

INVITATION FOR BIDS FOR

Collision Repairs, Body Repairs and Refinishing 2023

Bid No. 23-01

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PART I

GENERAL INFORMATION TO BIDDERS

SUMMARY	
When:	Bids must be submitted by Tuesday, February 28, 2023, no later than 12:00 PM. Bids will be publicly opened and read aloud.
Where:	Philadelphia Parking Authority Attention: Shannon Stewart, Manager of Contract Administration 701 Market Street, Suite 5400 Philadelphia, PA 19106
How:	Bids must be delivered in a sealed package via mail, certified mail, return receipt requested (to include commercial delivery services) or by hand-delivery no later than Tuesday, February 28, 2023 at 12:00 PM. Whether mailed or hand-delivered, all envelopes must display the vendor’s name and must be boldly and clearly handwritten (not typewritten) “Bid No. 23-01 Collision Repairs, Body Repairs and Refinishing 2023”. All bids must be presented with one (1) original and four (4) copies, individually numbered, and an electronic version consisting of one PDF file.
Pre-Bid Meeting	<p>A mandatory pre-bid meeting will be held on Tuesday, February 7, 2023 at 11:00 AM at the offices of the Authority located at 701 Market Street, Suite 5400, Philadelphia, PA 19106. Potential bidders may attend in-person or virtually using the Microsoft Teams meeting information below:</p> <p>Microsoft Teams meeting</p> <p>Join on your computer, mobile app or room device</p> <p>Click here to join the meeting</p> <p>Meeting ID: 292 334 292 92 Passcode: dAkwEU</p> <p>Download Teams Join on the web</p> <p>Or call in (audio only)</p> <p>+1 929-346-7319,,773858435# United States, New York City</p> <p>Phone Conference ID: 773 858 435#</p> <p>Find a local number Reset PIN</p> <p>Prospective Bidders who are having technical difficulties attending the meeting should contact Shannon Stewart for assistance at 215.837.9025.</p> <p>Please complete the Bidder Registration Form to complete your registration for this solicitation.</p>

I-1. Introduction.

This Invitation for Bids (“IFB”) 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 automotive repairs from reputable, high quality repair shops under a one (1) year contract. The term of the contract may be extended by and at the sole option of the Authority for up to 4 (four) additional one-year renewals. The Authority intends to award multiple contracts as a result of this solicitation.

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 Bidders are encouraged to submit questions concerning the IFB in writing no later than Tuesday, February 14, 2023 at 12:00 PM. Questions concerning this IFB are to be submitted via email to Shannon Stewart at sstewart@philapark.org with “Bid No. 23-01 Collision Repairs, Body Repairs and Refinishing 2023” listed in the subject line. Only questions submitted in writing will be addressed. The Authority will answer all questions in writing to all qualified Bidders. Any furnished answers will not be official until they have been verified, in writing, by the Authority. The Authority will not be bound by any verbal information, nor shall it be bound by any written information that is not either contained within the IFB 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 Bidder find a discrepancy in or an omission from the Work Statement or any part of this IFB, or should he or she be in doubt as to the meaning of any term contained therein, the Bidder shall notify Shannon Stewart, Manager of Contract Administration, via email at sstewart@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 Bidders. Addenda will also be posted to the Authority’s website, www.philapark.org.

I-5. Restrictions of Contact.

From the issue date of this IFB until the Authority's Board approves the awarding of the contract, **Shannon Stewart is the sole point of contact concerning this IFB.** Any violation of this condition by a Bidder may result in the Authority rejecting the offending Bidder's bid. If the Authority later discovers that the Bidder has engaged in any violations of this condition, the Authority may reject the offending Bidder's bid or rescind its award. Bidders must agree not to distribute any part of their bids beyond the Authority. A Bidder who shares information contained in its bid with other Authority personnel and/or competing Bidder personnel may be disqualified.

I-6. Bid Conditions.

