

# REQUEST FOR PROPOSALS FOR

## Design, Installation, Maintenance and Repair Services for Security Cameras and Access Control Systems

RFP No. 23-24

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**PART I**

**GENERAL INFORMATION TO OFFERORS**

<b>SUMMARY</b>	
<b>When:</b>	Proposals must be submitted by <b>Friday, March 1, 2024 at 12:00 PM.</b>
<b>Where:</b>	Philadelphia Parking Authority Attention: Shannon Stewart, Manager of Contract Administration 701 Market Street, Suite 5400 Philadelphia, PA 19106
<b>How:</b>	Proposals must be delivered to Shannon Stewart in a sealed package via mail, by a recognized overnight courier service (e.g., UPS, Federal Express, etc.), with confirmed receipt, or by certified or registered United States mail, postage prepaid, return receipt requested certified mail, or by hand-delivery no later than <b>Friday, March 1, 2024 at 12:00 PM.</b> Whether mailed or hand-delivered, all envelopes must display the company’s name and must be boldly and clearly handwritten (not typewritten) “RFP No. 23-24 Design, Installation, Maintenance and Repair Services for Security Cameras and Access Control Systems”. All proposals must be presented with <b>one (1) original and nine (9) copies</b> , individually numbered, and an electronic version consisting of one PDF file via USB drive. Please do not password protect the USB drive or file.
<b>Mandatory Pre-Proposal Meeting</b>	<p>A mandatory pre-proposal meeting will be held on <b>Wednesday, February 7, 2024 at 11:00 AM</b> at the offices of the Authority located at 701 Market Street, Suite 5400, Philadelphia, PA 19106. Potential Offerors may attend in-person or virtually using the Microsoft Teams Meeting information below:</p> <p>Microsoft Teams meeting</p> <p><b>Join on your computer, mobile app or room device</b> <a href="#">Click here to join the meeting</a></p> <p>Meeting ID: 220 099 724 567 Passcode: Ln4emi</p> <p><a href="#">Download Teams</a>   <a href="#">Join on the web</a></p> <p><b>Or call in (audio only)</b> <a href="#">+1 929-346-7319,,448240138#</a> United States, New York City</p> <p>Phone Conference ID: 448 240 138#</p> <p><a href="#">Find a local number</a>   <a href="#">Reset PIN</a> <a href="#">Learn More</a>   <a href="#">Meeting options</a></p> <p><b>Prospective Offerors who are having technical difficulties attending the meeting should contact Shannon Stewart for assistance at 215.837.9025.</b></p> <p>Please complete the <a href="#">Offeror Registration Form</a> to complete your registration for this solicitation.</p>

### **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 design, installation, maintenance and repair services for access control and video surveillance equipment at several Authority locations 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.

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 administering automated speed and red-light camera systems; 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 speeding and 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 **Friday, February 16, 2024 at 12:00 PM**. Questions concerning this RFP are to be submitted via the Question Submission Form using the link below:

<https://app.smartsheet.com/b/form/59c8f1c2019946dbb42a6008bbe1a609>

Questions must be in Word format and uploaded using the Question Submission Form.

If you are having issues accessing or completing the Question Submission Form, please contact Shannon Stewart, Manager of Contract Administration via email at [sstewart@philapark.org](mailto:sstewart@philapark.org).

Only questions submitted via the Question Submission Form will be addressed.

Responses to all questions and clarification requests will be provided through a written addendum that will be emailed to all eligible Offerors and posted to the Authority's website, [www.philapark.org](http://www.philapark.org). Responses 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 will 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 be in doubt as to the meaning of any term contained therein, the Offeror will notify Shannon Stewart, Manager of Contract Administration via the Question and Clarification of Instructions Submission Form using the link below, prior to the question deadline.

<https://app.smartsheet.com/b/form/59c8f1c2019946dbb42a6008bbe1a609>

Responses to all questions and clarification requests will be provided through a written addendum that will be emailed to all eligible Offerors and posted to the Authority's website, [www.philapark.org](http://www.philapark.org). Responses will not be official until they have been verified, in writing, by the Authority.

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

From the issue date of this RFP until the Authority's Board approves the selected Offeror, **Shannon Stewart 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 the selection. Offerors must agree not to distribute any part of their proposal to anyone other than Shannon Stewart. 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 Shannon Stewart, 701 Market Street, Suite 5400, Philadelphia, PA 19106, by **Friday, March 1, 2024 no later than 12:00 PM**.

**Packages must be delivered and received by Shannon Stewart prior to the due date and time to meet the mandatory responsiveness requirement of received timely as described in Part III. Delayed deliveries will not be accepted if received after the due date and time.**

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 proposal being rejected.

#### **I-7. Small Diverse Business Participation.**

The Authority seeks to increase procurement through small diverse businesses for all products, services and construction. To receive points during scoring, Offerors must identify their status as a small diverse business by completing the 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:

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

**Offerors do not need to be a small diverse business to participate in this solicitation.**

**I-8. Signatures Required.**

The proposals *must* be signed in all spaces where signatures are required. Corporations must sign through a duly authorized officer of the corporation with the officer's title clearly identified. Other business entities must sign through a duly authorized person with the title of the signer and type of entity clearly identified.

