

REQUEST FOR PROPOSALS FOR

Injury Prevention Program

RFP No. 26-13

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PART I

GENERAL INFORMATION TO OFFERORS

SUMMARY	
When:	Proposals must be submitted by Wednesday, September 9, 2026 no later than 1:00 PM.
Where:	Philadelphia Parking Authority Attention: Shannon Stewart, Manager of Contract Administration 701 Market Street, Suite 5400 Philadelphia, PA 19106
How:	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 Wednesday, September 9, 2026 at 1:00 PM. Whether mailed or hand-delivered, all envelopes must display the company's name and must be boldly and clearly handwritten (not typewritten) "RFP No. 26-13 Injury Prevention Program". All proposals must be presented with one (1) original and eight (8) copies , individually numbered, and an electronic version consisting of one PDF file via USB drive. Please do not password protect the USB drive or file.
Mandatory Pre-Proposal Meeting	A mandatory Pre-Proposal Meeting will be held on Wednesday, August 5, 2026 at 11:00 AM at the offices of the Philadelphia Parking Authority at 701 Market Street, Suite 5400, Philadelphia, PA 19106. Prospective Offerors may attend in person or virtually using the Teams meeting information below: Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 287 172 830 047 279 Passcode: nX64MN6F Download Teams Join on the web Or call in (audio only) tel:+19293467319,,868501682# United States, New York City Find a local number Phone conference ID: 868 501 682# Prospective Offerors who are having trouble attending the meeting should contact Shannon Stewart for assistance at 215.837.9025. Please complete the Offeror Registration Form to complete your registration for this solicitation.

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 is seeking proposals from qualified Offerors to implement a comprehensive Injury Prevention Program for its employees, with a primary emphasis on personnel working in the Authority’s On-Street division. The program will be designed to identify, assess, and mitigate workplace injury risks through a proactive approach that combines ergonomic assessment, training, physical fitness, and ongoing evaluation. Contractor must develop and implement a sustainable program that includes a "train the trainer" component utilizing available technology to maximize employee participation and program effectiveness.

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.

Eligible Offerors are encouraged to submit questions concerning the RFP in writing after the Pre-Proposal meeting and no later than **Wednesday, August 19, 2026 at 12:00 PM.**

Questions concerning this RFP are to be submitted via the Question Submission Form using the link below:

<https://ppa-forms-pro.powerappsportals.com/question-submissions/?uid=b587f255-f659-44fd-b2fe-3a7cd7302b06>

(The link will be activated after the Pre-Proposal Meeting)

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.

Only questions submitted by eligible Offerors 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, <https://philapark.org/bids-solicitations/>. 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 Submission Form using the link below, prior to the question deadline.

<https://ppa-forms-pro.powerappsportals.com/question-submissions/?uid=b587f255-f659-44fd-b2fe-3a7cd7302b06>

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. 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 **Wednesday, September 9, 2026 no later than 1:00 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.

If you would like to request an extension to the question deadline or proposal due date, you must submit that request during the question period and allow the Authority to respond via addendum.

I-7. Small and Small Diverse Business Participation.

The Authority seeks to increase procurement through small and small diverse businesses for all products, services and construction. Offerors must identify their status as a small or small diverse business by completing the Small and Small

Diverse Business Participation Submittal form included in the Proposal Form along with a copy of their Small Business Procurement Initiative certificate issued from the Pennsylvania Department of General Services. Offerors may self-certify using the link below:

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

Please note: The Authority encourages small and small diverse business participation. However, this solicitation is open to all eligible Offerors.

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*. 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.

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 H)** 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. 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-14. 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, via email to Shannon Stewart at sstewart@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-15. 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-16. Subcontracting.

Any use of subcontractors by an Offeror must be identified in the proposal and identify the services the subcontractors will perform. 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-17. Notification of Offeror Selection.

The Authority will study and evaluate all proposals which are received in accordance with the instructions set forth in the proposal package and will seek to select an Offeror and notify all other Offerors of the award within one hundred and twenty (120) 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-18. Standard Practices.

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

I-19. Document Disclosure.

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

I-20. Statement of No Proposal.

All Prospective Offerors that do not intend to submit a proposal are asked to complete the Proposal Decline Form enclosed in the proposal documents.

This document must be emailed to the attention of Shannon Stewart, Manager of Contract Administration at sstewart@philapark.org.

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

<https://ppa-forms-pro.powerappsportals.com/decline-submission/?uid=b587f255-f659-44fd-b2fe-3a7cd7302b06>

I-21. Shipping and Delivery.

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

I-22. Financial Statements.

If requested, Offeror will be required to provide audited financial statements for the last three years completed by an independent Certified Public Accountant firm who is not affiliated with or employed by the Offeror.

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.

PART II

INFORMATION REQUIRED FROM OFFERORS

II-1. Proposal Format.

All proposals submitted must conform to the following format requirements. **Proposals must not exceed 10 pages (page count limit applies to Tabs A, B, C and F only). Please do not provide duplicate answers. Any proposal that does not contain the information outlined below may not be considered.**

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 is posted to the Authority's website.

Forms that are altered by the Offeror may be grounds for rejection of the Offeror's response.

The tab requirements are as follows:

- Tab A - Transmittal Letter
- Tab B - Qualifications and Experience
- Tab C - Key Personnel
- Tab D - Proposal Form and Cost Proposal
- Tab E - Technical Response
- Tab F - Sample Project Schedule
- Tab G - Evidence of Insurance
- Tab H - Proposed Amendments to Contract
- Tab I - Disclosure of Legal Actions
- Tab J - Professional Qualifications
- Tab K - Authorization to do business
- Tab L - Additional Information

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

II-2. Transmittal Letter (Tab A). (Page Limit: 1 page)

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). (Page Limit: 2-3 pages)

Offerors must have a minimum of **five (5) years'** experience in providing injury prevention services as described in the Work Statement.