Sealed bids must be received in the office of the Philadelphia Parking Authority, addressed to Shannon Stewart, 701 Market Street, Suite 5400, Philadelphia, PA 19106, by Tuesday, February 28, 2023, no later than 12:00 PM. Each Bidder shall submit to the Authority the information and forms required, which forms, and information shall become the property of the Authority and will not be returned to Bidders, unless a written request to withdraw is received prior to the opening of bids. Failure to attach documents required for submittal at the time of submittal will result in the bid 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. Bidders shall identify their status as a small and diverse business by completing the Small and Small Diverse Business Participation Submittal form included in the Bid Form along with a copy of their Small Business Procurement Initiative certificate issued from the Pennsylvania Department of General Services. Bidders may self-certify at:

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

I-8. Signatures Required.

The bids 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 a business entity other than a corporation, the title of the signer and type of entity is required.

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 bidder who makes the final decision on terms and prices identified in the bid.
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 bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "complementary bid" as used in the Affidavit has the meaning commonly associated with that term in the invitation for bid process and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid 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 bid.

I-10. Insurance Requirements.

The successful Bidder(s) will be required to submit Insurance Coverage as outlined in *Appendix C*. Bidders must submit with their bid 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 IFB if awarded a contract.

If you would like to request a waiver or relief for any coverages required, you must submit that request during the question period and allow the Authority to respond via addendum.

Insurance requirements will not be negotiated after the bid due date.

I-11. Executed Contract Required.

By submitting a bid in response to this IFB the Bidder 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 Bidder(s) and the Authority's Executive Director signs the written contract(s).

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 bid (Tab F)** 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 bid should include the Bidder's Philadelphia Commercial Activity License (formerly Business Privilege License) number and the Bidder's Federal Tax ID number. If the Bidder 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 Bidder 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 bid.

I-14. Rejection or Acceptance of Bids.

An Evaluation Committee comprised of Authority employees will review all bids. The Authority will select the lowest responsive, responsible Bidder(s) for contract negotiation. In the event the negotiations reveal that the bid(s) selected for negotiation are not the most advantageous or the Bidder(s) selected for negotiation defaults or withdraws from negotiation, the Evaluation Committee may select the next lowest responsive, responsible Bidder(s) for contract negotiation. The Authority may cancel the bid and reject all bids 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 bids; to re-advertise for bids if desired, and to accept any bids which, in the judgment of the Authority, will be in the Authority's best interest.

Any form which is required to be submitted and which is incomplete, conditional, obscure, contains additions not called for and not approved by the Authority, or which contains irregularities of any kind, may be cause for rejection of the bid, in the sole discretion of the Authority.

At any time up to the hour and date set for opening of bids, a Bidder may withdraw its bid. Such withdrawal must be in writing and sent to the Authority at the address set forth herein by 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 bid by such

Bidder. After the scheduled time for opening of bids, no Bidder will be permitted to withdraw their bid, and each Bidder hereby agrees that their bid shall remain firm for the contract period. A bid made and opened may be withdrawn with the written permission of the Authority, if the Authority determines in its sole discretion that the bid is inconsistent with the best interest of the Authority.

I-15. Unacceptable Bids.

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

I-16. Subcontracting.

Any use of subcontractors by a Bidder must be identified in the bid (Tab I). During the contract period, use of any subcontractors by the selected Bidder, which were not previously identified in the proposal, must be approved in advance in writing by the Authority.

I-17. Notification of Bidder Selection.

The Authority will study and evaluate all bids which are received in accordance with the Criteria for Selection set forth in the bid package to determine the lowest responsive, responsible bidder(s). The Authority will notify all other Bidders of the award within sixty (60) days after the date the bids are opened. Such notice shall be in writing and mailed and/or emailed to the address furnished by each respective Bidder in the Submittal Letter. The selected Bidder(s) shall not start the performance of any work prior to the effective date of the Contract and the Authority shall not be liable to pay the selected Bidder(s) for any service or work performed or expenses incurred before the effective date of the Contract. Costs incurred by the Bidder(s) in the preparation of the bid or during any review or negotiations shall be borne exclusively by the Bidder.

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 Bidders are advised to seek counsel or otherwise educate themselves regarding open records laws and regulations in Pennsylvania.

I-20. Statement of No Bid.

All Prospective Bidders that do not intend to submit a bid are asked to complete the Bid Decline Form enclosed in the bid documents. This document must be emailed to the attention of Shannon Stewart, Manager of Contract Administration at sstewart@philapark.org. An electronic form is also available using the link below. Specific comments and observations are encouraged.

