectively operating a system of red-light camera enforcement; regulating taxicabs, limousines and transportation network companies; and other transportation-related activities.

A number of customer-focused actions flow from the PPA mission:

- Improving cooperation and planning with PPA stakeholders, including state and local transportation partners,

- Implementing cutting-edge technology to improve the customer experience and enhance overall management and agency efficiency,
- Emphasizing employee training on industry best practices,
- Maximizing transparency in hiring and procurement,
- Implementing on-street parking management policies that address neighborhood needs throughout the City,
- Encouraging reasonably priced off-street parking through rate setting policies at seven PPA Center City facilities,
- Maintaining and improving neighborhood parking lots to address both residential and commercial demand,
- Providing leadership in partnering with private and public hospitality and tourism entities to enhance the visitor experience,
- Applying the latest technology for a superior customer experience at the parking facilities at Philadelphia International Airport in support of this important regional economic engine,
- Encouraging safe, clean, reliable taxicab, limousine and transportation network company service through sound regulations and consistent enforcement,
- Improving vehicle and pedestrian safety in targeted intersections through automated red light enforcement,
- Applying latest technology and continuing staff development to provide the highest quality public service with maximum efficiency.

### **I-3. Procurement Questions.**

Prospective Offerors are encouraged to submit questions concerning the RFP in writing no later than Thursday, November 5, 2020 at 2:00 PM. Questions concerning this RFP are to be submitted via email to Mary Wheeler at [mwheeler@philapark.org](mailto:mwheeler@philapark.org) with “RFP No. 20-16 Armored Car Services 2020” 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 Work Statement or of the solicitation.

### **I-4. Clarification of Instructions.**

Should the prospective Offeror find a discrepancy in or an omission from the Work Statement or any part of this RFP, or should he or she 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](mailto: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](http://www.philapark.org).

### **I-5. Restrictions of Contact.**

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 by an Offeror may result in the Authority rejecting 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 Monday, November 16, 2020 no later than 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. Failure to attach documents required for submittal at the time of submittal will result in the offer being rejected.

#### **I-7. Small and Small Diverse Business Requirements.**

The Authority is continually looking for opportunities available for growth and advancement among small and small 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 Small 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. Offerors may self-certify at:

<http://www.dgs.pa.gov/Businesses/Small%20Business%20Contracting%20Program/Pages/default.aspx>,

<http://www.dgs.pa.gov/Businesses/Small%20Diverse%20Business%20Program/Small-Diverse-Business-Verification/Pages/default.aspx>.

#### **I-8. Signatures Required.**

The proposals *must* be signed 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 "On Behalf of the General Partner." 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 below 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 and attach 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 *Appendix C*. Offeror's must submit with their proposal a sample certificate of insurance from a recent project that meets the requirements. If you do not currently carry the level of insurance that is required you must submit a letter from your insurance company indicating that they will provide the required insurances as outlined in this RFP if awarded a contract. **Insurance requirements will not be negotiated after the proposal due date.**

#### **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 G)** 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 Commercial Activity License (formerly Business Privilege License) number and the Offeror's Federal Tax ID number if the Offeror is seeking representation of the Authority in Philadelphia. If the Offeror does not currently have a Philadelphia Commercial Activity License, it must obtain one no later than five business days after the Board awards the contract. 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.

**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 his 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 laws and regulations 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](mailto: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 ½" 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 - References
- Tab D - Proposal Form
- Tab E - Technical Response
- Tab F - Insurance Requirements
- Tab G - Proposed Amendments to Contract
- Tab H - Financial Statements

#### **II-2. Transmittal Letter (Tab A).**

Offerors shall submit a cover letter, signed by an authorized principal or agent of the company, which provides an overview of the Offeror'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 experience providing the services as described in the Work Statement. Offeror must have a minimum of five (5) years of experience in the armored car service industry. Identify a dedicated senior level staff member and a qualified substitute to represent the company for the entire term of contract. Include resumes, work history, years in current position and relevant experience with similar projects.

#### **II-4. References (Tab C).**

A minimum of three (3) references, to whom similar services were provided within the last 3 years. 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-5. Proposal Form (Tab D).**

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

**II-6. Technical Response - (Tab E).**

Describe in narrative form your technical plan for accomplishing the work detailed in this RFP relating to armored car services. Use the Work Statement located in Part IV of the RFP as your reference point. Describe in detail your strategy and plans for completing the work described.