Highlight unique qualifications, experience, approach, background, added services, technologies, innovations, or other characteristics of your firm that make it the best choice.

II-4. Key Personnel (Tab C). (Page Limit: 1-2 pages)

Offerors must identify the primary employee(s) anticipated to be the project manager and a qualified substitute to represent the company for the entire term of contract and include the clients they serve. Include any personnel or services that set you apart from other Offerors and why it would be most advantageous for the Authority to contract with your company.

Provide an organizational chart of the team who will be servicing the Authority's account. Include through a resume, or similar document, education and experience providing the goods/services as described in the Work Statement. Indicate the responsibilities each will have and how long each has been with your company. Do not list personnel who will not be

assigned to this contract. Personnel assigned must have certifications in ergonomics, physical therapy, occupational health, or related fields and knowledge of OSHA regulations and industry best practices.

II-5. Proposal Form and Cost Proposal (Tab D).

The Proposal Form attached as *Appendix A* must be submitted in its entirety (except for the Proposal Decline Form). All signature lines must be executed. Electronic signatures are acceptable.

Offeror must provide a comprehensive pricing proposal that clearly identifies all milestone tasks and associated costs to be paid when each milestone task and deliverables are completed (“milestone payment”).

Each milestone payment must be fully inclusive of all labor, materials, meetings, assessments, reports, presentations, travel, administrative costs, and any other expenses necessary to complete the applicable milestone of the project. No milestone payment will be invoiced until all associated services and deliverables for that milestone have been completed and approved by the Authority.

Identify the name, title and hourly rates for key personnel to perform the services for additional job titles identified by the Authority throughout the contract term.

II-6. Technical Response (Tab E). (Page Limit: 3-5 pages)

Offeror must demonstrate a complete understanding of the Authority’s requirements, demonstrate their ability to meet all requirements and outline a clear and concise plan to meet the requirements. Proposals should describe Offeror’s approach to providing injury prevention services to meet the Authority’s needs. The proposal should make clear why the Authority should select the Offeror instead of one of its competitors.

II-7. Sample Project Schedule (Tab F).

Include a sample project schedule that includes milestone tasks, deliverables and milestone payments. The Project Schedule will be negotiated and finalized during the kickoff meeting.

II-8. Insurance Requirements (Tab G).

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-9. Proposed Amendments to Contract (Tab H).

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-10. Disclosure of Legal Actions (Tab I).

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-11. Professional Qualifications (Tab J) .

Offerors must demonstrate specialized expertise in occupational injury prevention, specifically related to parking enforcement and similarly related occupations.

Offerors must demonstrate experience designing, implementing, and managing comprehensive workplace injury prevention programs, supported by qualified personnel holding credentials in ergonomics, physical therapy, occupational health, or related fields.

Offerors must demonstrate a thorough understanding of applicable OSHA regulations and industry best practices governing workplace safety and injury prevention.

Offerors must demonstrate capability of conducting detailed job task analyses and translating findings into targeted, practical injury prevention strategies.

Offerors must also demonstrate proficiency in adult learning principles and the delivery of effective training programs, including technology-based and blended learning approaches.

Offerors must have a proven track record of measuring program effectiveness, utilizing performance metrics and evaluation tools to document outcomes and program impact.

II-12. Authorization to do business (Tab K).

All proposals must be submitted in the exact name of the person (organization) that will contract with the Authority upon contract award ("Contracting Party").

The proposal must include the Contracting Party's **Federal Employee Identification Number (EIN)**.

The proposal must include confirmation that the Contracting Party is licensed to do business in the Commonwealth of Pennsylvania and provide the **Entity Number** issued by the Pennsylvania Secretary of State to the Contracting Party upon registration.

The proposal must include confirmation that the Contracting Party is licensed to do business in the City of Philadelphia and provide the **Commercial Activity License Number** issued by the Philadelphia Department of Licenses and Inspections to the Contracting Party upon registration. 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.

II-13. Additional Information (Tab L).

Any additional information or alternative solutions not specifically requested in this RFP but which the Offeror deems important and relevant should also be submitted and identify the cost associated.

PART III

CRITERIA FOR SELECTION

III-1. Mandatory Responsiveness Requirements. To be eligible for selection, a proposal must 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: 25%**
- c. The technical ability and capacity of the Offeror to meet the terms of the contract as evidenced by technical response, sample project schedule, reference feedback and past performance with the Authority. **Weight: 35%**
- d. Proposed fees, costs, and changes to the proposed contract although the Authority is not bound to select the Offeror who proposes the lowest fees. **Weight: 25%**
- e. Small and Small Diverse Business participation. **Weight: 10%**

PART IV

WORK STATEMENT

IV-1. General.

The Authority is seeking proposals from qualified Offerors to implement a comprehensive Injury Prevention Program for its employees, with a primary emphasis on personnel working in the Authority's On-Street division. The program will be designed to identify, assess, and mitigate workplace injury risks through a proactive approach that combines ergonomic assessment, training, physical fitness, and ongoing evaluation. Contractor must develop and implement a sustainable program that includes a "train the trainer" component utilizing available technology to maximize employee participation and program effectiveness.

IV-2. Specific.

The Authority is seeking implementation of a comprehensive Injury Prevention program designed to identify, assess, and mitigate workplace injury risks through a proactive approach that combines ergonomic assessment, training, physical fitness, and ongoing evaluation.