<https://app.smartsheet.com/b/form/366ba94b2a7547e49dbcbf7a5ea6552d>

I-21. Shipping and Delivery.

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

I-22. Financial Statements.

If selected for contract award, Bidder may be required to 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 Bidder.

Complete financial statements must include, at a minimum, a balance sheet, income statement, reconciliation of equity, and a cash flow statement.

Financial information submitted in response to an IFB or RFP is generally exempt from disclosure under Pennsylvania's Right to Know Law, 65 P.S. § 67.708(b)(26). The Authority will not sign non-disclosure agreements related to a Bidder's financial information.

PART II

INFORMATION REQUIRED FROM BIDDERS

II-1. Bid Format.

All bids submitted must conform to the following format requirements. A transmittal letter signed by a person authorized to engage the Bidder in a contract must be included in your bid. Bids 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 Bid Form can be provided to all prospective Bidders upon request. Forms that are altered by the Bidder may be grounds for rejection of the bid submitted.

The tab requirements are as follows:

- Tab A - Transmittal Letter
- Tab B – Qualifications and Experience
- Tab C - References
- Tab D – Bid Form
- Tab E – Evidence of Insurance
- Tab F – Proposed Amendments to the Sample Contract
- Tab G – Ongoing Legal Actions
- Tab H – Licenses/Certifications
- Tab I – Subcontractor Information

II-2. Transmittal Letter (Tab A).

Bidders must submit a cover letter, signed by an authorized principal or agent of the company, which provides an overview of the Bidder's qualifications, as well as the name, title, email address and phone number of the person to whom the Authority may direct questions concerning the bid. Include a statement by the Bidder accepting all terms and conditions contained in this IFB, signed by an officer or individual with authority to bind the Bidder in a contract with the Authority.

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

Bidders are to provide a summary of their experience providing the services as described in the Work Statement. Include any personnel or services that set you apart from other body repair shops or reasons why it would be most advantageous for the Authority to contract with you.

Bidders must provide supporting documentation showing a minimum of five (5) years in business and that body repair work is your primary business.

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. Bid Form (Tab D).

The Bid Form attached as *Appendix A* must be submitted in its entirety (with the exception of the Bid Decline Form).

II-6. Evidence of Insurance (Tab E).

The successful Bidder(s) will be required to submit Insurance Coverage as outlined in *Appendix C*. Bidders must submit with their bid 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 IFB if awarded a contract.

If you would like to request a waiver or relief for any coverages required, you must submit that request during the question period and allow the Authority to respond via addendum.

Insurance requirements will not be negotiated after the bid due date.

II-7. Proposed Amendments to Sample Contract (Tab F).

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 bid** to be considered.

II-8. Ongoing Legal Actions (Tab G).

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 Bidder 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 Bidder should be awarded that contract but will not automatically disqualify the Bidder from consideration. Should there be no legal actions, suits, proceedings, claims or investigations pending with any governmental agency with which the Bidder has had or currently has a contractual relationship, a statement to that effect will be included.

II-9. Licenses/Certifications (Tab H).

Provide evidence of any and all required permits, licenses and certifications needed to perform the services detailed in the Work Statement. All permits, licenses and certifications must remain current during the term of the contract.

Recommended Certifications:

- ASE Certified Technicians
- Should meet OSHA regulations
- Must have a satisfactory rating from the Better Business Bureau
- I-CAR Gold Class Certifications

II-10. Subcontractors (Tab I)

Identify any subcontractor that will be used to perform services to support the contract. Provide company name, address and the number of years that you have had a relationship with this subcontractor.

Subcontractors for alignment services must be capable of performing state of the art two wheel & four-wheel alignments with advance knowledge on the following: ASE Certified Technicians are recommended.

- Automotive alignment and suspension fundamentals
- Basic alignment procedures and diagnosis
- Advance alignment diagnostic angles and electronics
- Alignment altered and performance vehicles
- Heavy duty truck alignment capability

PART III

CRITERIA FOR SELECTION

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

III-2. Technical Nonconforming Bids. The three (3) Mandatory Responsiveness Requirements set forth in Section III-1 above are the only 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.