**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 be assured 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.

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 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 Activities License (formerly Business Privilege License) number and the Offeror's Federal Tax ID number. If the Offeror does not currently have a Philadelphia Commercial Activity License, it must obtain one no later than five business days after notification of selection. If the Offeror does not believe that it needs a Philadelphia Commercial Activities 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 as detailed in Part III. 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. The discussions with Offerors will not disclose 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 reserves the right to waive any irregularities in the completion of the forms and papers enclosed in this proposal package; 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.

**I-15. Request to Withdraw Proposal.**

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 delivered to the Authority at the address set forth herein by a nationally recognized overnight courier service, certified mail, return receipt requested, emailed to Shannon Stewart at [stewart@philapark.org](mailto:stewart@philapark.org) 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-16. Unacceptable Proposals.**

The Authority will not consider and will reject any proposal if the Offeror is in arrears or in default to the Authority as to 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-17. Subcontracting.**

Any use of subcontractors by an Offeror must be identified in the proposal. During the contract period, use of any subcontractors by the selected Offeror, which were not previously identified in the proposal, must be approved in advance in writing by the Authority.

**I-18. 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 will seek to select an Offeror and notify all other Offerors of the award within sixty (60) days after the date proposals are opened. Written notice will be mailed to the address furnished by each Offeror in the Transmittal Letter.

The selected Offeror 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 borne exclusively by the Offeror.

**I-19. 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-20. 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. The determination to award a contract will occur at a Sunshine Act meeting.

**I-21. 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 Shannon Stewart, Manager of Contract Administration at [sstewart@philapark.org](mailto:sstewart@philapark.org).

An electronic version of this form can be accessed using the link below. Specific comments and observations are encouraged.

<https://app.smartsheet.com/b/form/8c4b592c617b409aaf375e93d17d035f>

**I-22. Shipping and Delivery.**

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

**I-23. Prevailing Wages and Benefits.**

Current prevailing wages and benefits for the industry and trade will be paid at all times for the duration of this project.

**I-24. Certified Apprenticeship Program Participation.**

All Offerors must meet the qualification standards by certifying that it participates, directly or through its labor for each craft or trade, in an approved Apprenticeship Program which is currently registered with the U.S. Department of Labor or a state apprenticeship agency for each craft or trade that will be engaged in the Work.

The Philadelphia Parking Authority will rely on the U.S. Department of Labor personnel assigned to oversee apprenticeship programs in Pennsylvania and, if necessary, on the appropriate Pennsylvania Department of Labor personnel assigned to the relevant apprenticeship programs.

## **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. For exhibits, 11x17 paper is acceptable.

Please refrain from using binders and/or special binding when submitting your proposals. Binder clips are preferred when feasible.

An electronic version of the Proposal Form can be found on the Authority's website.

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, Schedule and Fee Proposal
- Tab E – Technical Response
- Tab F – Evidence of Insurance
- Tab G - Proposed Amendments to Contract
- Tab H – Disclosure of Legal Actions
- Tab I – Financial Statements
- Tab J – Licenses/Certifications
- Tab K – Proof of Prevailing Wage and Benefits

**Tabs that extend beyond the 8.5" x 11" paper, must be used.**

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

Offerors must submit a cover letter, signed by an officer or individual with authority to bind the Offeror, 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.

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

Offerors must have a minimum of 5 years' experience in providing the services described in this RFP.

Offerors are to provide a summary of their experience with providing design, installation, maintenance and repair services for access control and video surveillance equipment, as described in Part IV - Work Statement, within the past 5 years.

This summary must include your company's experience in design, installation, maintenance and repair services for security cameras and access control systems as described in the Work Statement, provide detailed resumes of persons proposed to work directly with the Authority and indicate the level of responsibility of each person.

Resumes are to include educational qualifications and previous work assignments that relate to this RFP. The primary employee anticipated to be the project manager for this contract must be named. Include any personnel or services that set you apart from other companies and why it would be most advantageous for the Authority to contract with your company.

Offerors must provide a list of all current and past contracts held for the last five (5) years. Include the dates the services were performed, and a description of the services provided.



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

Offerors must provide 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).**

Offeror must demonstrate a complete understanding of the Authority's requirements, demonstrate their ability to meet all requirements as detailed in the work statement and outline a clear and concise plan to meet the requirements.

The proposal should make clear why the Authority should select the Offeror instead of one of its competitors. Highlight unique qualifications, experience, approach, background, added services, technologies, innovations, or other characteristics of your company that make it the best choice.

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

The successful Offeror will be required to submit Insurance Coverage as outlined in *Appendix C*. Offerors 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.

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 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. Disclosure of Legal Actions (Tab H).**

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.

#### **II-10. Financial Statements (Tab I).**

**A proposal submitted without the required financial information may be considered nonresponsive, rejected and not considered for award.**

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".

The Authority will maintain the confidentiality of financial information submitted by an Offeror. That information will be reviewed by professionals in the Authority's Finance Department and will not otherwise be released, disseminate, or shared with any third party absent legal mandate and advanced notice to the Offeror.