**II-7. Insurance Requirements (Tab F).**

The successful Offeror will be required to submit Insurance Coverage as outlined in *Appendix C*. Offeror's must submit with their proposal a sample certificate of insurance from a recent project that meets the requirements. If you do not currently carry the level of insurance that is required you must submit a letter from your insurance company indicating that they will provide the required insurances as outlined in this RFP if awarded a contract. **Insurance requirements will not be negotiated after the proposal due date.**

**II-8. Proposed Amendments to Contract (Tab G).**

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 for review as *Appendix B*. 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.

**II-9. Financial Statements (Tab H).**

Offeror must provide complete financial statements for the last three years, which have been audited or reviewed by an independent Certified Public Accountant who is not an employee of the Offeror. Complete financial statements must include, at a minimum, a balance sheet, income statement, reconciliation of equity, and a cash flow statement. Offeror may only submit one copy of their financial statements either with the original proposal or in a separate envelope marked "confidential".

Provide a summary and the status of any current or ongoing legal actions, suits, proceedings, claims or investigations pending with any governmental agency with which the Offeror has had or currently has a contractual relationship. The existence of any such pending actions, suits, proceedings, claims or investigations may be a factor considered by the Authority in determining which Offeror should be awarded that contract but will not automatically disqualify the Offeror from consideration. Should there be no legal actions, suits, proceedings, claims or investigations pending with any governmental agency with which the Offeror has had or currently has a contractual relationship, a statement to that effect will be included.



## PART III

### CRITERIA FOR SELECTION

**III-1. Mandatory Responsiveness Requirements.** To be eligible for selection, a proposal shall be (a) submitted by an Offeror who was represented at the mandatory pre-proposal meeting; (b) timely received from an Offeror; (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 of Authority employees. The Authority will select the most highly qualified Offeror or the Offeror 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 formal presentation to the Evaluation Committee.

**III-4. Evaluation Criteria.** The Authority determined that it is not advantageous for it to use a bidding process in order to secure the services of detailed in this RFP 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: 5%**
- b. Qualification 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 as evidenced by technical response, reference feedback, financial capacity and past performance. **Weight: 55%**
- c. Proposed fees, costs, and changes to the proposed contract although the Authority is not bound to select the firm who proposes the lowest fees. **Weight: 30%**
- d. Small and Diverse Business participation. **Weight: 10%**

## PART IV

### WORK STATEMENT

#### IV-A. General.

It is the intent of the Philadelphia Parking Authority (“The Authority”) to procure a secure environment for facilities by establishing armored car services. Philadelphia Parking Authority is requesting proposals from highly qualified Offerors with expertise in providing secure pick up and drop off of bank deposits to designated banks and financial institutions and to protect and secure deposits of cash and checks.

The Authority reserves the right to negotiate pricing for additional locations according to pricing proposed in the Proposal Form. The Authority also reserves the right to change locations and/or exclude locations at any time.

#### IV-B. Specific.

1. The Contractor must provide same day armored car pickup and delivery of bank deposits/change orders from the specified locations to designated financial institutions. See *Appendix D* for specific address locations, days and times
2. Bank holidays will be acknowledged for all locations with the exception of Airport and Airport economy locations as noted in *Appendix D*.
3. The Authority will not be charged if a location fails to have a deposit available for pick up at the designated pick up time. The bag(s) will be carried forward to the next business day’s pick-up.
4. If the Contractor fails to pick-up a scheduled deposit, they will reschedule accordingly at no additional cost to the Authority. Excessive missed pick-ups may result in termination of contract.
5. **Tracking:** Contractor is required to establish procedures to ensure that all bank deposit bags are tracked, inventoried, and delivered same day to the correct bank or financial institution as designated on the bag. If incorrect delivery or loss should occur, the Contractor will provide notice of the error to the Authority immediately upon discovery, along with written notification within one (1) business day.
6. **Materials:** Contractor must provide all needed supplies, including but not limited to: manifests, pick-up sheets, receipt books, access cards. Contractor will notify the Authority designee of any changes to supply items during contract term. Replacement supply items must be the same quality or better than that originally proposed. Any cost incurred during supply changes will be the responsibility of the awarded Contractor. Supplies will be delivered by Contractor within three (3) business days of the request from the Authority.
7. **Deposit Pick-up Procedure:** Contractor must provide a signed receipt to the Authority for deposits received at time of pick-up. Requests for copies of deposit pick-up receipts by the Authority designee will be provided by Contractor within one (1) business day of the original request. Contractor is solely liable for the security and contents of the deposit(s) and deposit bag(s) once the Authority designee is given the receipt(s) and releases the sealed bags to the Contractor’s carrier personnel. Contractor’s liability ceases upon receipt of signature from an authorized employee at the financial institution. Other secure identification or deposit pick up/delivery procedures, if proposed and explained in detail, will be evaluated and; at the discretion of the Authority, these alternate procedures may be considered for incorporation into the contract.
8. **Deposit Drop-off Procedure:** At the time of deposit delivery to the designated financial institution for the Authority, the Contractor must sign and retain a copy of the time stamped bank delivery receipt as proof of deposit bag delivery to bank. It will be the responsibility of the Contractor to ensure that proper standard and industry specific controls are in place to prevent any tampering of bags and their contents. Other secure identification or deposit pick up/delivery