III-3. Bid Evaluation. An Evaluation Committee comprised of Authority personnel will review all bids received. The Authority intends to award contracts to multiple bidders as a result of this solicitation. The Authority will select the lowest responsive, responsible Bidder(s) for contract negotiation. In qualifying a Bidder as responsible the Evaluation Committee will consider the Bidder's ability to meet the requirements detailed in the Work Statement and the terms and conditions of the contract.

In the event the negotiations reveal that the Bidder(s) selected for negotiation is not the most advantageous or the Bidder(s) selected for negotiation defaults or withdraws from negotiation, the Evaluation Committee may select the next lowest responsive, responsible Bidder(s) for contract negotiation. The Authority may cancel the bid and reject all bids at any time prior to award by the Board.

PART IV

WORK STATEMENT

IV-1. General.

It is the intent of the Philadelphia Parking Authority ("Authority") to utilize the services of two (2) or more qualified full-service auto body repair service providers (Contractors) for non-exclusive auto body repairs to Authority owned vehicles on an as-needed basis. Awarded contractors will provide car and truck body repairs, and major collision repairs, which may include (but not limited to) bodywork, painting, chassis/frame straightening, mechanical repairs, glasswork, air conditioning, and front/rear wheel alignment. Contractor(s) will complete all repairs necessary to restore the vehicle to its pre-accident condition in terms of form, fit, finish, appearance, durability, functionally, safety, and value. All such repairs must be completed in accordance with or shall exceed industry standards in effect at the time of repair.

The contractor's location must be geographically located so that transportation of damaged vehicles is feasible in relation to the work performed. Pick-up and delivery are required. All required towing will be at no cost to the Authority.

IV-2. Specific.

The awarded contractors will provide free estimates for vehicle repairs at Authority's Fleet Maintenance facility at 6801 Essington Avenue, Philadelphia, PA 19153. Preference on estimating jobs will be given to the lowest responsive, responsible bidder. All estimates must be typed, or computer generated, completed and submitted for review within three (3) business days of receiving a request for an estimate. All estimates must be complete and include all parts and charges with the exception of "hidden" damage, which may not be obvious until repairs are initiated. All estimates must be itemized and include the hours, parts and materials necessary for repairs. The hours and prices shall be based on the CCC ONE Crash- Estimating Guide in effect at that time. All estimates must detail, line by line, each part being repaired or replaced. References must include page and line numbers from the current CCC ONE Crash Estimating Guide in effect at the time. If a part is not listed in the CCC ONE Crash Estimating, the contractor must provide a copy of the manufacturer's list price sheet in addition to charging the same discount as bid upon off the list price. Upon estimate approval the Contractor must pick-up the vehicle within two (2) business days.

It will be incumbent upon the successful contractor to supply the Authority with one (1) copy of the current CCC ONE Crash Estimating Guide (or equivalent cost estimating software), prior to the start of repairs and one copy of updates thereafter. No repairs shall be initiated until estimates are presented and approved by the Authority. A vehicle may be withdrawn at this point at the sole discretion of the Authority. The Authority must approve any variations from the original estimate before any work is completed. An estimate must be presented to the Authority and approved by the Authority before and any repairs for supplemental damage can be completed. These variations must be presented in writing, with detailed information to be included in the original estimate. The Authority shall reserve the right to verify, through independent appraisal, if the estimate is complete and reasonable.

At its option, the Authority may supply any tires/wheels required for a vehicle repair. All replacement repair parts must be new, unused, Original Equipment Manufactured parts for any vehicle 5 years or newer, any vehicle older than 5 years old aftermarket/economy parts will be acceptable but must be clearly indicated in written estimate. If for some reason used parts must be used because of the age of the vehicle written approval must be given by the Authority prior to any repair. Periodically during the contract term, replacement repair parts invoiced may be audited for compliance to the Work Statement, IFB and contract.

The successful contractor(s) will guarantee the repairs against any defects in workmanship, cosmetic repairs and painting for a period of one (1) year.

