

REQUEST FOR PROPOSALS

Market Street East - *Painting Poles*

Center City District

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ADVERTISEMENT

REQUEST FOR PROPOSALS

Market Street East - Painting Poles

The **Center City District (CCD)**, Philadelphia, PA is accepting proposals from contractors to paint numerous poles on Market Street East located between 6th Street and City Hall in Center City Philadelphia. The request for proposals (RFP) are available for interested **contractors** to bid the work. **No phone calls please.**

Proposal packets are due no later than **3:00 pm EST on September 22, 2025**, and should be submitted according to instructions in the packet. The **CCD** reserves the sole right to disqualify late or incomplete submissions, and or terminate this RFP without cause or reason.



Notification of Bid

Instructions and Contract Requirements

The Center City District (**CCD**) is a private sector-sponsored Business Improvement District (or BID) dedicated to keeping Center City clean, safe and attractive. The **CCD** manages events, parks, streetscapes and open spaces within the boundaries of the district.

The **CCD** is requesting bids from **Contractors** to paint street light poles, pedestrian light poles, and banner poles exclusively along Market Street East. The Scope of Work is clearly identified in the RFP. The **CCD** will select **Contractor(s)** based on **Contractor's** ability to best satisfy the requirements of this bid.

Contractors will submit bid prices according to the schedule in Section V – Bid Form. **CCD** may accept or reject any bid whole or in part at the **CCD's** discretion. The **CCD** will determine if bids are incomplete or non-responsive at the **CCD's** discretion. **CCD** may award the work on an 'a la carte' basis so it may be possible to have two or more **contractors** on the same project.

The **CCD** may request further information and/or support materials from the bidder to make a final selection. Throughout this document, references to (i) **CCD's** discretion will mean **CCD's** sole and absolute discretion; and (ii) "including" will not be a word of limitation but will mean "including, without limitation or example."

Bids must be received by submitting one hard copy and one electronic copy to the **CCD** no later than **Monday September 22, 2025** no later than 3 PM, EST (the "Bid Deadline"). No phone calls please.

Deposit of Bids & Bid Opening

Bids for this work must be submitted to the offices of the CCD in accordance with the instructions in the RFP. Submit one hard copy and one electronic pdf form bid to:

(Mail or drop off at:)

Center City District

Attention: Samantha Rosenbaum, Streetscape Manager

100 South Broad Street, Suite 1N

Philadelphia, PA 19110

(Email:)

srosenbaum@centercityphila.org

Bids must be received prior to the Bid Deadline and will not be publicly opened. No phone calls please.

City Tax Identification Number: _____
BUSINESS NAME, CONTACT NAME, ADDRESS, PHONE, EMAIL ADDRESS, DATE AND
CCD CONTRACT NAME TO BE LISTED CLEARLY ON EACH BID AND ANY BID
SUBMITTED.

Pre-Bid Meeting and Site Tour

There will be no site tour. Poles are visible on Market Street East and thus publicly available for self-tour by the **Contractor**.

Please direct specific questions to srosenbaum@centercityphila.org. Questions must be submitted by email only. The **CCD** will compile submitted questions and complete a summary response to be distributed to all bidders at one time. Questions are due by Tuesday September 16th by 3 p.m. EST by email to srosenbaum@centercityphila.org. The **CCD** will respond to questions by Thursday September 18th, 2025.

Funding

Project is being funded by City of Philadelphia, Department of Commerce.

Bid Modifications or Withdrawal

A bidder may withdraw or modify a bid only in writing by email only and only before the bid deadline.

Bid Award

Bid award will be announced according to the Section VI.

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SECTION I - NOTIFICATION OF BID

As set forth more fully in this notification, **CCD** is seeking bids from qualified **Contractors** for to paint street light poles, pedestrian light poles, and banner poles located along Market Street East: the work will be performed on Market Street East between City Hall and 6th Street.

With the number of anticipated visitors in 2026, **CCD** is focusing on improving streetscape conditions and the physical environment along Market Street East. There are numerous street light poles, pedestrian light poles, and banner poles along Market Street East that need a paint job. Applying a new layer(s) of paint would improve the poles aesthetically while simultaneously make Market Street overall look cleaner and better maintained.

The scope of work includes cleaning, sanding and/or grinding down, applying a tinted primer, and painting 1 coat to multiple poles along Market Street East.

Costs for services shall be provided per the Bid Forms in Section V and shall be performed according to the specifications, and according to the schedule herein.

The **CCD** may elect to accept or reject all or portions of **Contractors'** bids. Work under the bid could begin as early as March 1, 2026. Substantial completion of the work will be April 17, 2026 (to be ready for major 2026 summer activities in Philadelphia) and the end of the contract period will be October 31, 2026.

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SECTION II - PREFATORY

The **CCD** invites bids from qualified **Contractors** in accordance with the conditions and contract documents referred herein.

The **CCD** is a private sector-sponsored municipal authority established to create a cleaner, safer, and well-managed Center City Philadelphia that can successfully compete locally, regionally and nationally as an environment in which to work, live, shop and visit. Program services commenced in March of 1991 and are funded by a mandatory charge on approximately 5,500 taxable parcels of real estate within the geographic boundaries of the **CCD**. The services provided by the **CCD** include public safety initiatives, sidewalk cleaning, capital improvements, retail marketing and promotion. **CCD** programs are designed to supplement, not replace City-provided services, and to supplement, not replace the responsibilities of the property owners.

The **CCD** was created under the Commonwealth of Pennsylvania's Municipality Authorities Act of 1945 and operates independently of, in cooperation with, the City of Philadelphia and other public agencies.

The funding for this project is provided by a generous grant from the City of Philadelphia's Department of Commerce.

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SECTION III - SPECIAL PROVISIONS TO THE BID

III-1 Signing of Bids and Bid Package Submissions and Pre-Bid Meeting

_____, intending to be legally bound, hereby agrees to the terms and conditions of this agreement, including the terms of the bid packet, and agrees to provide all required insurances, bonds and other documents referenced in this bid packet _____ (_____) days from the date of the Notice to proceed to commence the Work.