Financial information submitted in response to an 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 an Offeror's financial information.

**II-11. Licenses/Certifications (Tab J).**

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.

**II-12. Proof of Prevailing Wage and Benefits (Tab K).**

Provide proof that Offeror pays prevailing wage and benefits.

## 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 Evaluation Committee will recommend the proposal determined to be most advantageous to the Authority as determined by the criteria listed below to the Authority Board.

During the evaluation process, the Evaluation Committee may require an Offeror to answer questions with regard to the proposal and/or require certain Offerors to make formal presentations 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 to 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. **Weight: 35%**
- c. The technical ability and capacity of the Offeror to meet the terms of the contract as evidenced by the technical response, sample project schedule, financial capacity, reference feedback and past performance. **Weight: 30%**
- d. Proposed fees, costs, and changes to the proposed contract although the Authority is not bound to select the contractor who proposes the lowest fees. **Weight: 20%**
- e. Small Diverse Business participation. **Weight: 10%**

## PART IV

### WORK STATEMENT

#### IV-1. General.

The Authority is seeking proposals for design, installation, routine and preventative maintenance and repair services on access control and video surveillance equipment at multiple Authority Facilities. The Authority currently has 13 locations, throughout Philadelphia, with video surveillance equipment and/or access control systems. Please refer to Appendix D for a list of existing equipment at each location. The Authority may add locations throughout the term of the contract.

- A. Hours of Work:** Work required in performance of the Contract will be performed during regular working hours on regular workdays, as defined below. However, Contractors are required to provide prompt emergency call-back service regardless of the time or day of the week at prices indicated on the cost form.
1. The Authority will approve any special maintenance or repair work to be performed on a scheduled holiday prior to the performance of any work.
    - a. **Regular Time:** Regular time refers to normal hours of operation Monday through Friday, 8:00 A.M. e.s.t. to 5:00 P.M. e.s.t., regular hourly labor rate unit cost will apply to services during these hours.
    - b. **Premium Time:** Premium time refers to any hours outside of normal hours of operation Monday through Friday, Saturdays, Sundays and State holidays. Premium time hourly rate unit cost will apply to services during these hours. Only repair services will be performed during premium time.
- B. Locations:** Contractor agrees to perform the Services at each of the following Authority locations where the system is operated:
1. Authority's Headquarters located at 701 Market Street, Suite 5400.
  2. Residential Parking Permit Customer Service office located at 35 North 8th Street.
  3. Bureau of Administrative Adjudication office located at 913 Filbert Street.
  4. Authority Impoundment Lot #1 located at 2501 Weccacoe Avenue. - Access control system only.
  5. Authority Impoundment Lot #2 located at 2535 S. Swanson Street. - Video surveillance system only.
  6. Authority Impoundment Lot #6 located at 4601 Bath Street. – Video surveillance system only.
  7. Authority Impoundment Lot #7 located at 6801 Essington Avenue.
  8. Authority Impoundment Lot #10 located at 6 E. Oregon Avenue.
  9. Authority's TLD headquarters located 2415 South Swanson Street.
  10. Authority's Parkade located on 8th and Filbert connected with Headquarters.
  11. Authority Lots located at the Ben Franklin Bridge and Third Street.
  12. AutoPark at Olde City located at 125 S. 2nd Street.
  13. Authority's Airport Administration buildings located at the Philadelphia International Airport.

**Locations may be added and/or removed during the term of the contract.**

**If the Authority acquires new locations, the pricing submitted in Contractor's Proposal will be used to determine the design, installation, maintenance and repair costs for the new locations.**

- C. Labor, Tools and Supplies:** Contractor must provide all equipment and parts used on service calls and semiannual maintenance visits. Replacements parts shall be new and genuine parts equal to parts supplied by the Original Equipment Manufacturer (O.E.M.) or its successor, to maintain system integrity.
- D. Reports:** Following each visit, the contractor must generate a report to turn in to the Authority, the report must contain the following:
1. Contractor will leave completed service ticket reports detailing the purpose of each visit. Such tickets will describe the maintenance performed, repair made, or the reported call and the corrective action taken.
  2. Contractor will submit semiannual reports summarizing services performed, current condition of access control and video surveillance equipment, and the report must outline all scheduled preventive maintenance, as well as repairs and replacement (Service calls) and emergency service, performed semiannually.
- E. Contractor Location:** Contractor must have an adequate service organization with local service representatives for the Philadelphia area encompassing the machinery and equipment serviced under the Contract. Such service representatives will be the Contractors' employees or designated by the Contractor as authorized representatives on a full-time basis and not as a subcontractor.
- F. Certifications Required:**
1. Bosch Video Management (BVMS) certification is required. Offerors not currently certified by Bosch will be required to obtain the certification within 60 days of contract award.
  2. Contractor must be certified to sell, install and service any equipment included in new installations.
  3. Contractor must have a minimum of two certified technicians to service the Authority.