Phase I of the contract will concentrate on a targeted set of job titles to ensure a focused and effective rollout. Specifically, this phase will prioritize the following three job titles:

- **Parking Enforcement Officer ("PEO"):** There are currently 319 PEOs which includes 20 Bike Patrol PEOs and 14 Airport PEOs. There are 42 Supervisors and 7 Head Supervisors.
- **Tow Operator:** There are currently 78 Tow Operators, 8 Supervisors and 3 Head Supervisors.
- **Booster:** There are currently 32 Boosters, 2 Supervisors, 1 Deputy Manager and 1 Manager.

Please refer to Appendix D for detailed job descriptions of the above referenced job titles. Focusing on these job titles will allow for deeper analysis, tailored solution development, and early validation of approach before broader implementation across all Authority job titles. Insights, outcomes, and lessons learned from this phase will inform subsequent phases and potential expansion to additional job titles. The comprehensive job analysis for Phase I must be completed on-site.

Additional Work: Additional job titles may be added throughout the term of the contract using the task order process as described in section E of the Work Statement. Additional job titles will be negotiated based on the hourly rates identified in the selected Offeror's proposal.

The Authority has developed a general framework for an Injury Prevention Program below that is intended to serve as guidance and not intended to limit the Offeror's proposed approach.

The Authority seeks the expertise of the Offerors to propose innovative, evidence-based strategies, methodologies, technologies, services, and deliverables that they believe will best achieve the Authority's objectives of reducing workplace injuries, improving employee health and safety, and promoting a culture of injury prevention.

Offerors should not limit their proposals solely to the tasks, activities, or deliverables specifically identified below.

Proposals should describe the Offeror's recommended program structure, implementation methodology, performance measures, staffing model, technology solutions, training approaches, and any additional services or program elements that, in the Offeror's professional judgment, would enhance the overall effectiveness of the Injury Prevention Program.

A. Injury Prevention Program Components

1. Comprehensive Job Analysis

- a. Conduct thorough job analysis for Authority-identified divisions to document physical demands and identify risk factors.

- b. Utilize objective measurement tools to quantify force, repetition, awkward postures, and other ergonomic risk factors.
 - c. Document findings in comprehensive reports identifying primary, secondary, and tertiary risk factors for each position.
 - d. Develop position-specific risk profiles that can inform targeted prevention strategies.
 - e. Include analysis of seasonal variations in job tasks and associated risks.
 - f. The Authority may identify job titles that require on-site job analysis.
 - g. **Deliverable:** Comprehensive job analysis reports for all identified positions.
2. **Risk Mitigation Strategies:** The Contractor will develop customized risk mitigation strategies including, but not limited to:
- a. Engineering controls: Recommendations for workstation modifications, tool redesign, or equipment adjustments.
 - b. Administrative controls: Job rotation schedules, work-rest cycles, and procedural modifications.
 - c. Behavioral interventions: Proper body mechanics, lifting techniques, and task-specific injury prevention methods.
 - d. Personal protective equipment recommendations appropriate to job functions.
 - e. Implementation of early intervention protocols to address discomfort before it becomes an injury.
 - f. **Deliverable:** Position-specific risk profiles and mitigation recommendations.
3. **Training**
- a. **“Train the Trainer” Component:** The Contractor must develop a sustainable train-the-trainer model that includes:
 1. The Authority will designate the internal trainers for each department. For Phase I, the designated trainers for each job title are as follows:
 - PEO: (7) Head Supervisors
 - Towing Operator: (3) Head Supervisors
 - Booter: (1) Deputy Manager of Booting and (1) Manager of Booting
 2. Comprehensive trainer preparation curriculum.
 3. Training materials and resources for ongoing program delivery.
 4. Certification process for internal trainers.
 5. Mentoring and support for newly trained trainers.
 6. Periodic trainer refresher courses and updates.
 7. Evaluation of trainer effectiveness
 8. **Deliverable:** Train-the-trainer curriculum and certification process.
 - b. **Supervisor Education and Training**
 1. Recognition of ergonomic risk factors specific to On-Street divisions.
 2. Early identification of employee behaviors that increase injury risk.
 3. Techniques for providing constructive feedback on unsafe work practices.

4. Methods to reinforce proper body mechanics and safe work procedures.
5. Procedures for responding to and documenting injury reports.
6. Strategies for supporting employees returning to work after injury.
7. **Deliverable:** Customized training materials for supervisors.
- c. **Employee Education and Training:** The Contractor will develop and deliver position-specific employee training including, but not limited to:
 1. Interactive education on job-specific injury risks and prevention techniques.
 2. Hands-on instruction in proper body mechanics for common job tasks.
 3. Self-assessment tools for identifying personal risk factors.
 4. Practical demonstration and practice of safe work techniques.
 5. Technology-based reinforcement through videos, apps, or online resources.
 6. Regular refresher training to maintain awareness and compliance.
 7. **Deliverable:** Customized training materials for employees.
4. **Optional Physical and Mental Fitness Program:** The Contractor will design and implement a comprehensive fitness program including:
 1. Pre-shift warm-up routines specific to job demands.
 2. Targeted strengthening exercises for at-risk muscle groups.
 3. Flexibility and mobility protocols to maintain range of motion.
 4. Cardiovascular conditioning appropriate to job requirements.
 5. Stress management and mental resilience techniques.
 6. Recovery strategies to prevent cumulative trauma.
 7. Options for employees of varying fitness levels and physical capabilities.
 8. **Deliverable:** Physical and mental fitness program materials and implementation plan.
5. **Safety Awareness Campaigns:** The Contractor will create and implement safety awareness campaigns that:
 - a. Focus on position-specific risks identified during job analysis.
 - b. Utilize multiple communication channels (posters, newsletters, digital media)
 - c. Incorporate seasonally relevant safety messages.
 - d. Include measurable objectives for employee engagement.
 - e. Feature success stories and positive reinforcement.
 - f. Maintain consistent messaging while providing fresh content.
 - g. **Deliverable:** Safety awareness campaign materials and distribution plan. Offerors must indicate the frequency that the campaign materials will be updated.