procedures, if proposed and explained in detail, will be evaluated and; at the discretion of the Authority, these alternate procedures may be considered for incorporation into the contract.

**9. On-Demand Pick-up:** Please define if you can meet on-demand pick-up requests within an hour of receiving pick-up call.

**10. Additional Requirements:**

**a.** Contractor will appoint a dedicated senior level staff member and a qualified substitute to represent the company for the entire term of contract. Representative(s) will be solely responsible for insuring that all Authority requirements are met. The Contractor must have sufficient supervision, staff, equipment and materials necessary to fulfill the desired schedule.

**b.** Contractor personnel must arrive at the scheduled location with company's name and logo clearly identifiable on the armored vehicle. Contractor personnel must be in the company's standard uniform while servicing the Authority locations.

## 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 G)** 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, because the number of changes made or the need for subsequent negotiations will factor into the scoring of the proposal.

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. Contract Term.** The term of the contract shall commence upon award of a contract by the Authority's Board at a public meeting and execution of a contract by the Executive Director and shall end three (3) years thereafter, unless it is terminated earlier pursuant to the terms of the contract.

Appendix A  
Proposal Form

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

**ARMORED CAR SERVICES 2020  
RFP No. 20-16**

**PROPOSAL FORM**

1. The undersigned submits this proposal in response to the above referenced **RFP No. 20-16 Armored Car Services 2020**, being familiar with and understanding the advertised notice of opportunity, General Information, Work Statement, Proposal Form, Affidavit of Non-Collusion, 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 RFP 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 offer, 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 proposal outside of that 60 day period.
3. Offeror acknowledges receipt of the following addenda:

Addendum	Date
_____	_____
_____	_____
_____	_____

4. **Contract Term.** The term of the contract for RFP No. 20-16 Armored Car Services 2020 shall commence upon award of a contract by the Authority’s Board at a public meeting and execution of a contract by the Executive Director and shall end three (3) years thereafter, unless it is terminated earlier pursuant to the terms of the contract.

**5. Cost Proposal:**

<b>PICK UP LOCATION</b>	<b>MONTHLY FEE</b>	<b>EXCESS PREMISE TIME FEE</b>
<b>Location #1</b> - 35 North 8th Street	\$	
<b>Location #2</b> - 701 Market Street	\$	
<b>Location #3</b> - Airport Main Toll Plaza	\$	
<b>TOTAL</b>	\$	

<b>PICK UP LOCATION (OPTIONAL)</b>	<b>MONTHLY FEE</b>	<b>EXCESS PREMISE TIME FEE</b>
<b>Location #4</b> - Airport Economy Lot	\$	
<b>Location #5</b> – 2535 S. Swanson Street	\$	
<b>Location #6</b> – 6801 Essington Avenue	\$	
<b>Location #7</b> – 4101 N. Delaware Avenue	\$	
<b>TOTAL</b>	\$	

6. **Requirement Statement:** The undersigned Offeror agrees to provide **armored car services** as specified in the Work Statement, any Addenda, if issued and the response submitted.

---

Signature

---

Name  
(Please Print)

---

Title

---

Date



**7. Offeror Signatures: Complete one section below.**

**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, Assistant Treasurer, or Officer 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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**If offer is by a business entity other than a corporation form must be dated and signed here:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Name of Offeror

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/ ZIP Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Type of Entity

**7. 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 Offeror 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 Proposal, 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 proposal. 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 proposals / proposals for this contract.

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS \_\_\_\_ DAY  
OF 20\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

**8. 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:** \_\_\_\_\_

# Philadelphia Parking Authority

## SMALL AND SMALL DIVERSE BUSINESS PARTICIPATION SUBMITTAL

RFP Name and Number: \_\_\_\_\_

Offeror: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

### OFFEROR INFORMATION:

Does the Offeror hold a Small Business Procurement Initiative 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.