#### **IV-2. Specific**

- A. System Assessment:** The Contractor will be required to perform an assessment of all existing equipment at each of the Authority's locations. An assessment report detailing any issues, concerns and/or replacement suggestions, will be submitted to the Authority for review. This assessment will be scheduled at the kickoff meeting between the contractor and the Authority.
- B. Semi-Annually Preventive Maintenance Visits:** Contractor must inspect all access control and video surveillance equipment at different facilities at least twice a year (every 6 months), not including service calls. Preventative maintenance will only be performed during Regular Time. During said maintenance visits, Contractor must include the following services:
1. **Inspections:** Perform visual inspections and operational tests of covered components of the video surveillance equipment and/or access control system to ensure that all devices are functioning properly. Equipment will be checked for damage and proper electrical connections. These inspections must include but is not limited to the following:
    - Clean all devices per manufacturers recommendations
    - Confirm that all connections are secure
    - Verify that devices are securely mounted
    - Verify ground connections
    - Verify that lock power is correct for locks
    - Test door contacts for proper operation
    - Verify read range for all proximity readers

- Verify operation of all devices
- Verify that fiber is not crimped or bent
- Perform 10 valid card reads
- Replace batteries as required
- Lubricate moving parts as required
- Verify power supply voltages
- Check all loops for communication errors
- Archive all historic data

**2. Repairs:** Scheduled preventative maintenance will include all parts and labor required to restore machinery and equipment to peak operating condition.

**C. Response to Service Calls:**

1. The Contractor must respond to an Authority call for repair of any systems by within 1 hour after receipt of any call for maintenance or repairs, this response time includes nights and weekends. Contractor must arrive on premises within 3 hours of any service call.
2. The Contractor will repair or replace failed or worn components to keep equipment in peak operating condition.
3. The Contractor will provide a report based on work done regarding the service calls.

**D. Equipment Modernization/Alteration/Upgrades:**

1. The Contractor will include full comprehensive service and repair coverage under the terms of this contract in the event the Authority modifies or upgrades any equipment and/or components of the systems.
2. All non-elective changes or modifications required due to obsolescence, parts unavailability, or the Contractor's inability to maintain the systems in accordance with contract specifications will be fully covered under this contract for its entire term, regardless of application, method or cost assignment.
3. Modernized or otherwise upgraded systems and their components will automatically be included under the terms of this contract, regardless of whether such components are specifically identified, without extra cost to Authority.
4. Equipment modifications/alterations/upgrades may require design and installation services.

**E. Design and Installation Services**

1. Due to the age of the existing equipment in some Authority locations, replacement may occur throughout the contract period. Offeror will be responsible to design and install replacement access control and video surveillance equipment, if deemed necessary. All costs associated with designing and installing the new equipment will be billed using the hourly rate for design and install services identified on the cost form.
2. During the contract period, the Authority may add new locations and/or expand existing locations. Offeror will be responsible to provide design and installation services to these locations. These locations will be added to the maintenance and repair services under this contract.
3. Equipment and parts required, this includes software and licenses, for any new installations will be billed according to the costs identified on the Cost Form in Appendix A.
4. Contractor will be required to pay prevailing wage and benefits for installation services.

5. Contractor will be responsible for removal and proper disposal of equipment that is being replaced.
6. Assignments, outside of repairs and routine or preventative maintenance, will be made on an on-call or as-needed basis utilizing a task order. All task orders are to be submitted to the Authority for approval utilizing the Authority's Standard Task Order Form, see **Appendix D**. The cost established in the task order will be a maximum project cost which in no event will be exceeded unless agreed to by the Authority prior to incurring extra costs and duly approved in writing by the Project Manager and Deputy Executive Director. Verbal or written direction to commence by anyone in any form other than the Authority's fully executed Task Order document will not be accepted by the Contractor nor is it binding upon the Authority.
7. Contractor will be responsible for developing project schedules for all design and installation services.
8. When necessary, the Contractor will be required to work with the Authority's on-call architect and/or engineer to perform design and installation services.
9. **Advisory Services**
  - a. Study designs to establish detailed work programs for proposed projects.
  - b. Evaluate existing systems and make recommendations for local and/or system wide upgrades and improvements as requested.
  - c. Technical advisory and consulting expertise to the Authority on an as-needed basis in connection with existing and proposed facilities.
  - d. Conceptual scope services which include but are not limited to project budgeting, cost estimating, etc.
10. **Design Services**
  - a. Provide security design and installation services for construction projects. This includes preparation of contract drawings (CAD and PDF), specifications, project schedule and cost estimates for various projects to be assigned by the Authority.
  - b. Conduct field surveys of existing facilities affected by the work and that work's impact on other planned or current projects at the site.
  - c. Attend meetings and consultations with the Authority, as requested.
  - d. Coordinate work with other consultants under contract to the Authority.

## 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 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 4 (four) additional 1 (one) year terms.



Appendix A  
Proposal Form

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

**DESIGN, INSTALLATION, MAINTENANCE AND REPAIR SERVICES FOR SECURITY CAMERAS AND ACCESS CONTROL SYSTEMS  
RFP No. 23-24**

**PROPOSAL FORM**

1. The undersigned submits this proposal in response to the above referenced **RFP No. 23-24 Design, Installation, Maintenance and Repair Services for Security Cameras and Access Control Systems** 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 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 after the Authority’s Final System Acceptance 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 4 (four) additional 1 (one) year terms.