B. Program Implementation and Management

1. **Technology Integration:** The program must leverage technology to maximize reach and effectiveness through:

- a. Web-based training modules accessible to all employees.
 - b. Mobile applications for reinforcement of key concepts.
 - c. Digital tracking of participation and compliance.
 - d. Interactive risk assessment tools.
 - e. Video libraries that demonstrate proper techniques.
 - f. Real-time feedback mechanisms.
- 2. Program Monitoring and Evaluation:** The Contractor will implement robust monitoring processes including:
- a. Periodic task audits to verify compliance with safe work practices.
 - b. Effectiveness evaluations measuring key performance indicators.
 - c. Trend analysis of injury data to identify program impact.
 - d. Employee feedback mechanisms to assess program acceptance.
 - e. Return on investment calculations based on injury reduction.
 - f. Quarterly review meetings with Authority management.
 - g. Annual program review and adjustment recommendations.
- 3. Reporting Requirements:** The Contractor will provide comprehensive reporting including, but not limited to:
- a. **Annual Comprehensive Program Evaluation Report** detailing:
 - 1. Recommended program adjustments based on outcomes.
 - 2. Technology-based training and reinforcement tools.
 - 3. Workplace hazard assessments and mitigation plans.
 - b. **Individual Employee Assessment and Intervention Reports** detailing:
 - 1. Assessment findings
 - 2. Recommended interventions
 - 3. Employee progress and compliance
 - 4. Follow-up requirements
 - 5. Accommodations or modifications needed
 - b. **Quarterly Program Effectiveness Reports:**
 - 1. Participation rate by division
 - 2. Pre/post risk assessment comparisons
 - 3. Injury rate trends
 - 4. Effectiveness of specific interventions
 - 5. Economic impact analysis
 - 6. Recommendations for program refinement
 - c. **Workplace Hazard Reports** identifying:
 - 1. Environmental risk factors

2. Equipment or facility issues
3. Procedural hazards
4. Recommended corrective actions
5. Implementation timelines and responsibilities

C. Project Schedule: Offerors must submit in **Tab F** of their proposal a sample project schedule addressing:

1. Initial job analysis and risk assessment phase
2. Program development and customization
3. Train-the-trainer component
4. Employee training rollout
5. Technology integration
6. Monitoring and evaluation schedule
7. Reporting intervals
8. Program review and refinement milestones

D. Task Order Process for Additional Work and Job Titles: Any additional work not identified in this Work Statement and for job titles added throughout the contract will be authorized through a written Task Order issued by the Authority containing a specific scope of services to be performed.

The selected Offeror will submit a proposal that must include:

Deliverables, timelines, and applicable milestones.

1. Identify the task order not to exceed ("NTE") amount in accordance with the hourly rate(s) established in the selected Offeror's proposal.
2. No additional work will commence until a Task Order has been executed and approved in writing by the Authority.
3. The cost established in the task order will be a NTE cost which in no event will be exceeded unless agreed to and approved by the Authority in writing prior to incurring extra costs.
4. If on-site job analysis is required, travel costs must be approved by the Authority in writing, in advance.

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 H)** 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**

INJURY PREVENTION PROGRAM

RFP No. 26-13

PROPOSAL FORM

1. The undersigned submits this proposal in response to the above referenced **RFP No. 26-13 Injury Prevention Program** 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 this Agreement 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.

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

Signature

Name
(Please Print)

Title

6. **Insurance Requirements:** The undersigned Offeror agrees to the insurance requirements as specified in Appendix C, *Insurance Requirements* and any Addenda, if issued. The Offeror further agrees to provide a final Certificate of Insurance (COI) in compliance with the insurance requirements no later than five (5) calendar days after notification of award.

Signature

Name
(Please Print)

Title

Date

7. Offeror Signatures: Complete ONE section below.

If proposal is by a corporation, form must include the date and be signed here by (a) President or Vice President, and (b) Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, or Officer. 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 proposal 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

8. Affidavit of Non-Collusion:

State of: _____
County of: _____

RFP No. _____

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

I state that:

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

(2) Neither the price(s) nor the amount of this proposal, and neither the terms nor the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is 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: _____

9. **References:** Offerors must provide a minimum of three (3) references, to whom similar services were provided within the last 3 years. The 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. **The Authority will contact the references provided via email, email addresses must be provided.**

1. **Company Name:** _____

Company Address: _____

Reference Contact Name and Title: _____

Contact Phone Number: _____

Contact Email Address: _____

Dates services were performed: _____

Description of Services: _____

2. **Company Name:** _____

Company Address: _____

Reference Contact Name and Title: _____

Contact Phone Number: _____

Contact Email Address: _____

Dates services were performed: _____

Description of Services: _____

3. **Company Name:** _____

Company Address: _____

Reference Contact Name and Title: _____

Contact Phone Number: _____

Contact Email Address: _____

Dates services were performed: _____

Description of Services: _____

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 Commercial Activities License Number:** _____

e. **Federal EIN Number:** _____

Philadelphia Parking Authority

SMALL AND SMALL DIVERSE BUSINESS PARTICIPATION SUBMITTAL (Copy 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 the 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 and 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. 26-13 Injury Prevention Program

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 RFP
- ☐ We do not offer this product or service
- ☐ Our schedule would not permit us to perform
- ☐ 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://ppa-forms-pro.powerappsportals.com/decline-submission/?uid=b587f255-f659-44fd-b2fe-3a7cd7302b06>.