Signing of Bids

If bid is by an individual or a partnership, form must be dated and signed here:

This _____ day of _____ 20_____

Signature of Owner or General Partner

Business Name of Bidder Typed or Printed name and Title

Address, including Zip code

Phone Number

If bid is by a corporation or limited liability company, form must be dated and signed here by: (a) President or Vice President; (b) Secretary, Assistant Secretary, Treasurer or Assistant Treasurer; and (c) a corporate seal affixed. If this form is not so signed, a duly certified corporate resolution authorizing form of execution used must be attached to the bid.

This _____ day of _____ 20____

Corporate or Business Name of Bidder

Address, including Zip Code, Phone #

Signature of President or VP

(Typed or Printed Name and Title)

Signature of Sec., Assistant Sec., Treas. Or Assistant Treas.

(Typed or Printed Name and Title)

III-2 Insurance requirements

Contractor will obtain and continuously maintain the insurance coverage specified herein (the "Required Insurance"). Simultaneously with the commencement of Work (or any time any alteration is made in any of the Required Insurance), **Contractor** will furnish the **CCD** an original certificate of insurance evidencing the Required Insurance no later than ten (10) days prior to the performance of the Work. Any failure by the **CCD** to demand such certificates or identify any deficiency in any of the Required Insurance will not be deemed to be a waiver of **Contractor's** obligation to obtain and maintain the Required Insurance. More details on the **CCD's** insurance requirement can be found in Exhibit 3.

In addition to the above, **Contractor** will require any subcontractor to provide insurance coverage in the same amounts and limits (Exhibit 3). **Contractor** is required to submit a binder with limits and additional insureds.

Contractor will maintain insurance for the duration of the contract and submit initial Certificate of Insurance (and updates as necessary) evidencing the Required Insurance to the **CCD**, Attention:

Center City District

Attention: Anthony E. Pipitone, Chief Administrative Officer/Chief Financial Officer

100 South Broad Street, Suite 1N

Philadelphia, PA 19110

III-3 Indemnification

Contractor will indemnify, defend and hold harmless each additional insured from and against any and all losses, claims, actions, damages, costs, expenses (including court costs and attorneys' fees), liabilities, and judgments (collectively, "Damages"), including those Damages for loss of life, bodily injury, or damage to property, arising out of the Work or directly or indirectly related to this Agreement. Additional insureds include the City of Philadelphia, the Center City District, Central Philadelphia Development Corporation, Center City District Foundation, SEPTA its owners and assigns.

Subcontractor(s) Indemnification Required

Contractor will cause any subcontractors or consultants to indemnify, defend and hold harmless each of the Additional Insured from and against any and all damages in the same manner and to the same extent as **Contractor** is required to indemnify, defend and hold harmless the Additional Insured.

Bidders Understanding of Conditions Applicable to the Bidding Package

By submitting its bid, **Contractor** acknowledges as follows: (i) **Contractor** has had sufficient time to examine and has examined the Work to determine the character, materials and conditions to be encountered; (ii) **Contractor** has based its prices on **Contractor's** independent examination and investigation of the Work, the site, the materials, and the conditions and has not relied on any information furnished to him by **CCD** or any other person or entity working on **CCD's** behalf except the information set forth in writing in this notification to bidders; and (iii) **Contractor** has read completely and understands thoroughly the conditions outlined in the RFP, as well as any other addenda or requirements pertaining to the Work, which will be applicable to and govern the provisions of **Contractor's** bid and performance of the Work, whether attached and made a part hereof or incorporated herein by reference, including the following addenda issues after publication of the notification of bid:

ADDENDUM NO.____ DATE____
ADDENDUM NO.____ DATE____
ADDENDUM NO.____ DATE____
ADDENDUM NO.____ DATE____

Bid Package

Contractor must submit one hard copy and one electronic copy in PDF form of the RFP by Monday September 22, 2025, 3:00 PM EST to the offices of the **CCD**:

(Mail or drop off at:)

Center City District

Attention: Samantha Rosenbaum, Streetscape Manager

100 South Broad Street, Suite 1N

Philadelphia, PA 19110

(Email:)

srosenbaum@centercityphila.org

The **CCD** reserves the right to vacate awards and default bid security for failure to comply with these requirements.

Should a bidder find during examination of the drawings and specifications or after examination of the site, any discrepancies, omissions, ambiguities, or conflicts in or among the Contract Documents, or be in doubt as to their meaning, he/she will promptly notify **CCD**. Please direct all communications in writing to srosenbaum@centercityphila.org according to the schedule outlined in Section VI. No phone calls please.

III-4 Performance of Work by Contractor

Contractor will provide all labor, services, materials, tools, equipment and supplies, together with any other items, necessary or incidental to the performance of the work described in these documents, including the work delineated within this RFP (collectively, the "Work"). **Contractor** will perform the Work promptly, in a good and workmanlike manner and pursuant to and in strict accordance with the requirements

of this Agreement. The **Contractor** will be available during normal business hours by e-mail and telephone.

Contractor will (i) be bound to **CCD**; (ii) assume toward **CCD** the obligations and responsibilities that **CCD** has assumed toward any other person or entity in connection with the Work, including any of the Additional Insured or any other person or entity, including any person or entity that owns real property where the Work are located. **Contractor** will perform all work to **CCD's** complete satisfaction and a final inspection walk through will be held between the **Contractor** and the **CCD**. Additional work not acceptable to the **CCD** shall be placed on a punch list and completed within 30 days after the walk-through.

In the event of any inconsistencies in these documents, **Contractor** will be deemed to be held to the most stringent possible requirements. **Contractor** will have the right to (a) inspect **Contractor's** performance of the Work and (b) reject any portion of the work that **CCD** determines to fall below the applicable requirements (such determination to be made by **CCD** in **CCD's** discretion). **Contractor** will not commence performance of the Work until **Contractor** has fully complied with each of the requirements respecting the Required Insurance.