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



**Proposal Decline Form:** RFP No. 20-16 Armored Car Services 2020

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

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

Name: \_\_\_\_\_

- Requirements too "tight" (explain below)
- Unable to meet time period for responding to this Proposal
- We do not offer this product or service
- Our schedule would not permit us to perform
- Unable to complete Work Statement
- Unable to meet Bond/Insurance 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](mailto:mwheeler@philapark.org).

Appendix B  
Sample Contract

**AGREEMENT FOR  
ARMORED CAR SERVICES  
BY AND BETWEEN  
THE PHILADELPHIA PARKING AUTHORITY  
AND**

---

Contract No. K-20-0058

**THIS AGREEMENT** effective as of this \_\_\_\_ day of \_\_\_\_\_, 2020, by and between **The Philadelphia Parking Authority**, an agency of the Commonwealth of Pennsylvania and a body corporate and politic, with its principal address at 701 Market Street, Suite 5400, Philadelphia, PA 19106 (the "**Authority**") and \_\_\_\_\_, a \_\_\_\_\_, with its registered address at \_\_\_\_\_ ("**Contractor**").

**WITNESSETH:**

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

**WHEREAS**, the Authority's requires a safe and secure method of efficiently handling currency that is a necessary function of its operations;

**WHEREAS**, the Authority, in the public interest and in an effort to establish secure environment, desires to engage an armored car service to provide same-day pickup and delivery of bank deposits and/or change orders from designated Authority locations to specified financial institutions ("Armored Car Services"), subject to the terms and conditions set forth herein;

**WHEREAS**, in order to procure such services, the Authority issued a Request for Proposals No. 20-16 "Armored Car Services 2020" on \_\_\_\_\_, 2020 ("RFP"), attached hereto, marked as Exhibit "B";

**WHEREAS**, Contractor submitted a conforming Proposal to the RFP ("Proposal") on \_\_\_\_\_, 2020 and is in the business of providing the desired armored car services, attached hereto, marked as Exhibit "C";

**WHEREAS**, after due consideration and deliberation within the Authority, Contractor was selected to provide armored car services upon the successful negotiation of this Agreement and assent of the Authority's Board; and

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

**1. SCOPE OF SERVICES.**

The Authority hereby engages and Contractor hereby agrees to perform the following Armored Car Services ("Services"):

A. To perform high quality Services, as detailed in this Agreement, the RFP, and the Proposal in the most cost effective manner utilizing personnel at the level of competence required relative to the nature of the work, and to follow all applicable federal, state, or local laws;

B. To, using a dedicated senior level staff member, coordinate the fulfillment of this Agreement with the Authority's Project Manager, \_\_\_\_\_, who may be reached at \_\_\_\_\_ or by e-mail at \_\_\_\_\_. Contractor shall notify the Authority in writing prior to a change in personnel overseeing the Authority's account and the Services provided pursuant to this Agreement. The hereby parties agree that only the Authority's Board or Executive Director may consent to any alteration or amendment to this Agreement, and in each such case in writing;

C. To provide all services to the Authority as directed by its Project Manager.

**2. TERM**

The term of this Agreement shall commence on the date first written above and shall end three (3) years thereafter automatically and without notice, unless terminated prior pursuant to the terms of this Agreement.

**3. CONSIDERATION AND PAYMENT.**

A. For the performance of Services described herein, the Authority agrees to pay, and Contractor agrees to accept, the pricing as detailed in Contractor's Proposal, attached hereto as Exhibit C.

B. Contractor hereby agrees that there will be no charge if an Authority location does not have a deposit for pickup at the designated date or time.

C. The Contractor will invoice the Authority monthly for Services as provided in this Agreement in a form acceptable to the Authority. All invoices must be forwarded to the Project Manager via email at \_\_\_\_\_ and the Authority's address provided above. At no time will Contractor include penalties of any kind, including but not limited to late fees or interest fees, to any invoice.

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



#### **4. GENERAL PROCEDURES**

A. Contractor agrees to provide same-day armored car pick-up and delivery of bank deposits and or change orders to designated financial institutions. The locations, dates and times of the pick-ups and deliveries (“Schedule”) are attached hereto and incorporated herein by reference as Exhibit D. Contractor shall not deviate from the Schedule, except in the event of bank holidays, which will be acknowledged for all locations, excluding the Philadelphia International Airport and the Philadelphia International Airport Economy Lot locations.