Cars, Vans, SUVs and Light Trucks	
Types of Vehicles	Number of Vehicles
Sedans	72
Small SUV'S	47 + 4 Electric Bolts
Full Size SUV'S	14
12 Passenger Vans	22
Regular Size Tow Trucks (3500,4500,5500 series)	56
Pickup Trucks	34
Cargo Vans (E150,1500,2500 Series)	16
Cargo Vans – 3500 Series	14
Caravans	9
Dump Trucks – 5500 Series	5

Please Note: The Authority may add or remove vehicles from this list.

Heavy Duty Class Vehicles and Equipment - Gross weight of 20,000 pounds or more	
Type of Vehicle/Equipment	Number of Vehicles
Freightliner M2 Trash Truck	1
International 7600 Bucket Truck	1
International 4400 Series Flatbed Tow Truck	1
International 4300 Series Wrecker	1
5500 Series Utility Body Trucks	4
International 7600 Heavy Duty Wreckers	2
Ford F750 Flatbed Tow Trucks	3
International 7600 Dump Truck	1
Volvo Tractor	1

Please Note: The Authority may add or remove vehicles from this list.

“Heavy Duty Vehicles and Equipment” is defined as any vehicle or equipment with a gross weight of 20,000 pounds or more.

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 bid (Tab F)** 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 bid 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 collision repairs, body repairs, refinishing and maintenance 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 one (1) year thereafter, unless it is terminated earlier pursuant to the terms of the contract. The term of the contract may be extended by and at the sole option of the Authority for four (4) one (1) year renewals.

Appendix A
Bid Form

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

**COLLISION REPAIR, BODY REPAIRS AND REFINISHING 2023
BID No. 23-01**

BID FORM

1. The undersigned submits this bid in response to the above referenced Bid No. 23-01 Collision Repair, Body Repairs and Refinishing 2023 being familiar with and understanding the advertised notice of opportunity, General Information, Work Statement, Bid Form, Affidavit of Non-Collusion, and Addenda if any (the "Bid 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 bid is the "Bidder".
2. The Authority reserves the right to withdraw and cancel this IFB prior to opening or to reject any and all bids after bids are opened if in the best interest of the Authority, in the Authority's sole discretion. If the Authority accepts Bidder's offer, Bidder agrees to execute a contract memorializing the bid's terms if the contract is delivered to Bidder within 60 days of the bid opening date. This provision will not be interpreted to preclude the execution of a contract related to this bid outside of that 60-day period.
3. Bidder acknowledges receipt of the following addenda:

Addendum	Date
_____	_____
_____	_____
_____	_____

4. **Term of Contract:** The term of the contract for collision repairs, body repairs, refinishing and maintenance 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 will end one year thereafter, unless it is terminated earlier pursuant to the terms of the contract. The term of the contract may be extended by and at the sole option of the Authority for up to four (4) additional one (1) year terms.

5. **Bid Price:** Bidder agrees to provide automotive repairs as described in the Work Statement for the prices stated below:

<u>Cars, Vans, SUV's and Light Trucks</u>	<u>Hourly Rate Year One</u>	<u>Hourly Rate Year Two</u>	<u>Hourly Rate Year Three</u>	<u>Hourly Rate Year Four</u>	<u>Hourly Rate Year Five</u>
Body Repairs					
Painting Refinishing					
Mechanical Electrical					

<u>Heavy Duty Vehicles and Equipment</u>	<u>Hourly Rate Year One</u>	<u>Hourly Rate Year Two</u>	<u>Hourly Rate Year Three</u>	<u>Hourly Rate Year Four</u>	<u>Hourly Rate Year Five</u>
Body Repairs					
Painting Refinishing					
Mechanical Electrical					

Parts discount for Manufacturers List: _____%

Paint Materials will be paid at cost.

6. **Requirement Statement:** The undersigned contractor agrees to provide **collision repairs, body repairs and refinishing** as specified in the Work Statement, any Addenda, if issued and the response submitted for the term of the contract.

Signature

Name
(Please Print)

Title

Date

7. Bidders Signatures: Complete ONE section below.

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

Signature

Typed or Printed Name

Title

Business Name of Bidder

Street Address

City/State/ZIP Code

Telephone Number

Signature

Typed or Printed Name

Title

Date

If bid 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 Bidder

Street Address

City/State/ ZIP Code

Telephone Number

Type of Entity

10. Affidavit of Non-Collusion:

State of: _____
County of: _____

Bid 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 bid and I have placed my signature below.