Much of the work in this project is maintenance and repair and may not require additional approvals. The **CCD** has also entered an agreement with the City to undertake the improvements, and the **CCD** will be coordinating these improvements with the city. When otherwise necessary, the **Contractor** will (i) obtain and maintain all necessary permits and licenses directly or indirectly pertaining to the Work; and (ii) comply with all federal, state and local laws, ordinances, rules and regulations, including safety requirements.

Contractor, for itself and each of its subcontractors, material providers, laborers, and for all other persons or entities performing labor or furnishing Materials (collectively, "Claimants"), hereby waives, to the fullest extent permitted by law, any and all right to any mechanics' or other liens or any other form of encumbrance or claim that may be asserted for or on account of the provision of labor or materials in connection with a Work Order (collectively, "Liens").

Any and all warranties provided under this Agreement will commence on the date that is the later of (i) any commence date specified in the Contract Documents; or (ii) the date **CCD** accepts the Work.

Contractor will provide sufficient qualified, trained and experienced personnel and sufficient and appropriate Materials to maintain the progress, quantity and quality of the Work as required by this Agreement.

Time is of the essence with respect to **Contractor's** obligations hereunder.

If **CCD** terminates this Agreement or instructs **Contractor** to stop work, **Contractor** will be paid to the extent **CCD** accepts the Work, which will be **Contractor's** sole and exclusive remedy against **CCD** under all circumstances.

Contractor will have the right to (i) require **Contractor** to stop work immediately upon written or oral notice; or (ii) terminate this Agreement upon ten (10) business days' written notice to **Contractor** for any or no reason.

Contractor's obligations hereunder will survive any termination of this Agreement.

Contractor will be required to store appropriate supporting chemicals and tools at an off-site location (or as otherwise approved by the **CCD**).

Contractor will store chemicals and other materials off-site and according to MSDS standards.

III-5 Non-Discrimination Clause

Contractor will not discriminate against any employee, applicant for employment, independent **Contractor**, or any other person because of race, color, religious creed, ancestry, national origin, age, sex or sexual orientation.

Contractor will take affirmative action to ensure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex, or sexual orientation. Such affirmative action will include, but is not limited to employment, advancement, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training.

Contractor will post in conspicuous places available to employees, agents or applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provisions of this nondiscrimination clause.

Contractor will, in advertisements or requests for employment placed by it or on its behalf state that all qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex or sexual orientation.

Contractor will send each labor union or worker's representative with which it has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or worker's representative of its commitment of this nondiscrimination clause. Similar notice will be sent to every other source of recruitment regularly utilized by the **Contractor**.

It will not be defense to a finding of non-compliance with this non-discrimination clause that **Contractor** had delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the **Contractor** was not on notice of the third-party discrimination or made a good-faith effort to correct it, such factor will be considered in mitigation in determining appropriate sanctions.

Where the practices of a union or any training program or other source of recruitment will result in the exclusion of minority group persons, so that **Contractor** will be unable to meet its obligations under this non-discrimination clause, **Contractor** will employ and fill vacancies through other nondiscriminatory employment procedures.

Contractor will comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of **Contractor's** noncompliance with the nondiscrimination clause of this contract or with any such laws, this contract may be terminated or suspended, in whole or in part, and **Contractor** may be declared temporarily ineligible for further **CCD** contracts, and other sanctions may be imposed and remedies invoked.

Contractor will furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by the **CCD** and the Pennsylvania Office of Administration Bureau of Affirmative Action, for purpose of investigation to ascertain compliance with the provisions of this clause. If **Contractor** does not possess documents for records reflecting the necessary information requested, it will furnish such information on reporting forms supplied by the **CCD** or the Bureau of Affirmative Action.

Contractor will actively recruit minority contracts or subcontractors with substantial minority representation among their employees.

Contractor will include the provisions of this non-discrimination clause in every subcontract, so that such provisions will be binding upon each subcontractor.

Contractor obligations under this clause are limited to the **Contractor's** facilities within Pennsylvania or, where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are produced.

III-6 Provisions Concerning the Americans with Disabilities Act

During the term of this contract, the **Contractor** agrees as follows:

Pursuant to federal regulations promulgated under the authority of the Americans with Disabilities Act, 28 CFR, 35.101et seq., the **Contractor** understands and agrees that no individual with a disability is to be excluded from participation in this contract or from activities provided for under this contract on the basis of the disability. As a condition of accepting and executing this contract, the **Contractor** agrees to comply with the General Prohibitions Against Discrimination, 28 CFR, 35.130, and all other regulations promulgated under Title II of The Americans With Disabilities Act which are applicable to the benefits, services, programs, and activities provided by the Commonwealth of Pennsylvania, the City, and the **CCD** through contracts with outside **Contractors**.

The **Contractor** is to be responsible for and will indemnify, defend and hold harmless each of the Additional Insured from any Damages arising from or in connection with **Contractor's** failure to comply with any of the above provisions.

III-7 Payment to Contractors and Subcontractors

CCD will not make any payments to the **Contractor** under this Agreement unless and until services have been performed and **CCD** receives a request for payment which will be in accordance with the approved schedule and accompanied by bills, invoices, other documents explaining the services or materials supplied and their costs and such other supporting documents as **CCD** may reasonably request from time to time. No payments will exceed the amounts of such bills, invoices and supporting documentation provided. The **CCD** is utilizing the AIA contract form for this project.

Upon acceptance by the **CCD** of the invoice for inspected work and approved materials stockpiles, the **CCD** will endeavor to pay the invoiced amount, less retainer (if applicable), within 30 days.

In the absence of good and sufficient reasons, within seven (7) calendar days for the receipt of the current estimate and final payments from the **CCD**, the **Contractor** will pay all subcontractors their earned share of the payments.

III-8 Applicable Designated Special Provisions

Inspection and Project Meetings

The work will be inspected on a regular basis to be set by the **CCD** PM and the **Contractor**.