5. **Cost Proposal:** Offeror agrees to provide design, installation, maintenance and repair services for the prices listed below:

A. Offeror must complete the cost proposal for the hourly rate for design, installation, preventative maintenance and repair services. Additionally, provide pricing premium hourly rates for repair calls outside of normal hours of operation.

	Year One	Year Two	Year Three	Year Four	Year Five
<b>Hourly Rate: Regular Time Maintenance and Repair Services</b>	\$	\$	\$	\$	\$
<b>Hourly Rate: Premium Time Repair Services Only</b>	\$	\$	\$	\$	\$

B. **System Assessment:** \$ \_\_\_\_\_

C. **Design Services:** Identify key personnel and provide hourly rates for years 1-5 for design services.

D. **Equipment and Parts Percentage Discount:** Offerors are invited to provide a Manufacturer Parts Price List discount that will be incorporated into the Agreement. Offerors cannot quote a percentage markup for parts. If no discount is offered, the Authority will only pay the Manufacturer's List Price for equipment and parts.

\_\_\_\_\_ %

E. **Software and Licenses:** Offerors are invited to provide a percentage discount on software and license fees that will be incorporated into the Agreement. Offerors cannot quote a percentage markup for software and licenses. If no discount is offered, the Authority will only pay the List Price for software and licenses.

\_\_\_\_\_ %

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

---

Signature

---

Name  
(Please Print)

---

Title

---

Date

7. **Prevailing Wage Requirement:** The undersigned Offeror agrees to pay prevailing wage and benefits throughout the term of the contract.

---

Signature

---

Name  
(Please Print)

---

Title

---

Date

**8. 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. 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

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
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

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

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

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

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

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

**9. 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 an 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: \_\_\_\_\_

**10. 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:** \_\_\_\_\_



**11. Certified Apprenticeship Program Participation:**

Contractors and subcontractors must be currently participating in an approved Apprenticeship Program which is currently registered with the U.S. Department of Labor or a state apprenticeship agency for each craft or trade that will be engaged in the Work. Offerors shall employ apprentices whose training and employment are in full compliance with the Apprenticeship and Training Act, approved July 14, 1961.

1) Does the contractor or subcontractor participate in an approved Apprenticeship Program which is currently registered with the U.S. Department of Labor or a state apprenticeship agency for each craft or trade that will be engaged in the Work? (Attach appropriate documents evidencing participation and enrollment in Apprenticeship Program[s])

Yes       No

2) Is the contractor or subcontractor a signatory to a collective bargaining agreement for each craft or trade that will be engaged in the Work? (Attach appropriate documents evidencing the relevant agreement[s])

Yes       No

If Offeror answered "Yes" to questions 1 or 2, please answer question 3 (including sub-parts) below.

3) Does Offeror, or its labor for each craft or trade, have apprentices and trainees currently participating in said Apprenticeship Program[s]?

Yes       No

(a) If yes, has Offeror, or its labor for each craft or trade, graduated at least one (1) enrollee in each of the past three (3) years?

Yes       No

(b) If yes, has Offeror (or its labor for each craft or trade) successfully graduated at least 75% of the program enrollees in each of the past three (3) years\*? (Graduation rate is calculated by dividing graduates in a calendar year by the number of enrollees in that year.)

Yes       No

The Undersigned hereby certifies that it participates, directly or through its labor for each craft or trade, in an approved Apprenticeship Program which is currently registered with the U.S. Department of Labor or a state apprenticeship agency for each craft or trade that will be engaged in the Work; that the attached documentation is true and correct proof of its current participation; and will continue to participate in applicable apprenticeship programs for each craft or trade for the full duration of the Work.

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

\_\_\_\_\_  
Print Name of Signer

\_\_\_\_\_  
Title of Signer

\_\_\_\_\_  
Date

# Philadelphia Parking Authority

## SMALL DIVERSE BUSINESS PARTICIPATION SUBMITTAL

(Duplicate as needed)

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

Offeror/Subcontractor: \_\_\_\_\_

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

### OFFEROR INFORMATION:

Does the Offeror/subcontractor 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. \_\_\_\_\_.

If this form is being completed for a subcontractor, please indicate the percentage and dollar amount of the contract the subcontractor will receive if Offeror is awarded the contract.

\$ \_\_\_\_\_ %

The Offeror will need to attach a copy of their SBPI certificate and the subcontractor's SBPI certificate, if applicable. Offeror and/or subcontractor will be required to maintain their status as a certified Small Diverse Business throughout the entire term of the contract.

**This form must be completed and submitted with your proposal.** If you do not participate in the Small Business Procurement Initiative, please check the box for "No" and submit with your proposal.

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



**Proposal Decline Form:** RFP No. 23-24 Design, Installation, Maintenance and Repair Services for Security Cameras and Access Control Systems

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 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 Shannon Stewart, Manager of Contract Administration, at [sstewart@philapark.org](mailto: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/8c4b592c617b409aaf375e93d17d035f>.