B. Contractor shall implement procedures to track and inventory all bank deposit bag(s) (“Bank Bags”) and shall ensure that all Bank Bags are delivered on the same day to the specific financial institution designated on the Bank Bags (“Procedures”). The Procedures shall be in writing and provided to the Authority upon request. In the case of an incorrect delivery or loss, Contractor shall provide written notice of the error to the Authority immediately upon discovery, but in each case such notice must be provided within one business day.

C. In the event a location does not have a deposit available for pick up, Contractor agrees that there will be no fee charged and the bank bag(s) will be carried forward for pickup on the next business day, in accordance with the Schedule.

D. If Contractor fails to pick up a scheduled deposit, it will be rescheduled at no additional cost to the Authority. Failure to adhere to the Schedule or miss scheduled pick-ups may, in the Authority’s sole discretion, constitute a breach of this Agreement and shall release the Authority from any and all liabilities or obligations hereunder.

E. Contractor shall provide all supplies and equipment necessary to perform the Services required under this Agreement (“Supplies”). All Supplies shall be delivered to the Authority, at no cost, within three (3) business days of request by the Authority. Contractor shall notify the Authority in writing of any change in the Supplies it utilizes during the term of this Agreement. All replacement Supplies shall be of the same or better quality as those identified in Contractor’s Proposal, attached hereto as Exhibit C.

F. Contractor shall insure that its personnel arrive at scheduled locations wearing Contractor’s standard uniform and operating an armored vehicle on which Contractor’s name and logo are clearly identifiable.

#### **THIS SECTION MAY BE MODIFIED UPON REVIEW OF PROPOSALS**

#### **5. PICK UP PROCEDURES**

A. At the time of pick-up, Contractor shall provide a signed receipt to the Authority for all deposits it receives. The receipt shall include date, Bag Number/barcode, type of deposit (i.e. cash, checks), total amount in each bag, total number of bags picked up and signature. A copy of the signed receipt shall be made available within one (1) business day of request by the Authority.

B. Contractor hereby agrees that it is solely liable for the security of the Bank Bags and their contents once a signed receipt is provided to Authority personnel at each location on the Schedule.

**THIS SECTION MAY BE MODIFIED UPON REVIEW OF PROPOSALS**

**6. DROP OFF PROCEDURES**

At the time Contractor drops off Bank Bags to a designated financial institution, Contractor shall obtain a copy of the time-stamped delivery receipt from the financial institution, evidencing delivery of the Bank Bags. The delivery receipt shall be signed and retained by Contractor and a copy shall be made available to the Authority upon request. Contractor shall be solely responsible for ensuring sufficient industry-approved protocols are in place to prevent tampering with the Bank Bags.

**THIS SECTION MAY BE MODIFIED UPON REVIEW OF PROPOSALS**

**7. RESERVED**

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

A. Contractor 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 Contractor.

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

C. Contractor hereby acknowledges receipt and acceptance of the Authority's Contractor Integrity Provisions attached hereto as Exhibit "A".

**9. INABILITY OF CONTRACTOR TO PERFORM**

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

**10. TERMINATION FOR CONVENIENCE OF AUTHORITY**

The Authority and Contractor 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

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

## **11. 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 Contractor as to any request or other issue related to the RTKL in regard to this Agreement ("Requested Information"), it will notify the Contractor using the contact information provided in this Agreement. Upon written notification from the Authority that it requires the Contractor's assistance in responding to such a request under the RTKL the Contractor must:

i. Provide the Authority, within 5 days after receipt of written notification, with copies of any document or information in the Contractor'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 Contractor considers the Requested Information to be exempt from production under the RTKL, the Contractor must notify the Authority and provide, within 5 days of receiving the written notification, a written statement signed by a representative of the Contractor 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 Contractor 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 Contractor 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 Contractor 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 Contractor fails to provide the Requested Information as provided in paragraph No. 4. (“Contractor’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. Contractor hereby understands and agrees that the Authority will not argue in favor of the Contractor’s non-disclosure of the Requested Information and will inform the tribunal that it directed Contractor to produce such information.

7. In the event of administrative or legal proceedings, or both, related to Contractor’s Refusal, the following will apply:

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

ii. Contractor 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 Contractor’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 Contractor 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 Contractor’s duties relating to the RTKL are continuing duties that survive the expiration or termination of this Agreement and will continue as long as the Contractor 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, Contractor must 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, Contractor must 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 Contractor 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 will be void.