MacBride Principles: Fair Employment Practices

In accordance with Section 17-104 of the Philadelphia Code, the **CCD** and assigns at any time during this contract agree that they do not and will not have investments, licenses, franchises, management agreements or operations in Northern Ireland and (II) no product to be used by Tenant under this contract will originate in Northern Ireland, unless **Contractor** had implemented the fair Employment principles embodied in the MacBride Principles. **Contractor** will not utilize any suppliers, subcontractors or sub-consultants at any tier (i) who have (or whose parent, subsidiary, exclusive distributor or company affiliate have) any investments, licenses, products originating in Northern Ireland unless said supplier, sub consultant or subcontractor has implemented the fair employment principles embodied in the MacBride principles. Failure to follow the requirements of this section may cause substantial breach of the base lease agreement with the City and the **CCD** and subsequent termination of this contract.

Notice to Proceed (NTP)

The contract will begin on the date specified in the NTP or as otherwise provided in the specifications. Substantial completion of all work will be by April 17, 2026 with final project closeout by October 31, 2026 unless otherwise extended in writing by mutual agreement of both parties. See schedule in Section VI.

Award and Execution of Contract

The **CCD**, based solely on its own judgment and opinion, and considering any other factors it deems relevant, reserves the right to determine whether a Bidder has the basic qualifications to implement the improvements. **CCD** will award this contract to the most cost-effective and responsible bidder consistent with the following

objectives. None of the following factors, standing alone, will be deemed to be conclusive:

1. The total amount of the bid.
2. The bidder's performance on similar projects as evidenced by the **CCD's** contact with representatives of the other projects by telephone or mail, by inspection of any of the projects or by other criteria set out in this section; and/or the experience, training and past performance of those persons designated by the bidder to supervise the performance of the work.
3. The **CCD** has the right to award the entire contract to one **contractor** or to award the separate programs to multiple **contractors**.
4. The **CCD** maintains the right to accept bid as a whole or in parts and, or reject proposals without cause.

Other Requirements

Contractor employees must wear a clean and presentable **contractor** uniform and have appropriate identification to indicate they are an employee of **contractor**.

The **CCD** reserves the right to ask for a change of project management and crew supervisor at any time during the contract process.

Contractor crew supervisor is required to be on site at all times and must be accessible at all times.

Contractor shall have an ethos mindset and shall treat the **CCD** as a preferred client.

Contractor must adhere to all terms, conditions, specifications and requirements of the Agreement. Written warnings will be issued to **Contractor** for non-compliance and / or unsatisfactory service. There will be two warnings documented in writing. Starting with the third warning, the **CCD** will hold 10% of invoiced amount.

Contractor and assigns are not to consult with the media unless otherwise pre-approved by the **CCD**. All media requests including on-the-job or other videography or photography shall be forwarded to the project manager in writing and are subject to the review and consultation of the **CCD** Director of Communications.

CCD reserves the right to accept or reject any bid in part or in whole, to award the bid program to one or multiple **contractors** solely at the **CCD's** discretion.

CCD reserves the right to terminate the Agreement at any time for any reason without cause.

Maintenance of Records

Contractor will keep full, complete, and accurate books of account and other records in accordance with generally accepted accounting principles and promptly make them available for inspection upon **CCD**'s request.

The **Contractor** is required to maintain separate and distinguishable financial control on each of the subcomponents of the contract.

Inspection by the CCD

The **CCD**, or its duly authorized representative, will have the right at all reasonable times and places to inspect and audit the **Contractor**'s books of account and other records maintained as required by this Agreement.

Certification of Non-Indebtedness

The Philadelphia City Solicitor has ruled that a person who is awarded a contract by the City and/or Municipal Agency of Philadelphia pursuant to a bid submitted by that person has entered into a contract within the City, and the subsequent delivery of goods into the city or performance or service within the City constitutes doing business in the City, and subjects the successful bidder to liability for one or more of the following.

Contractor hereby certifies and represents to the **CCD** that **Contractor** and **Contractor**'s parent company(ies) and subsidiary(ies), affiliate(s), subcontractor(s), if any, are not currently indebted to the City, and will not during the Term of this Agreement be indebted to the City, for or on account of any delinquent taxes (including, but not limited, to taxes collected by the City on behalf of the School District of Philadelphia), liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established.

Any breach or failure to conform to the aforesaid certifications will constitute a default by **Contractor** and entitle the **CCD** to exercise any rights or remedies available to it under this Agreement, and at law and in equity.

Any construction **Contractor**, or vendor of goods, wares and merchandise, or purveyor of services who bids on and is awarded a contract by the City and/or Municipal Agency of Philadelphia, is subject to Philadelphia's business tax ordinances and regulations.

NOTE: Successful bidder, if not already paying the aforesaid taxes, is required to apply to the Department of Revenue, Public Concourse, Municipal Services Building, 1401 John F. Kennedy Boulevard, Philadelphia, Pennsylvania 19102, for an account number, and to file appropriate business tax returns as provided by law.

QUESTIONS SHOULD BE DIRECTED TO THE C.B.E.T. UNIT AT 686-6602. IF YOU HAVE A CITY OF PHILADELPHIA BUSINESS ACCOUNT NUMBER; PLEASE INSERT IT IN SPACE PROVIDED ON THE BID.

Wage Rate

All work is wage rate and will be undertaken according to Philadelphia prevailing wage rate standards.

Assignment

The monies to come due will not be assigned, assignable or otherwise transferred or transferable by action of **Contractor** except as explicitly permitted by this Agreement.

Third Party Beneficiaries

In no event will the execution of an agreement for this contract confer upon any other person or entity third party beneficiary rights against the **CCD**.

Non-Discrimination

Contractor agrees that its payment or reimbursement of membership fees or other expenses associated with participation by its employees in an exclusionary private organization, insofar as such participation confers an employment advantage or constitutes or results in discrimination with regard to hiring, tenure of employment, promotions, terms, privileges or constitutes or results in discrimination with regard to

hiring, tenure of employment, promotions, terms, privileges or conditions of employment on the basis of race, color, sex, sexual orientation, religion, national origin or ancestry, constitutes a substantial breach of this Agreement entitling **CCD** to all rights and remedies provided in this Agreement or otherwise available in law or equity.

Media

The **Contractor** may not post, publish or otherwise issue any publicity of the project without written consent of the **CCD**.