I state that:

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

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

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

(4) The bid 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 bid 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.

SWORN TO AND SUBSCRIBED
BEFORE ME THIS ____ DAY
OF 20__

Signature

Printed Name

Notary Public
My Commission Expires: _____

11. Bidder's Qualifications:

- a. Type of business:** Individually owned
Check one Partnership
Corporation
Other

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

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

i.....

ii.....

iii.....

d. Philadelphia Business Activities License Number: _____

e. Federal EIN Number: _____

Philadelphia Parking Authority

SMALL & SMALL DIVERSE BUSINESS PARTICIPATION SUBMITTAL

Bid Name and Number: _____

Bidder: _____

Contact Name: _____ Email: _____

BIDDER INFORMATION:

Does the Bidder 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 Bidder will need to attach a copy of their SBPI certificate. Bidder will be required to maintain their status as a certified Small and Small Diverse Business throughout the entire term of the contract. **This form must be completed and submitted with your bid.** If you do not participate in the Small Business Procurement Initiative, please check the box for “No” and submit with your bid.

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



Bid Decline Form: Bid No. 23-01 Collision Repair, Body Repairs and Refinishing 2023

If you do not intend to submit a bid to the Authority for this solicitation, please return this form immediately.

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

Name: _____

- Work Statement too “tight” (explain below)
- Unable to meet time period for responding to this IFB
- We do not offer this product or service
- Our schedule would not permit us to perform
- Unable to meet Work Statement
- 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 Shannon Stewart, Manager of Contract Administration at sstewart@philapark.org. A link to the electronic version of this form can be found on our website or by clicking this link, <https://app.smartsheet.com/b/form/366ba94b2a7547e49dbcbf7a5ea6552d>.

Appendix B
Sample Contract

**AGREEMENT FOR
AUTO COLLISION, REPAIR AND REFINISHING SERVICES
BY AND BETWEEN
THE PHILADELPHIA PARKING AUTHORITY
AND**

Contract No. K-22-0116

THIS AGREEMENT effective as of this ____ day of _____, 2023, 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 owns and operates a fleet of vehicles, which includes Passenger Vehicles, Vans, SUVs, Light Trucks, and Heavy Duty Vehicles and Equipment ("Fleet");

WHEREAS, the Authority, in the public interest, desires to engage a full body auto repair service provider to repair, refinish and maintain its Fleet, on an as needed basis, subject to the terms and conditions set forth herein;

WHEREAS, in order to procure such services, the Authority issued a Invitation for Bids No. 23-01 "Collision Repairs, Body Repairs and Refinishing" on _____, 2023 ("IFB"), attached hereto, marked as Exhibit "B";

WHEREAS, Contractor submitted a conforming Bid to the IFB ("BID") on _____, 2023 and is in the business of providing the desired collision and body repair and refinishing services, attached hereto, marked as Exhibit "C";

WHEREAS, after due consideration and deliberation within the Authority, Contractor was selected to provide collision and body repair and refinishing 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 collision and body repair and refinishing services ("Services"):

A. To perform high quality Services, as detailed in this Agreement, the IFB, and the BID 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 coordinate the fulfillment of this Agreement with the Authority's Project Manager, Jerome Trzaska, Manager of Fleet Maintenance, who may be reached at 215-683-9782 or by e-mail at Jtrzaska@philapark.org. However, the parties agree that only the Authority's Board or Executive Director may consent to any alteration or amendment to this Agreement, and in each such case in writing;

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

2. REPAIR PROCESS

A. Contractor shall assess and inspect damaged vehicles at the Authority's Fleet Maintenance facility free of charge.

B. Contractor shall provide an itemized and computer-generated estimate to the Authority within three (3) business days of receiving a request for an estimate from the Authority. The estimate shall include the cost for all parts, material and labor hours necessary to complete the repairs, with a line by line itemization of each part being repaired or replaced, using the CCC ONE Crash- Estimating Guide, or equivalent cost estimating software, in effect at that time ("Estimate"). Contractor shall include a current copy of the CCC ONE Crash-Estimating Guide, or equivalent cost estimating software, with the Estimate. In the event a part is not listed in the CCC ONE Crash- Estimating Guide or equivalent cost estimating software, Contractor shall provide a copy of the manufacturer's list price sheet and charge the Authority the discounted rate as contained in Contractor's BID. It is understood that the Authority may withdraw a vehicle from Contractor after receiving the Estimate.