**F. Non-Discrimination.** Contractor 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 must 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 will have provided written notice to the other identifying a new address for notice. Notice to the Authority must be labeled "c/o/ General Counsel". All notices will be deemed given on the day after the notice was given to the courier or Postal service.

**H. Press Releases.** Contractor shall obtain the prior written approval of the Authority concerning the content and timing of news releases, articles, brochures, advertisements, speeches and other information releases concerning the work performed or to be performed hereunder by Contractor, its sub-Contractors or employees or Contractors of either. Contractor agrees to give the Authority reasonable advance time for review of any material submitted to the Authority approval.

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

**J. General Indemnity.** Contractor will be responsible for, and will indemnify, defend, and hold harmless the Authority 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 Contractor, 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 Contractor is responsible for any use of such information not permitted by this Agreement. This indemnification obligation will not be reduced in any way by any limitation on the amount or type of damages, compensation, or benefits payable by Contractor or its subcontractors under any employee benefit act including but not limited to Workers' Compensation Acts, Disability Benefits Acts, or other Employee Benefit Act.

**K. Entire Agreement.** This Agreement contains the entire agreement of the parties with respect to the matter covered by this Agreement. No other agreement, statement, representation, understanding or promise made by any party or by any employee, officer, or agent or any party, that is not contained in this Agreement, will be binding or valid. Any revisions, additions, and/or modifications of this Agreement must be set forth in writing and signed by all parties.

**L. Exhibits 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 will not be employed in the interpretation of the Agreement, regardless of which party was generally responsible for the preparation of this Agreement.

**M. Order of Precedence.** In the event of an inconsistency between provisions of this Agreement, it will 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 Proposal (Exhibit “C”) and (4) all other exhibits. It is Contractor’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 Contractor prior to receiving a written response from the Authority with respect to any alleged error, inconsistency, discrepancy, omission or conflict will be at the Contractor’s own risk and expense.

**N. Specific Bids.** It is understood that the Authority will have the absolute discretion to accept, reject or modify any proposal or offer which Contractor may bring to the Authority’s attention during the term of this Agreement. The Authority may direct that Contractor suspend or modify any of its Services related to this Agreement at any time.

**O. Independent Contractor.** Contractor 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.

**P. Applicable Law and Venue.** This Agreement will 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. Contractor agrees that the Philadelphia Court of Common Pleas will have *in personam* jurisdiction over it, and consents to service of process in any manner authorized by Pennsylvania law.

**Q. Ownership of Authority Materials.** As between the parties, the Authority will 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 Contractor pursuant to this Agreement.

**R. Insurance.** Contractor 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 will be deemed waived by the parties unless such waiver or consent be in writing, signed by both parties. No breach will be excused unless it is in writing signed by the non-breaching party.

**T. Taxes.**

1. Contractor 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. Contractor also certifies that its Commercial Activity License No. is: \_\_\_\_\_. Contractor 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. Contractor 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 Contractor is liable. In the event Contractor'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 will be the sole obligation of Contractor, and Contractor must 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 Contractor's performance under this Agreement.

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

**V. Recitals.** The Recitals set forth at the beginning of this Agreement are deemed incorporated herein, and the parties hereto represent they are true, accurate and correct.

**W. 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 will remain valid and enforceable.

**SIGNATURE PAGE FOLLOWS**

**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: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Scott A. Petri  
Executive Director

Print Title: \_\_\_\_\_

**APPROVED AS TO FORM  
APPROVED AS TO FORM**

By: \_\_\_\_\_  
General Counsel's Office

**Contractor**

Witness: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Print Title: \_\_\_\_\_



# Appendix C

## Insurance Requirements

**THE PHILADELPHIA PARKING AUTHORITY**  
**INSURANCE REQUIREMENTS – RFP No. 20-16**  
**ARMORED CAR SERVICES**

PAGE 1 of 3

Prior to commencement of the contract and until completion of your work, **Vendor** 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 (PPA) Certificates of Insurance evidencing same. Coverage must be written on an “occurrence” basis (exception – professional 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 as applicable.
  - c) Owner must be named as additional insured as shown in requirement #9.
  
3. Automobile Liability: (Note: if no owned vehicles, show at least hired and non-owned coverage)
  - a) Coverage to include:
    - (1) All Owned, Hired and Non-Owned Vehicles
    - (2) Contractual Liability Coverage (including Liability for Employee Injury assumed under a Contract)
  - b) Per Accident Combined Single Limit: \$1,000,000
  - c) Owner must be named as additional insured as shown in requirement #9.
  