REQUEST FOR PROPOSALS

Market Street East - *Pole Painting*

SECTION IV - SCOPE OF WORK & SPECIFICATIONS

PAINTING POLES

The scope of work includes cleaning, sanding and/or grinding down, applying a tinted primer, and painting 1 coat to multiple poles along Market Street East.

EXISTING CONDITIONS

Contractor shall examine the work in the field prior to submitting the proposal response. If selected, the successful bidder will be required to photograph and video all existing conditions that might impact the work.

QUALITY ASSURANCE

Work shall be performed by the **contractor** or sub-contractors. **Contractor** shall not add or change subcontractors unless approved in writing by the **CCD** prior to work.

Additionally, CDC will provide a location of a pole for the selected **contractor** to prepare as a sample of work for CDC to approve.

SUBMITTALS

Work is anticipated largely to be cleaning and painting of poles found along Market Street East. The following specifications are recommended:

Clean/Prep Poles: Please remove any graffiti, stickers, posters, layered dirt, etc. before painting. Sand and/or grind down if necessary.

Paint Poles: Use pre-tinted primer and 660 ebony green epoxy paint. Please see Exhibit 4a for reference.

Equals may be presented by the **contractors** but are subject to approval. Selected **Contractor** shall submit the following to **CCD** project manager for approval prior to any work:

1. Project schedule,
2. Painting credentials/cards as may be appropriate,

3. Primer and paint specifications, color and finish samples,
4. Signed attestation that **Contractor** visited the site prior to bidding and is familiar with the project location and conditions,
5. Proposed other work specifications (cleaning, sanding, etc.),
6. Maintenance of operations plan to not disrupt pedestrian and vehicular traffic
7. Proposed project leader, crew supervisor with cell phone number(s), and
8. If necessary, **Contractor** must acquire required permits,
9. Other approvals may be needed.

INSPECTION, ACCEPTANCE & GUARANTEE

Contractor shall submit in writing a request for Substantial Completion to the **CCD** project manager for review. The **contractor** and **CCD** project manager will set a schedule to inspect the completed work. **CCD** project manager will note any items that need to be addressed by **Contractor** to meet the bid documents.

Upon the satisfaction of the project the **CCD** project manager that all work has been completed per the bid documents a final inspection and letter of substantial completion will be issued. This is absent any vandalism that may occur during this period. It is the **contractors** responsibility to protect work at all times.

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Market Street East - *Pole Painting*

Section V – Bid Form

Please complete the following bid form.

Submitted by:

Company Name_____

City Tax ID Number_____

Address_____

a) City, State, Zip Code_____

Telephone_____

Contact Name_____

Attestation:

Signature_____

Contact Title_____

Contact Email _____

Date_____

1. Bidder Representation

- a) If this bid is accepted by **CCD**, the above signed **Contractor** proposes and agrees to enter into the agreement with **CCD** set forth in this bid packet and the related documents and to complete all work as specified in the bid packet and the related documents for the bid prices set forth below and within the proposed schedule contemplated by Section VI of this bid packet.
- b) In submitting this bid, the **Contractor** represents that they:
 - i. have examined the bid packet and all related documents;
 - ii. have examined the site(s); and
 - iii. had the opportunity to request clarification on the scope and nature of the work and has informed the organization of any discrepancies.
- c) Insurance: The **Contractor** carries the coverage of the type and amounts specified in Exhibit 4 of the bid packet and will furnish certificates to **CCD** demonstrating such coverage immediately upon receipt of a notice of award of contract.

2. Bid Proposal

- b) **Contractor** agrees to complete all work described in the bid packet.
- c) Prices to include all materials, labor, equipment and services to complete work per specifications including permitting and disposal of materials.

Limit of Work

Please see Exhibit 2 for the location of these poles.

Painting Poles

On Market Street East between 6th Street through City Hall, the **Contractor** will clean, prep, and paint 78 street light poles, 73 pedestrian light poles, and 2 banner poles from top to bottom. The **contractor** shall notify the **CCD** of any unusual conditions or additional work that may be necessary.

\$_____

BID TOTAL

\$_____

REQUEST FOR PROPOSALS

Market Street East - *Pole Painting*

Section VI Schedule

SCHEDULE

09 10 25	Issue RFP
09 16 25	Questions Due 3:00 PM EST to srosenbaum@centercityphila.org
09 18 25	Question Responses Issued
09 22 25	RFP and Bid Forms due to: CCD Attention Samantha Rosenbaum, Streetscape Manager 100 South Broad Street, Suite 1N Philadelphia, PA 19110 srosenbaum@centercityphila.org
09 25 25	Selection
09 29 25	Contracting and NTP
04 17 26	Substantial Completion of Project
10 31 26	Contract Closing Date

REQUEST FOR PROPOSALS

Market Street East - *Pole Painting*

SECTION VII – PROPOSAL REQUIREMENTS

Contractors may insert here (or attach) information, qualifications, experience and representative projects.

The **Contractor** will submit directly one hard and one electronic copy of the RFP application to the **CCD**:

Center City District
Attention: Samantha Rosenbaum, Streetscape Manager
100 South Broad, Suite 1N
Philadelphia, PA 19110

Email: srosenbaum@centercityphila.org

No phone calls please.

All proposals must include, at a minimum, the following items:

1. **Transmittal Letter** – A transmittal letter no more than two (2) pages in length that provides a brief description of similar qualifications and experience of the respondent's firm and team, the approach to the project and a description of similar project experience.
2. **Contact Information** – Proposals must be made in the official name of the entity or individual under which business is conducted. Please provide the full name, address, phone number and email address of lead within the Firm's organization to which inquires, or notices should be directed.
3. **Form of Organization** – Describe whether the Firm is a partnership or corporation, where it is organized, and the names of all principals, officers and directors of the firm.
4. **Key Personnel** – Name all key personnel, their respective titles, experience and period of service with the Firm who will be involved in this contract. Submit personnel dedicated to

this contract with training, education, certification and credentials in horticulture, arbor care, landscape architecture or related discipline.