C. In the event repairs not included in the initial Estimate are required ("Supplemental Repairs"), Contractor must provide the Authority with a revised written Estimate that includes the Supplemental Repairs ("Revised Estimate"). Such Revised Estimate shall be in the same format as the initial Estimate supplied to the Authority. It is understood that the Authority may withdraw a vehicle from Contractor after receiving the Revised Estimate.

D. After receiving the Estimate or Revised Estimate, the Authority shall provide the Contractor with a written notice to proceed (“Notice to Proceed”). Upon receipt of the Notice to Proceed, Contractor must retrieve the vehicle from the Authority within two (2) business days at no additional cost to the Authority. At no point during the repair process may repairs be initiated prior to receiving the Notice to Proceed. **The Authority will not be responsible for any repairs that are initiated prior to a Notice to Proceed being issued.**

E. All replacement parts used in every repair shall be new, unused, Original Equipment Manufactured parts for any vehicle 5 years or newer, unless Contractor receives prior written authorization from the Authority stating otherwise. For any vehicle older than 5 years, aftermarket/economy parts may be acceptable but the use of such must be clearly indicated in the Estimate. If aftermarket/economy parts must be used because of the age of the vehicle, written approval must be given by the Authority prior to any repair. At its option, the Authority may supply any tires/wheels required for a vehicle repair. Periodically during the contract term, replacement repair parts invoiced may be audited for compliance to this Agreement and the IFB. Failure to use new, unused, original Equipment Manufactured parts, without written authorization from the Authority, shall constitute a breach of this Agreement, and shall release the Authority from any and all obligations hereunder.

3. TERM

The term of this Agreement shall commence on the date first written above and shall end one (1) year thereafter, with four (4) one (1) year options to renew at the sole discretion of the Authority, subject to the other provisions of this Agreement. The Authority shall provide 30 days written notice of its option to renew for each one-year term permitted by this Agreement. The term of this Agreement may not be extended beyond 5 years. The warranties as described in Section 5 herein will survive termination of this Agreement.

4. CONSIDERATION AND PAYMENT.

A. For the performance of Services described herein, the Authority will pay the Contractor in accordance with the pricing detailed in its BID. It is agreed and understood that the Authority is not obligated to engage Contractor to provide any Services during the term of this Agreement.

B. The Contractor will invoice the Authority for Services as provided in this Agreement in a form acceptable to the Authority. All invoices must be forwarded to *Accounts Payable* at the Authority’s address provided above. **Contractor shall also email a copy of the invoice to Jerome Trzaska at Jtrzaska@philapark.org.** Included with the submitted invoice the Contractor is required to provide a written report detailing the repairs that were made. The Authority will not acknowledge invoices that are not submitted in accordance with the procedure outlined above.

C. 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.

5. WARRANTIES

A. Contractor hereby expressly guarantees all Services performed under this Agreement against any defects in workmanship, cosmetic repairs and painting for a period of one (1) year.

B. Contractor expressly warrants that the Services performed pursuant to this Agreement and any parts used for repairs:

1. Shall strictly conform in all respects with the Estimates and descriptions provided by Contractor;

2. Shall strictly conform in all respects to any samples, drawings, specifications or other written documents presented to the Authority in connection with the sale of such goods to the Authority;

3. Shall be merchantable, fit for the purpose for which such parts are intended, shall comply with industry standards and shall conform with the description of the product provided to the Authority;

4. Shall be free from all defects, including latent defects, in workmanship and material design; and

5. Shall strictly comply, at the time of delivery, with the U.S. Occupational Safety and Health Act of 1970, as amended, all rules, regulations and orders thereunder, and any successor provisions thereto.