Appendix B  
Sample Contract

# Appendix C

## Insurance Requirements

THE PHILADELPHIA PARKING AUTHORITY  
RFP NO. 23-24 DESIGN, INSTALLATION, MAINTENANCE AND REPAIR SERVICES FOR SECURITY  
CAMERAS AND ACCESS CONTROL SYSTEMS  
INSURANCE REQUIREMENTS

Prior to commencement of the contract and until completion of your work, **Company** 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 #8.

3. Automobile Liability: (Note: if no owned vehicles, show at least hired and non-owned coverage)

- a) Coverage to include:

- i. All Owned, Hired and Non-Owned Vehicles
- ii. 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. Professional (E&O) Liability Insurance with minimum acceptable limits of \$5,000,000 per claim and aggregate. Claims-made is acceptable, but if coverage is canceled, non-renewed or discontinued, an Unlimited Extended Reporting Period (Tail) must be purchased by Contractor.

5. Cyber Liability Insurance with limits not less than \$1,500,000 per claim. If **Company** is providing services that provide or include direct access to Client’s information technology systems or holding sensitive information Client, then the above Technology Errors & Omissions insurance

THE PHILADELPHIA PARKING AUTHORITY  
RFP NO. 23-24 DESIGN, INSTALLATION, MAINTENANCE AND REPAIR SERVICES FOR SECURITY  
CAMERAS AND ACCESS CONTROL SYSTEMS  
INSURANCE REQUIREMENTS

shall also include: Network Security/Privacy and Privacy Notification Costs (Cyber) Insurance: Coverage for loss, disclosure and theft of data in any form; media and content rights infringement and liability, including but not limited to, software, copyright infringement; network security failure, including but not limited to, denial of service attacks and transmission of malicious code. Coverage shall include data breach regulatory fines and penalties, the cost of notifying individuals of a security breach, the cost of credit monitoring services and any other causally-related crisis management expense for up to one (1) year. Coverage shall contain severability for the insured organization for any intentional act exclusions.

6. Deductibles or Self-Insured Retention's: **Company** is responsible to pay any and all deductibles and/or self-insured retentions that may apply to the required insurance.
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, its agents, employees, representatives, officers and directors individually and collectively, shall be added as ADDITIONAL INSURED on the policies as noted above. **Company'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.

It is agreed that **Company'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.
9. Waiver of Rights of Recovery and Waiver of Rights of Subrogation:
  - a) **Company** 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 **Company** pursuant to this Contract.
  - b) **Company** 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 **Company** 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.
10. 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 **Company**.
11. 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.
12. The carrying of insurance shall in no way be interpreted as relieving **Company** of any responsibility or liability under the contract.

THE PHILADELPHIA PARKING AUTHORITY  
RFP NO. 23-24 DESIGN, INSTALLATION, MAINTENANCE AND REPAIR SERVICES FOR SECURITY  
CAMERAS AND ACCESS CONTROL SYSTEMS  
INSURANCE REQUIREMENTS

13. Prior to the commencement of work or use of premises, **Company** 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 **Company** 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 **Company** 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.

14. Failure of **Company** to obtain and maintain the required insurance shall constitute a breach of contract and **Company** 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 **Company** with a written waiver of the specific insurance requirement.
15. None of the requirements contained herein as to the types, limits, or PPA's approval of insurance coverage to be maintained by **Company** are intended to and shall not in any manner, limit, qualify, or quantify the liabilities and obligations assumed by **Company** under the Contract Documents, any other agreement with the PPA, or otherwise provided by law.
16. If work involves subcontractors, **Company** shall require all subcontractors (of every tier) to meet the same insurance criteria as required of **Company**. The subcontractor's insurance must name the PPA as additional insured. **Company** shall maintain each subcontract's certificate of insurance on file and provide such information to the PPA for review upon request.
17. Failure of **Company** to provide insurance as herein required or failure of PPA to require evidence of insurance or to notify **Company** of any breach by **Company** 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 **Company** 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 **Company** and independent of the duty to furnish a copy or certificate of such insurance policies.



Appendix D  
List of Existing Equipment

**RFP No. 23-04 Design, Installation, Maintenance and Repair Services for Security Cameras and Access Control Systems  
Appendix D - List of Existing Equipment**