5. **Project List** – Include a list of a minimum of three projects (maximum of five) serviced by the **Contractor** that are similar to the scope of work as outlined herein. Provide names, telephone numbers and email addresses of references for the projects listed above.
7. **Legal** – List by date violations or other legal actions taken against the company for a period of the last five years.
8. **Bid Forms** – See Section V for additional detail.
9. **Proof of Insurance** – See Exhibit 5
10. **Minority, Woman and Disadvantaged Participation Plan** (Optional)
11. **Project Schedule** – **Contractor** to submit a breakdown schedule of work based on the preliminary schedule identified in Section VI.

REQUEST FOR PROPOSALS

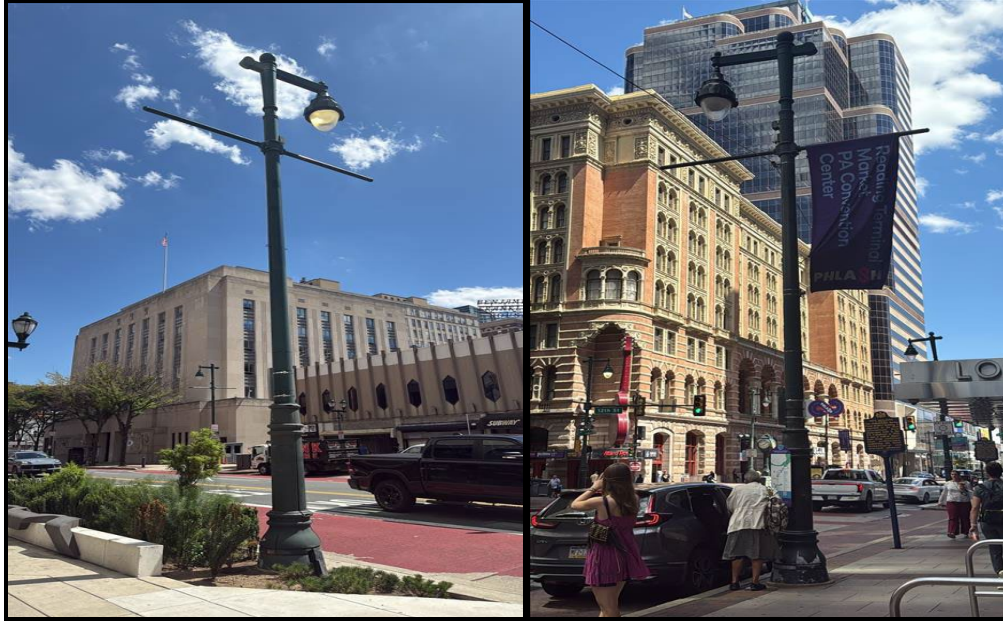
Market Street East - *Pole Painting*

SECTION VIII – LIST OF EXHIBITS

EXHIBIT 1	Photo Examples
EXHIBIT 2	Maps
EXHIBIT 3	Project Details Scope
EXHIBIT 4	Project Details Specifications
EXHIBIT 5	CCD Insurance Requirements
EXHIBIT 6	Good Faith Form

EXHIBIT 1 Photo Examples

Examples of Street Light Poles:



Please also paint Street Light poles with broken, missing, and/or angled globes, such as:



Examples of Pedestrian Light Poles (with two globes):



Please also paint Pedestrian Light poles with broken, missing, and/or angled globes, such as:



Examples of Banner Poles:



Examples of Poles not to Paint:

Pedestrian Light poles with one globe (these are not found directly on Market Street East but usually on a nearby corner):



Defunct Trolley poles:



D poles:

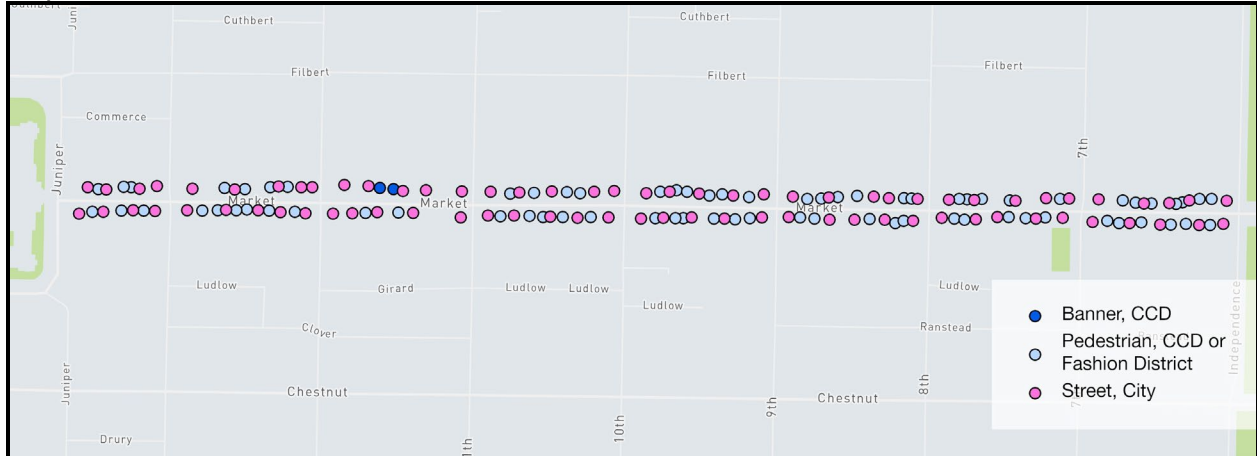


City Cartway poles (particularly those with cell towers):