Appendix B

Sample Contract

**AGREEMENT FOR
INJURY PREVENTION PROGRAM
SERVICES
BY AND BETWEEN
THE PHILADELPHIA PARKING AUTHORITY
AND _____**

Contract No. K-26-0022

THIS AGREEMENT effective as of the _____ day of _____, 2026 by and between **The Philadelphia Parking Authority**, an agency of the Commonwealth of Pennsylvania and a body corporate and politic, with its principal address at 701 Market Street, Suite 5400, Philadelphia, PA 19106 (the "**Authority**") and _____ with a registered address at _____, _____, _____, _____ ("**Company**").

WITNESSETH:

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

WHEREAS, the Authority sought the services of a qualified offeror to implement a comprehensive Injury Prevention Program for its employees, with a primary emphasis on personnel working in the Authority's On-Street division, under a contract with the Authority through Request for Proposal No. 26-13 "Injury Prevention Program" (hereinafter "RFP"), a true and correct copy of the RFP is attached hereto as Exhibit "B"; and

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

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

1. SERVICES.

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

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

B. To coordinate the fulfillment of this Agreement with the Authority's Project Manager for the implementation of the Services. The Authority's Project Manager shall be Alanna Buchanan who may be reached at 215-683-9770 or by e-mail at ABuchanan@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 comply fully with all requirements and terms of this Agreement, the RFP and the Proposal.

2. **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-year Options to Renew at the sole discretion of the Authority, subject to the other provisions of this Agreement. The Authority shall provide thirty (30) days written notice of its option to renew for the one-year term permitted by this Agreement. The term of this Agreement may not be extended beyond five (5) years.

3. **PROJECT SCHEDULE**

A. Project Schedule. The Authority and Company will meet within 10 calendar days after the Effective Date of this Agreement to develop a mutually agreeable Project Schedule, which will be appended and incorporated into this Agreement as Exhibit "D". Company will perform the Services according to the Project Schedule plus any changes to that schedule that are mutually agreed to by the Parties.

B. Milestone Acceptance. Company may not proceed to the next milestone identified in the Project Schedule until the Authority's Project Manager issues approval in writing. The Authority's Project Manager will have sole discretion in reasonably determining whether any milestone has been successfully completed.

C. Milestone extension. The Authority's Project Manager may, in his sole discretion, extend the duration of any milestone event identified in the Project Schedule for a reasonable amount of time and in each case in writing to the Company.

D. Project Management. The Company must provide deliverables to the Authority's Project Manager pursuant to the schedule identified in the Work Statement and the Project Schedule. The Authority's Project Manager and Company designees will meet with the Authority's representatives at such times and in such places as reasonably requested by the Authority.

E. Time is of the Essence. Timely performance is a primary consideration in this Agreement, and, therefore, time is expressly made of the essence with respect to each and every milestone event identified in the Project Schedule.

4. **CONSIDERATION AND PAYMENT.**

A. For the performance of Services described herein, the Authority shall pay the Company in accordance with Section ____ of its _____ (date) Proposal ("Base Price"). Company agrees to accept such amounts resulting from the Services performed as the sole and full compensation for such Services. The fixed fees for all optional Additional Work selected by the Authority during the Initial Term or any Option Period is separately identified as "Hourly Rates" and set forth in the Cost Form of Company's Proposal. The Authority is not required to select any Additional Work during the Initial Term or any Option Period.

B. The Company shall invoice the Authority for the Milestones as provided in the Project Schedule for Services as provided in this Agreement in a form acceptable to the Authority. All invoices shall be forwarded to Alanna Buchanan at the Authority's address provided above.

C. The Pricing set forth in this Agreement shall include all shipping and delivery costs associated with the fulfillment of the terms of this Agreement, as well as any tax, imposition, charge, duty, or levy ("Tax") which may be imposed under any present or future law on the sale of the merchandise covered by this Agreement. At no time will Company be reimbursed for any administrative or overhead costs incurred by Company in fulfilling the terms of this agreement, including, but not limited to, any time, fees or expenses associated with Company's travel, fuel, lodging, food, or photocopying in connection with Company's Services without the advanced written approval of the Project Manager.

5. NO SOLICITATION/CONFLICTS OF INTEREST.

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

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

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

6. INABILITY OF COMPANY TO PERFORM. The inability of Company to perform or provide the Services under this Agreement, for any reason, shall automatically terminate this Agreement, whereupon all liabilities or obligations for payment hereunder shall terminate as of the date of such termination.

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

8. GENERAL TERMS AND CONDITIONS.

A. Right to Know Law Provisions.

1. The Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101-3104, (“RTKL”) applies to this Agreement.

2. If the Authority requires the assistance of the Company as to any request or other issue related to the RTKL in regard to this Agreement (“Requested Information”), it will notify the Company using the contact information provided in this Agreement. Upon written notification from the Authority that it requires the Company’s assistance in responding to such a request under the RTKL the Company must:

i. Provide the Authority, within 5 days after receipt of written notification, with copies of any document or information in the Company’s possession arising out of this Agreement that the Authority reasonably believes is Requested Information and may be a public record under the RTKL; and

ii. Provide such other assistance as the Authority may reasonably request, in order to comply with the RTKL with respect to this Agreement.