<b>AutoPark at Old City (125 S. 2nd St.)</b>	
<b>Devices</b>	<b>Quantity</b>
Bosch Flexidome IP Corner 9000 MP	2
Bosch DIVAR IP 3000 32 IP 16PoE, Video Mgmt. System	1
Bosch 27" Full HD LED Monitor	1
ComNet 26 Port PoE Managed Network Switch	1
<b>Ben Franklin Bridge (224 N. 3rd St.)</b>	
<b>Devices</b>	<b>Quantity</b>
Bosch FLEXIDOME IP starlight 6000 VR A3	10
Bosch FLEXIDOME IP starlight 6000 VR A3S	6
Head End Unit: (Located in Operations Trailer)	1
Bosch DIVAR IP 3000, 4x2 TB HDD: Model # DIP-3042-4HD	1
Bosch 27-inch High Performance HD LED Monitor	1
<b>Bureau of Administrative Adjudication (913 Filbert St.)</b>	
<b>Devices</b>	<b>Quantity</b>
HID Proximity Card Readers	2
Sensor Auto-Unlock	0
Maglock Door Locking Devices (top door magnet)	0
Push Button Unlocking Mechanism	1
Electric Latch Hardware	2
<b>Impoundment Lot 1 (2501 S. Weccacoe Ave.)</b>	
<b>Devices</b>	<b>Quantity</b>
HID Proximity Card Readers	2
Sensor Auto-Unlock	1
Maglock Door Locking Devices (top door magnet)	2
Push Button Unlocking Mechanism	2
Electric Latch Hardware	0
<b>Impoundment Lot 6 (4601 Bath St.)</b>	
<b>Devices</b>	<b>Quantity</b>
Hikvision 4CH 2TB (Model: DVR DS-7204HGHI-SHV)	1
Cameras	3
HID Proximity Card Readers	0
Sensor Auto-Unlock	0
Maglock Door Locking Devices (top door magnet)	0
Push Button Unlocking Mechanism	0
Electric Latch Hardware	0

**RFP No. 23-04 Design, Installation, Maintenance and Repair Services for Security Cameras and Access Control Systems**  
**Appendix D - List of Existing Equipment**

<b>Impoundment Lot 7 (6801 Essington Ave.)</b>	
<b>Devices</b>	<b>Quantity</b>
HID Proximity Card Readers	9
Sensor Auto-Unlock	3
Maglock Door Locking Devices (top door magnet)	9
Push Button Unlocking Mechanism	3
Electric Latch Hardware	0
<b>Impoundment Lot 10 (6 E. Oregon Ave.)</b>	
<b>Devices</b>	<b>Quantity</b>
HID Proximity Card Readers	4
Sensor Auto-Unlock	2
Maglock Door Locking Devices (top door magnet)	4
Push Button Unlocking Mechanism	2
Electric Latch Hardware	0
Bosch Cornermount IP Camera	26
Starlight IP Camera	6
42" Monitor & Mount	1
Bosch Camera Mount ISM-1	6
Bosch Camera Mount OPPM-1	26
Bosch Video Management Appliance (Catalog Number: DIVAR 7000)	1
26 Port Network Switch	4
4CH Network Extender	1
8CH Network Extender	1
Power Surge Protection Equipment	1
Bosch Universal Keyboard	1
Keri Systems 4 door NXT Controller	2
Keri Systems Power Supply	2
Adams Rite Electric Strike	6
Altronix Power Supply	2
Uninterrupted Power Suplly (Middle Atantic)	2
Equipment Rack	2
12 TB Purple Pro Surveillance Hard Drives	8
<b>Remote Sites</b>	
<b>Devices</b>	<b>Quantity</b>
Keri Systems Data Gathering Panels (2 reader)	2
Keri Systems Data Gathering Panels (4 reader)	12
Keri Systems Power Supplies	14
Altronix lock power supplies	8

**RFP No. 23-04 Design, Installation, Maintenance and Repair Services for Security Cameras and Access Control Systems**  
**Appendix D - List of Existing Equipment**

<b>PPA Headquarters (701 Market St.) &amp; Residential Permit Parking Offices (35 N. 8th St.)</b>	
<b>Devices</b>	<b>Quantity</b>
Bosch DIVAR IP all-in-one 7000 3U (gen 3) - Model #: DIP-73GC-16HD	1
HID Proximity Card Readers	50
Sensor Auto-Unlock	27
Maglock Door Locking Devices (top door magnet)	30
Push Button Unlocking Mechanism (Dortronics pneumatic push buttons)	16
Electric Latch Hardware	29
Keri Systems Software Package	1
Keri Systems Data Gathering Panels (4 reader)	16
Keri Systems Power Supplies	16
24 port PoE network switches	5
Bosch Universal keyboard	1
Winstead Triple Bay Rack	1
42 inch monitors with mounts	3
Bosch NVR Server	1
Bosch Network Storage Devices	5
Bosch VMS software	1
Cameras (Bosch fixed IP tamerprof dome cameras)	81
Altronix lock power supplies	14
Adams Rite/HS Electric Strikes	35
<b>Taxi &amp; Limo Division</b>	
<b>Devices</b>	<b>Quantity</b>
Bosch NVR IP 6000 Video Management Appliance	1
Bosch FelexDome IP StarLight 6000 VR 63023 Dome Camera	12
Bosch Wall Mount Pendant Bracket	9
Comlet 26 Port Network Switch	1
Comlet Power Surge Proteion Equipment (UPS)	1
WBOX LCD 32" Video Pro Monitors	3
WBOX LCD 28" Video Monitor 4K Pro Monitor	1
Monitor Wall Mount Brackets	2
Bosch PB-VJD7513 VideoJet 7000 Series Decoder	1
Bosch 63023 Flexidome IP Starlight 6000 VR NIN	2
CDA Cat 1401861X4 Splitter - Distribution Extender	1
HID Proximity Card Readers	12
Sensor Auto-Unlock	1
Maglock Door Locking Devices (top door magnet)	8
Electric Latch Hardware	4