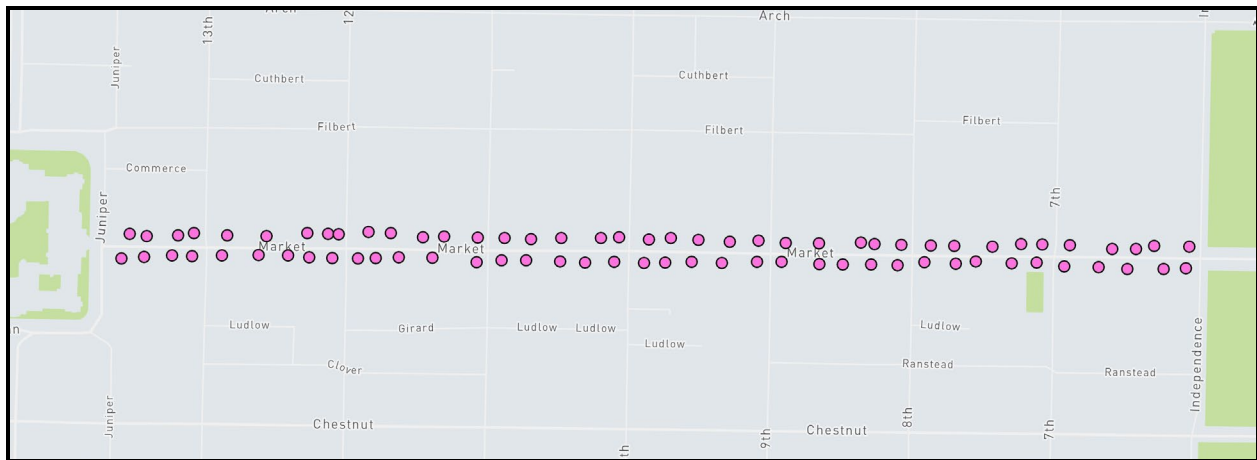


EXHIBIT 2 Maps

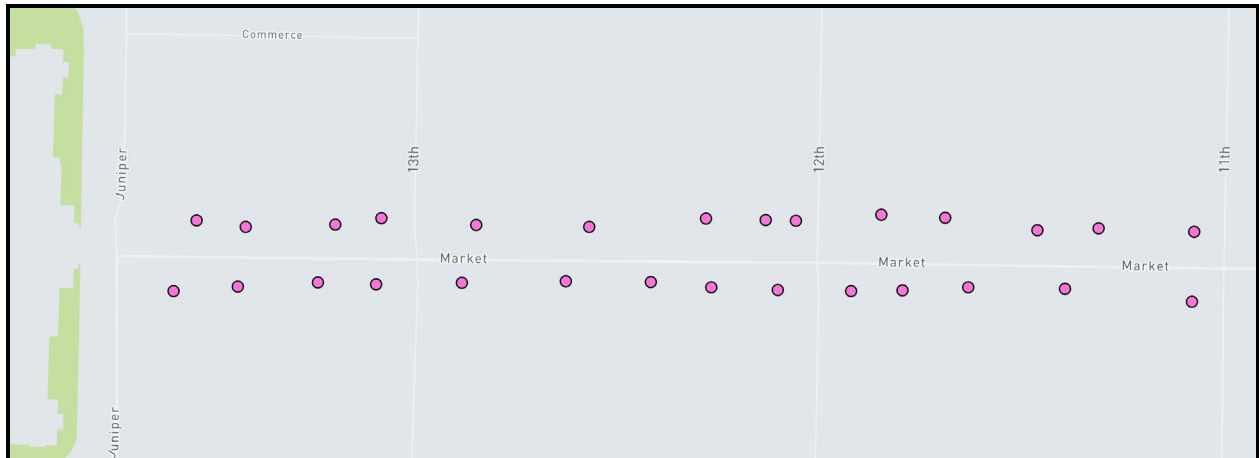
Map 1 - All Poles to be Painted



Map 2 - All 78 Street Light Poles to be Painted



Map 2a - Street Light Poles to be Painted between 11th-Juniper



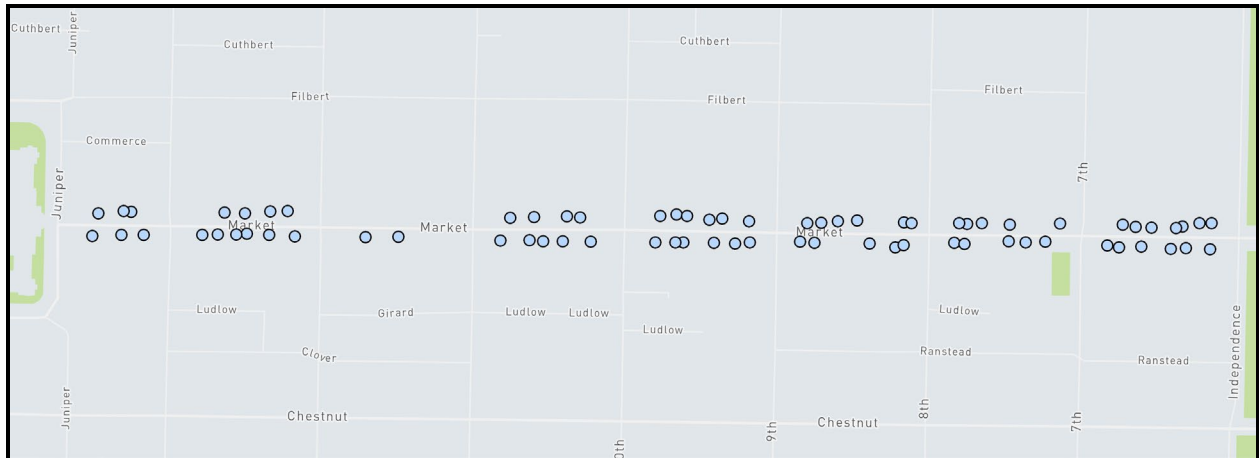
Map 2b - Street Light Poles to be Painted between 8th-11th