3. If the Company considers the Requested Information to be exempt from production under the RTKL, the Company must notify the Authority and provide, within 5 days of receiving the written notification, a written statement signed by a representative of the Company explaining why the requested material is exempt from public disclosure under the RTKL and identifying the specific provision of the RTKL that renders some or all of the Requested Information exempt from disclosure.

4. The Authority will rely upon the written statement from the Company in denying a RTKL request for the Requested Information unless the Authority determines that the Requested Information is clearly not protected from disclosures under the RTKL. In the event the Authority determines that the Requested Information is clearly not exempt from disclosure, the Company must provide the Requested Information to the Authority within 5 days of receipt of written notification of the Authority’s determination.

5. The Authority will reimburse the Company for any costs associated with complying with these provisions only to the extent allowed under the fee schedule established by the Office of Open Records or as otherwise provided by the RTKL if the fee schedule is inapplicable.

6. If the Company fails to provide the Requested Information as provided in paragraph No. 4. (“Company’s Refusal”) the party requesting the information may have the right to challenge that failure to disclose before the Pennsylvania Office of Open Records (“OOR”) and potentially the courts. Company hereby understands and agrees that the Authority will not argue in favor of the Company’s non-disclosure of the Requested Information and will inform the tribunal that it directed Company to produce such information.

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

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

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

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

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

B. Force Majeure. Neither contracting party will be liable for inadequate performance to the extent caused by a condition (for example, natural disaster, act of war or terrorism, riot, labor condition and governmental action) that was beyond the party's reasonable control.

C. No Third-Party Beneficiaries. There are no third-party beneficiaries to this Agreement.

D. Maintenance of Records. Regardless of the impact of the Right-to-Know Law, Company shall maintain all data, records, memoranda, statements of services rendered, correspondence and copies thereof, in adequate form, detail and arrangement, for the Authority's benefit for a minimum of three (3) years following the termination or expiration of this Agreement. Such information must be maintained in a secure and professionally reasonable manner. Thereafter, Company shall contact the Authority before disposing of any such materials and the Authority may direct that some or all of such materials be delivered to the Authority.

E. Assignment. This Agreement may not be transferred or assigned by Company without the prior written consent of the Authority which consent may be withheld in the sole discretion of the Authority, any transfer or assignment made without the prior written consent of the Authority shall be void. In the event such consent is given, the terms and conditions of this Agreement shall apply to and bind the party or parties to whom such work is subcontracted, assigned, or transferred as fully and completely as the Contractor is hereby bound and obligated and the Contractor shall obtain written acknowledgement thereof from all subcontractors and experts so engaged.

F. Subcontractors.

1. Company may use designated subcontractors, approved in advance by the Authority, in performing Company's Services. Company must obtain the Authority's prior written consent in order to change or add subcontractors. Company will be responsible for directing the work of the approved subcontractors and for any compensation due to subcontractors. The Authority assumes no responsibility whatsoever concerning such compensation.

2. Company will ensure that Company's subcontractors comply with this Agreement. At the Authority's request, Company will require any or all of Company's subcontractors to sign an agreement with Company requiring compliance with this Agreement.

G. Key Personnel. Company, with respect to any replacement of key personnel assigned to this matter, shall consult with the Authority.

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

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

J. 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.

K. Indemnity. Company, for itself, its successors, assigns, agents, and sub-contractors hereby agrees to indemnify, hold harmless and defend the Authority and its agents, employees, representatives, attorneys, officers and directors (the "Indemnified Party") from and against any and all liability for losses, (including those related to business interruption), damage (including special, consequential and incidental) liabilities, claims, demands, causes of action or expense (including attorney's fees and expenses) for which the Indemnified Party may be held liable by reason of injury (including death or workers compensation) to any person (including Company's employees) or damage to any property of whatsoever kind or nature arising out of or in any manner connected with the work to be performed for the Indemnified Parties (including, but not limited to, work performed under this Contract, work performed under Change Order, or any such other work performed for or on behalf of the Indemnified Parties), and for breach of this Agreement regarding the use or nondisclosure of proprietary and confidential information where it is determined that Company is responsible for any use of such information not permitted by this Agreement. This obligation to indemnify, defend and hold harmless shall survive termination of this Agreement.

L. Entire Agreement. This Agreement contains the entire agreement of the parties with respect to the matter covered by this Agreement. No other agreement, statement, representation, understanding or promise made by any party or by any employee, officer, or agent or any party, that is contained in this Agreement, shall be binding or valid. Any revisions, additions, and/or modifications of this Agreement must be set forth in writing and signed by all parties.

M. Exhibits and Interpretation. All Exhibits to this Agreement are hereby incorporated by reference as though set forth fully herein. The contracting parties acknowledge and agree that (i) each party reviewed and negotiated the terms and provisions of this Agreement and has contributed to it; and (ii) the rule of construction to the effect that any ambiguities are resolved against the drafting party shall not be employed in the interpretation of the Agreement, regardless of which party was generally responsible for the preparation of this Agreement.

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

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

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

Q. Applicable Law and Venue. This Agreement shall be governed by and interpreted and enforced in accordance with the laws of the Commonwealth of Pennsylvania (without regard to any conflict of laws provisions) and the decisions of the Pennsylvania courts. The parties hereto irrevocably consent to the exclusive jurisdiction of the First Judicial District of Pennsylvania, being the Philadelphia Court of Common Pleas and waiving any claim or defense that such forum is not convenient or proper. Company agrees that the Philadelphia Court of Common Pleas shall have *in personam* jurisdiction over it, and consents to service of process in any manner authorized by Pennsylvania law.

R. Taxes.

1. Company hereby certifies that neither it, nor any of its parent or subsidiary entities, is delinquent or overdue in the payment of any tax or fee to the City or County of Philadelphia or the Commonwealth of Pennsylvania. Company also certifies that its Philadelphia Commercial Activity License No. is:_____. Company further certifies that its Federal Tax ID. No. is:_____.