4. Excess / Umbrella Liability Insurance with a minimum acceptable limit of coverage of \$5,000,000 per occurrence and aggregate. Such coverage shall be excess of the general liability insurance, business auto liability insurance, and employers liability as required by this contract. Owner must be named as additional insured as shown in requirement #9.
  
5. Professional (E&O) Liability Insurance with minimum acceptable limits of \$1,000,000 per claim, \$2,000,000 aggregate. Claims-made is acceptable.
  
6. “All Risk” Armored Car Cargo Liability (Transit & Storage): \$2,000,000 limit with coverage for money & securities, including currency, coin, checks, and other valuables against all risks of physical loss of or damage to the Philadelphia Parking Authority property. Policy should include employee fidelity

September 16, 2020

**THE PHILADELPHIA PARKING AUTHORITY**  
**INSURANCE REQUIREMENTS – RFP No. 20-16**  
**ARMORED CAR SERVICES**

PAGE 2 of 3

coverage. Coverage may **not** be limited to legal liability only. As an alternative, an “All Risk” Crime Policy can be provided for the same limits to cover loss of employee fidelity, money and securities and reconstruction costs with a Courier Service Coverage endorsement included. **Policies should name Philadelphia Parking Authority as loss payee.**

7. **Deductibles or Self Insured Retention’s:** **Vendor** is responsible to pay any and all deductibles and/or self-insured retentions that may apply to the required insurance.
8. **Financial Rating of Insurance Companies:**
  - a) A.M. Best Rating: A – (Excellent) or Higher
  - b) A.M. Best Financial Size Category: Class VII or Higher
9. The Philadelphia Parking Authority, The City of Philadelphia, The Commonwealth of Pennsylvania its agents, employees, representatives, officers and directors individually and collectively, shall be added as ADDITIONAL INSURED on the policies as noted above. **Vendor’s** coverage shall be primary and non-contributory to any other coverage available to Philadelphia Parking Authority, including, without limitation, coverage maintained by Philadelphia Parking Authority wherein Philadelphia Parking Authority is named insured, and that no act of omission shall invalidate the coverage.
10. It is agreed that **Vendor’s** 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) **Vendor** 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 **Vendor** pursuant to this Contract.
  - b) **Vendor** 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 **Vendor** 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 **Vendor**.

None of the requirements contained herein as to the types, limits, or Philadelphia Parking Authority’s approval of insurance coverage to be maintained by **Vendor** are intended to and shall not in any manner, limit, qualify, or quantify the liabilities and obligations assumed by **Vendor** under the Contract Documents, any other agreement with **Vendor**, 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 **Vendor** of any responsibility or

**THE PHILADELPHIA PARKING AUTHORITY**  
**INSURANCE REQUIREMENTS – RFP No. 20-16**  
**ARMORED CAR SERVICES**

PAGE 3 of 3

liability under the contract.

15. Prior to the commencement of work or use of premises, **Vendor** shall file Certificates of Insurance with The Philadelphia Parking Authority, which shall be subject to The Philadelphia Parking Authority's approval of adequacy of protection and the satisfactory character of the insurer. The Certificates of Insurance should be mailed within five days of receipt of these insurance requirements to The Philadelphia Parking Authority, 701 Market Street, Suite 5400, Philadelphia, PA 19106, regardless of when your work will start. Project description and Job Number must be shown on the Certificate of Insurance.

In the event of a failure of **Vendor** 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 **Vendor** 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 **Vendor** to obtain and maintain the required insurance shall constitute a breach of contract and **Vendor** 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 **Vendor** 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 **Vendor** are intended to and shall not in any manner, limit, qualify, or quantify the liabilities and obligations assumed by **Vendor** under the Contract Documents, any other agreement with the PPA, or otherwise provided by law.
18. If work involves subcontractors, **Vendor** shall require all subcontractors (of every tier) to meet the same insurance criteria as required of **Vendor**. The subcontractor's insurance must name the PPA as additional insured. **Vendor** shall maintain each subcontract's certificate of insurance on file and provide such information to the PPA for review upon request.
19. Failure of **Vendor** to provide insurance as herein required or failure of PPA to require evidence of insurance or to notify **Vendor** of any breach by **Vendor** 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 **Vendor** 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 **Vendor** and independent of the duty to furnish a copy or certificate of such insurance policies.