B. In addition to the foregoing express warranties, the parts used in any repair hereunder shall be subject to all warranties arising by operation of law. These warranties shall survive inspection, delivery, acceptance, and payment, shall run to the Authority, its officers, agents, employees, successors, assigns, customers and users of the goods and shall not be deemed to be exclusive.

C. Contractor hereby warrants that it has not taken any action that interferes with, or in any way nullifies, any applicable manufacturer's warranty.

6. 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".

7. 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.

8. 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.

9. 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 IFB (Exhibit “B”), (3) the BID (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 IFB, 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 IFB.

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 TO FOLLOW

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

The Philadelphia Parking Authority

Attest: _____

Print Name: _____

Print Title: _____

By: _____

Richard Lazer
Executive Director

APPROVED AS TO FORM

By: _____
General Counsel's Office

Contractor

Witness: _____

Print Name: _____

Print Title: _____

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 will 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 must maintain the highest standards of integrity in the performance of this Contract and will 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 must 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 will 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 must 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 must 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 must 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 will not be responsible for investigative costs for investigations that do not result in the Contractor's suspension or debarment.

10. Contractor must 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, must 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 will 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 must 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 will not create privity of contract between the Authority and any such subcontractor, and no third party beneficiaries will 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 will 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 has an obligation to immediately notify the Authority in writing if at any time during the term of the contract if 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"
IFB

EXHIBIT "C"
BID

Appendix C
Insurance Requirements

THE PHILADELPHIA PARKING AUTHORITY
INSURANCE REQUIREMENTS – Bid No. 23-01
COLLISION REPAIRS, BODY REPAIRS, AND REFINISHING 2023

Prior to commencement of the contract and until completion of 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 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, as applicable.
 - c) Owner must be named as additional insured as shown in requirement #8.

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 #8.

4. Garagekeepers Liability: Evidence of Comprehensive and Collision coverages for the duration of time when Authority vehicles are in **Vendor’s** care, custody, or control. (Note: it is acceptable if this is included in **Vendor’s** Auto policy).

5. Excess / Umbrella Liability Insurance with a minimum acceptable limit of coverage of \$2,000,000 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 #8.

6. Deductibles or Self Insured Retentions: **Vendor** is responsible to pay any and all deductibles and/or self-insured retentions that may apply to the required insurance.

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7. 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

8. 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 noncontributory to any other coverage available to the Philadelphia Parking Authority, including, without limitation, coverage maintained by the Philadelphia Parking Authority wherein the Philadelphia Parking Authority is named insured, and that no act of omission shall invalidate the coverage.

9. 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.

10. 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.

11. 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**.

12. Any type of insurance or any increase in limits of liability not described above which the Authority requires for its own protection or on account of statue shall be its own responsibility and at its own expense.

13. The carrying of insurance shall in no way be interpreted as relieving **Vendor** of any responsibility or liability under the contract.

14. 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

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furnish all necessary information thereof and to pay the cost thereof to The Philadelphia Parking Authority immediately upon presentation of an invoice.

15. 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.
16. 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.
17. 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.
18. 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
Vehicle and Equipment List

**Bid No. 23-01 Collision Repairs, Body Repairs and Refinishing 2023
Appendix D - Vehicle and Equipment List**

Cars, Vans, SUVs and Light Trucks	
Types of Vehicle	Amount of Vehicles
Sedans	72
Small SUV'S	47 + 4 Electric Bolts
Full Size SUV'S	14
12 Passenger Vans	22
Regular Size Tow Trucks (3500,4500,5500 series)	56
Pickup Trucks	34
Cargo Vans (E150,1500,2500 Series)	16
Cargo Vans – 3500 Series	14
Caravans	9
Dump Trucks – 5500 Series	5

Heavy Duty Class Vehicles and Equipment - Gross weight of 20,000 pounds or more	
Type of Vehicle	Amount of Vehicles
Freightliner M2 Trash Truck	1
International 7600 Bucket Truck	1
International 4400 Series Flatbed Tow Truck	1
International 4300 Series Wrecker	1
5500 Series Utility Body Trucks	4
International 7600 Heavy Duty Wreckers	2
Ford F750 Flatbed Tow Trucks	3
International 7600 Dump Truck	1
Volvo Tractor	1