**RFP No. 23-04 Design, Installation, Maintenance and Repair Services for Security Cameras and Access Control Systems**  
**Appendix D - List of Existing Equipment**

<b>Philadelphia International Airport</b>	
<b>Devices</b>	<b>Quantity</b>
Bosch VDC-455V04-20	63
Bosch LTC0495/61	9
Bosch VDC-275-20	1
Axis P3346-VE	20
Axis P3367	4
Axis M3044V	1
Axis 216FD	1

**Impoundment Lot 6 (4601 Bath St.) Security System**



**Impoundment Lot 6 (4601 Bath St.) Interior Camera**



**Impoundment Lot 6 (4601 Bath St.) Exterior Cameras**





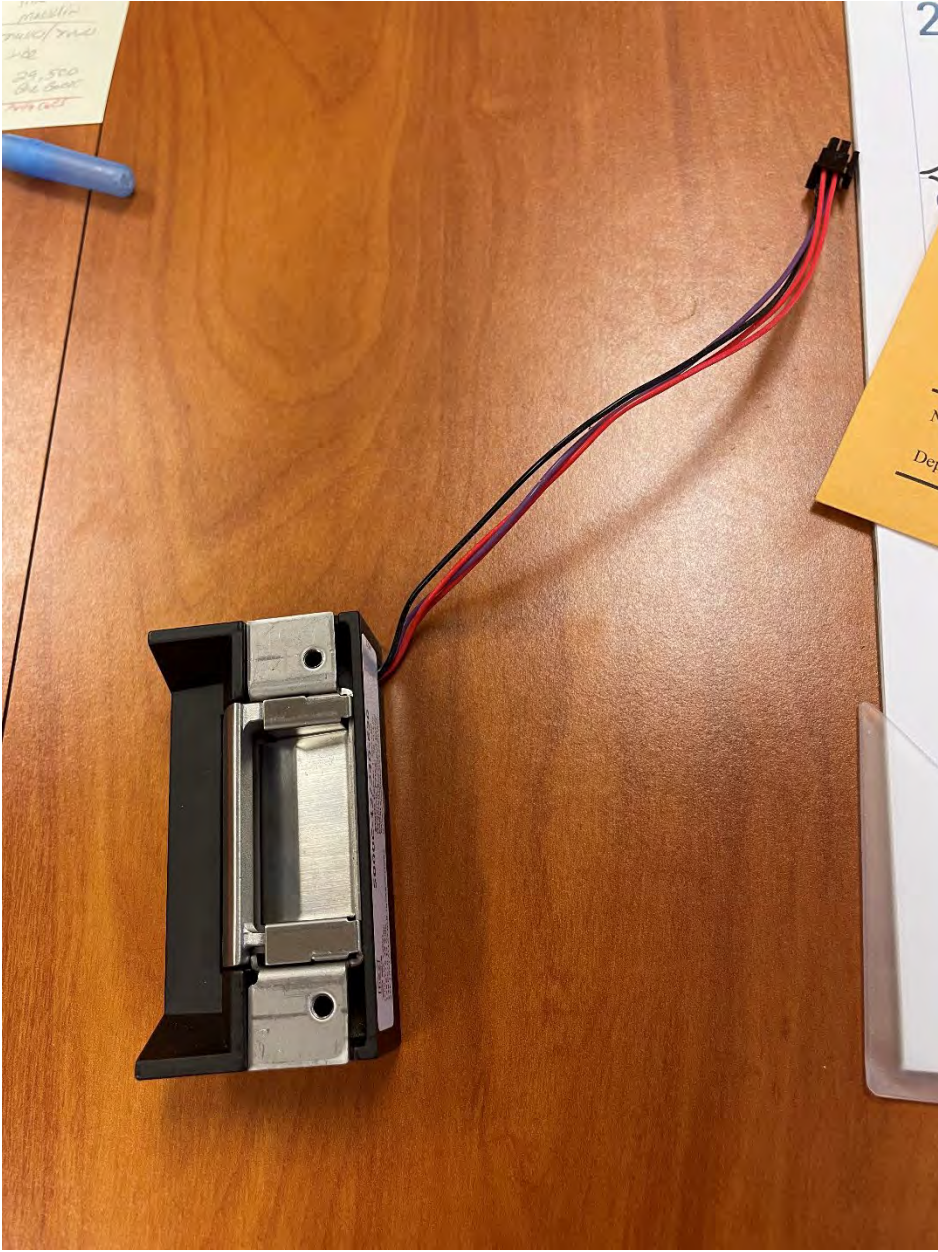
**HID proximity card reader**



**Electronic Latch Hardware**



**Electronic Latch Hardware**



**Push Button Unlocking Mechanism**



Sensor Auto Unlock



**Maglock Door Locking Device (Top Door Magnet)**



**Bosch fixed IP Tamperproof Dome Camera**