# Appendix D

## Pick Up Locations

**RFP No. 20-16**  
**Armored Car Services 2020**  
**Appendix D**

**Location #1**

Philadelphia Parking Authority  
**Residential Permit Parking**  
35 North 8<sup>th</sup> Street  
Philadelphia, PA 19106  
215-683-9730

Bank

- TD Bank – 1 Account

Pick-up of currency and checks  
Required pick-up Monday through Friday  
Time at Location – 20 minutes  
Pick-up range between 9:00 AM and 4:00 PM

**Location #2**

Philadelphia Parking Authority  
**Meter Department/Off Street Parking**  
701 Market Street  
Philadelphia, PA 19106

Pick up will be behind building at 7<sup>th</sup> & Filbert Street Dock. Secure elevator will take you to the basement.

On Street- Landline -215-683-9761, Cell -267-784-7645

Banks

- Wells Fargo – 1 Account
- TD Bank – 1 Account

Off Street- 215-683-9684 or 215-520-8600

Banks

- Sovereign – 4 Different Bank Accounts
- Bank of America – 1 Bank Account
- TD Bank – 9 Different Bank Account
- Citizens Bank – 1 Account

Pick-up of currency and checks  
Pick-up and delivery of change order amounting up to \$10,000  
Required pick-up Monday through Friday excluding Holidays.  
Time at Location – 30 minutes  
Pick-up range between 9:00 AM and 11:00 AM

### **Location #3**

Philadelphia Parking Authority  
**Airport Administration Building**  
1 Main Toll Plaza  
Garage/Hotel/Car Rental Road  
Philadelphia, PA 19153  
215-683-9842 or 215-683-9837

Pick-up of currency, money orders and checks  
Pick-up and delivery of change order amounting up to \$20,000  
Pick-up range between 7:00 AM and 9:00 AM  
Pick-up every day of the year with the exception of Easter Sunday, Thanksgiving and Christmas. Would like to utilize a host bag/envelope system

Transaction verification summary is needed for the Airport location daily (7 days a week) to include the following:

- Lane number
- Bag # - Individual bag number and host bag
- Denomination Breakdown
- Declared amount, verified amount and variance

### **Location #4**

Philadelphia Parking Authority  
**PPA Airport Economy Lot**  
4400 Island Avenue  
Philadelphia, PA 19153  
215-683-9842  
215-683-9837

5 cashier booth pick-ups  
Pick-up of currency, money orders, checks  
Every booth safe must be opened  
Booth Safes are a 2 (two) keyed system. Vendor will be given a key to the 1st lock for their keeping to access safes in booths. Key must be in possession of Vendor for every pick up. PPA will have key for 2<sup>nd</sup> lock. Both keys are needed to access the safes. When Vendor arrives for pick up at Location #4 (Airport Admin Building) PPA staff will be available to accompany (follow) Vendor to Economy Lot for pick up.  
Total # of bags picked up from combination of all 5 booths will be up to 50 (fifty) small drop bags in 5 (five) host drop bags.  
Pick-up range between 7:00 AM and 9:00 AM  
Pick-up every day of the year with the exception of Easter Sunday, Thanksgiving and Christmas

Transaction verification summary is needed for the Airport locations daily to include the following:

- Lane number
- Bag # - Individual bag number and host bag
- Denomination Breakdown
- Declared amount, verified amount and variance

**Additional Locations: The following locations will be added to the contract at the discretion of the Authority.**

**Location #5**

Philadelphia Parking Authority

**PPA Auto Auction**

**Lot 2 - Trailer**

2535 S. Swanson Street

Philadelphia, PA 19148

267-909-6758

Bank

- TD Bank – 1 Account

Pick-up of currency and checks

Required pick-up every Thursday

Time at Location – 20 minutes

Pick-up range between 4:00 AM and 6:00 PM

**Location #6**

Philadelphia Parking Authority

**PPA Auto Auction**

**Lot 7 - Trailer**

6801 Essington Avenue

Philadelphia, PA 19153

215-683-9506

Bank

- TD Bank – 1 Account

Pick-up of currency and checks

Required pick-up every Tuesday

Time at Location – 20 minutes

Pick-up range between 4:00 AM and 6:00 PM



**Location #7**

Philadelphia Parking Authority

**PPA Auto Auction**

**Lot 9 - Trailer**

4101 N. Delaware Avenue

Philadelphia, PA 19137

267-909-6758

Bank

- TD Bank – 1 Account

Pick-up of currency and checks

Required pick-up every Saturday

Time at Location – 20 minutes

Pick-up range between 4:00 AM and 6:00 PM