2. As an agency of the Commonwealth of Pennsylvania, and a local government agency, the Authority is exempt from the payment of state and local sales and use and other taxes on material, equipment or other personal property. Company agrees that the fees, prices or rates stated in this Agreement (1) do not include any state or local taxes, surcharges or fees on the Authority in connection with this transaction, and (2) do include all other applicable taxes for which Company is liable. In the event Company’s performance under this Agreement creates a tax liability, such taxes, including but not limited to, real estate taxes, school taxes, use & occupancy taxes, and sales taxes shall be the sole obligation of Company, and Company shall maintain current accounts as to the payment of such taxes and be liable over to the Authority for any taxes assessed against the Authority as a result of Company’s performance under this Agreement.

S. Ownership of Authority Materials. As between the parties, the Authority shall own and retain all right, title and interest in and to all Authority data, records, policies, statements,

advertisements, programs, procedures, files, any and all Authority Provided Resources, such as, documents, or data provided by the Authority, including but not limited to the RFP, and all written summaries, findings and reports, and proposed policies and procedures produced by Company pursuant to this Agreement.

T. Ownership Rights. All documents, data, and records produced by the Company and any experts in carrying out the obligations and services hereunder, without limitation and whether preliminary or final, are and shall become and remains the property of the Authority

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

V. Waiver. No term or provision hereof shall be deemed waived by the parties unless such waiver or consent shall be in writing signed by both parties. No breach shall be excused unless it is in writing signed by the non-breaching party.

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

X. 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.

Y. Separation Clause. If any provision of this Agreement, or the application of any provision to any person or circumstances, is held invalid or unenforceable, the remainder of this Agreement and the application of such provision(s) to other persons or circumstances shall remain valid and enforceable.

SIGNATURE PAGE TO FOLLOW

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

The Philadelphia Parking Authority

Attest: _____

Print Name: _____

Print Title: _____

By: _____

Gabe Roberts
Interim Executive Director

APPROVED AS TO FORM

By: _____
Office of General Counsel

Company

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 shall be deemed to have consented by virtue of execution of this Contract.

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

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

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

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

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

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

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

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

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

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

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

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

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

10. Contractor shall cooperate with the Authority's Office of General Counsel, or its designee, in its investigation of any alleged officer or employee breach of ethical standards and any alleged Contractor non-compliance with these Contractor Integrity Provisions. Contractor agrees to make identified Contractor employees available for interviews at reasonable times and places.

Contractor, upon the inquiry or request of an investigator, shall provide, or if appropriate, make promptly available for inspection or copying, any information of any type or form deemed relevant by the Authority's designated investigator to Contractor's integrity and compliance with these provisions. Such information may include, but shall not be limited to, Contractor's business or financial records, documents or files of any type or form that refer to or concern this contract. Contractor shall incorporate this paragraph in any agreement, contract or subcontract it enters into in the course of the performance of this contract/agreement solely for the purpose of obtaining subcontractor compliance with this provision. The incorporation of this provision in a subcontract shall not create privity of contract between the Authority and any such subcontractor, and no third party beneficiaries shall be created thereby.

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

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

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

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

Exhibit “B”
Request for Proposal

Exhibit “C”
Company’s Proposal

Exhibit “D”
Project Schedule

Appendix C

Insurance Requirements

THE PHILADELPHIA PARKING AUTHORITY
RFP NO. 26-13 INJURY PREVENTION PROGRAM
APPENDIX C - 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. Excess/Umbrella Liability Insurance: with a minimum acceptable limit of coverage of \$1,000,000 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.

5. Professional (E&O) Liability Insurance with minimum acceptable limits of \$1,000,000 per claim

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APPENDIX C - INSURANCE REQUIREMENTS

and \$2,000,000 aggregate. Claims-made is acceptable, but if coverage is canceled, non-renewed or discontinued, Contractor must purchase Extended Reporting Coverage for the applicable statute of repose. If the controlling legal jurisdiction does not have any applicable statute of repose, the Extended Reporting Coverage shall be maintained for the period of the applicable statute of limitations or for a period of seven (7) years, whichever duration is longest.

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 statue 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.
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 transmitted within five days of receipt of these

THE PHILADELPHIA PARKING AUTHORITY
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APPENDIX C - INSURANCE REQUIREMENTS

insurance requirements to The Philadelphia Parking Authority regardless of when your work will start. Project description, RFP/Bid Number or 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

Job Descriptions



Job Description

Job Title: Parking Enforcement Officer (PEO)

Department: Ticketing

Employment Type: Regular Full Time

Representation: District Council 33

General Description:

To enforce on-street parking regulations by patrolling the city's regulated parking zones. Parking Enforcement Officers (PEOs) are responsible for ticketing vehicles that they observe to be parked illegally. Enforcement officers encourage continuous turnover of vehicles by enforcing parking regulations fairly, consistently and thoroughly. This position requires thorough knowledge of parking regulations, Parking Authority policies and procedures, and attention to detail. All PEOs receive extensive training on the parking regulations that they enforce. Paid training is a minimum of four (4) weeks.

Principal Duties:

- Prepare and issue parking tickets.
- Patrol assigned streets of Philadelphia via motor vehicle or on foot.
- Contact PPA dispatcher when parked illegal vehicles are eligible for towing.
- Answer questions from the public seeking directions, knowledge of parking ordinances and regulations, and information of local attractions.
- Maintain a log of activities and complete incident reports as necessary.
- Report missing, unclear, and defaced signs and meters as well as unusual parking problems.
- May have to appear in court to give testimony relating to official duties.
- Driving beat duties include the following:
 - Vehicle is assigned for all or part of a tour of duty.
 - Officer must drive to assigned beat located in one or more of the following areas: Center City, Germantown/Mt. Airy, West Philadelphia, South Philadelphia or the Northeast.
 - Officer must patrol area on foot in order to enforce.
 - Officer will walk several blocks before returning to the vehicle and moving on to the next area of enforcement.
 - Officer spends approximately 35 percent of time driving to and within assigned enforcement area and approximately 65 percent of the time patrolling on foot.
 - The operation of a vehicle must conform to all parking and traffic laws.

Required Knowledge, Skills and Abilities:



- Communicate effectively both orally and in writing.
- Ability to walk and stand for long periods of time.
- Ability to work in all-weather conditions i.e. rain, snow, heat, cold etc.
- Proficiency in the use of technical smartphone/handheld devices
- Ability to work under pressure professionally in situations including interactions with hostile & irate citizens.
- Ability to learn the geography of Philadelphia in addition to giving accurate directions to citizens and tourists
- Ability to learn Parking Enforcement Regulations for The City of Philadelphia.

Minimum Acceptable Training, Experience, and Education:

- High School Diploma or Equivalent.
- Valid Driver's License.
- Prior knowledge or experience with Smartphone/Handheld technology preferred.
- Geographical inclination preferred.
- Customer service background preferred but not required.

Working Hours: Schedule TBD:

This position is essential, and employees may be required to work during Local, State, and Federal Holidays and National Emergencies as declared by the Authority or Government entities. Employees must be available to work all shifts from Monday to Sunday, including holidays.



Job Description

Job Title: Tow Truck Operator

Department: Towing & Impoundment

Representation: District Council 33

General Description:

This is skilled work operating a standard-sized Tow Truck or similar vehicle on an assigned shift. Employees engaged in this work remove illegally parked, abandoned, or disabled vehicles and/or other traffic obstructions from city streets in addition to Police Livestops from city streets and state highways. Work is performed under the supervision of a Tow Operator Supervisor. Assignments are stable and are carried out by instructions and established routines. This position is considered essential personnel and operates 24 hours/7 days a week, 365 days a year. Tow Operators will be required to report to work during declared emergencies by the City of Philadelphia and or the Executive Director of the Philadelphia Parking Authority. Additionally, Tow Operators must be able to work nights, weekends, and holidays.

Principal Duties:

- Via Handheld, receive assignments via two-way radio, DMLS system, or written instructions to remove illegally parked, abandoned, or disabled vehicles.
- Documents all visible personal property in, and any damage to the vehicle as per PPA guidelines.
- Tows vehicles to the impoundment lot for release to a lot attendant.
- Checks and maintain motor oil, battery water, brake fluid, and tire pressure in an assigned tow vehicle, and change faulty tires.
- Dismantles, lifts, loads and transports heavy, bulky, and confiscated evidence.
- Maintain daily work logs.
- Explains the nature of violations and vehicle release procedures to vehicle owners.
- Attends court hearings concerning accidents or vehicle damage claims.
- May be assigned to demonstrate to new employees towing procedures during classes or a regular shift.

Required Knowledge, Skills, and Abilities:

- Knowledge of the practices of automotive equipment operations.
- Knowledge of the operational hazards and safety precautions or automotive equipment operations.
- Knowledge of traffic laws of the Commonwealth of Pennsylvania.
- Skills in the operation of a single chassis truck of at least one and one-half ton rated capacity.
- Ability to complete satisfactorily on the in-service training course in tow truck operations

- Ability to cope with the public firmly, courteously, tactfully, and with respect for the rights of others
- Ability to learn the geography of the city
- Ability to learn the laws, ordinances, regulations, and PPA policies on the parking of vehicles.
- Ability to prepare routine reports and maintain records.
- Ability to accurately follow written and oral instructions.
- Ability to lift items weighing forty pounds continuously.
- Ability to speak clearly over the radio and follow established radio procedures.

Minimum Acceptable Training, Experience, and Education:

- High School Diploma or Equivalent
- Valid Driver's License - CDL Class A

Working Hours: TBD: This position is considered essential personnel and operates 24 hours/7 days a week, 365 days a year. The Tow Operator must be able to work nights, weekends, and holidays. Shifts are eight hours, including a half-hour paid lunch. All employees must bid for shift assignments that are awarded based on seniority by classification date (length of time in this position).



Job Description

Job Title: Booter
Department: Booting
Employment Type: Regular Full Time
Representation: District Council 33

General Description:

The objective of this position is to identify and immobilize vehicles that meet that criteria under the law, including parking tickets, red light camera tickets, traffic court and moving violations.

Principal Duties:

- Enforcement Field Work
- Patrolling an assigned area with a partner
- Typing license plates into computers
- Securely immobilized vehicle with boot device
- Releasing boots that are paid or to a tow truck

Required Knowledge, Skills and Abilities:

- Must be able to type and have some computer knowledge
- Must be able to work outdoors in all weather conditions
- Must be physical and be able to lift 30 pounds
- Must be able to work nights and weekends
- Must be able to interact with the public in a firm, tactful and courteous manner

Minimum Acceptable Training, Experience, and Education:

- High School Degree or equivalent
- Minimum of 6 months of service with the Philadelphia Parking Authority
- Valid Driver's License

Working Hours: Schedule TBD:

This position is essential, and employees may be required to work during Local, State, and Federal Holidays and National Emergencies as declared by the Authority or Government entities. Employees must be available to work all shifts from Monday to Sunday, including holidays.