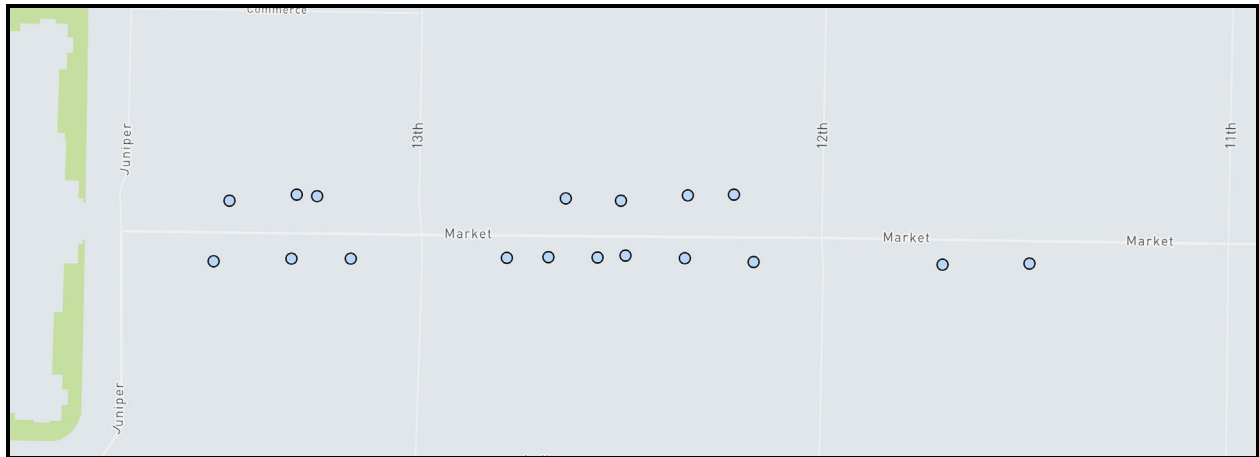
Map 2c - Street Light Poles to be Painted between 6th-8th



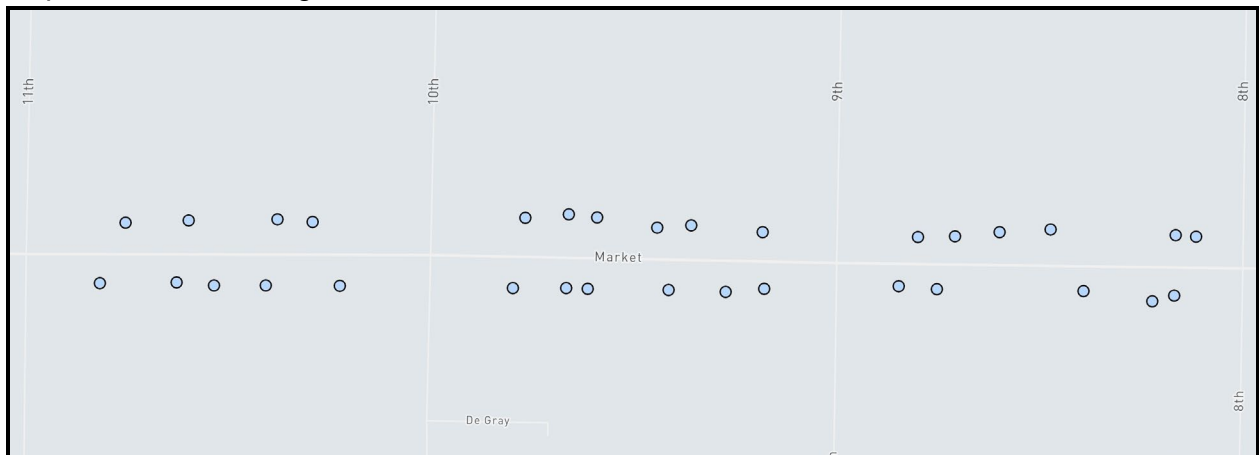
Map 3 - All 73 Pedestrian Light Poles to be Painted



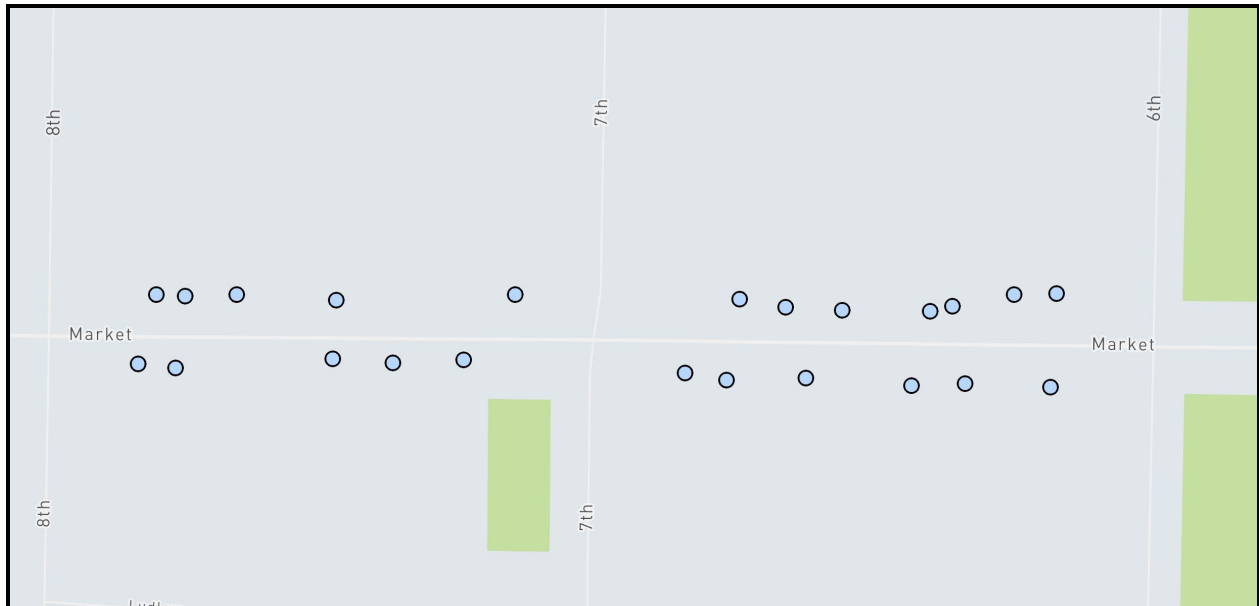
Map 3a - Pedestrian Light Poles to be Painted between 11th-Juniper



Map 3b - Pedestrian Light Poles to be Painted between 8th-11th



Map 3c - Pedestrian Light Poles to be Painted between 6th-8th



Map 4 - 2 Banner Poles to be Painted

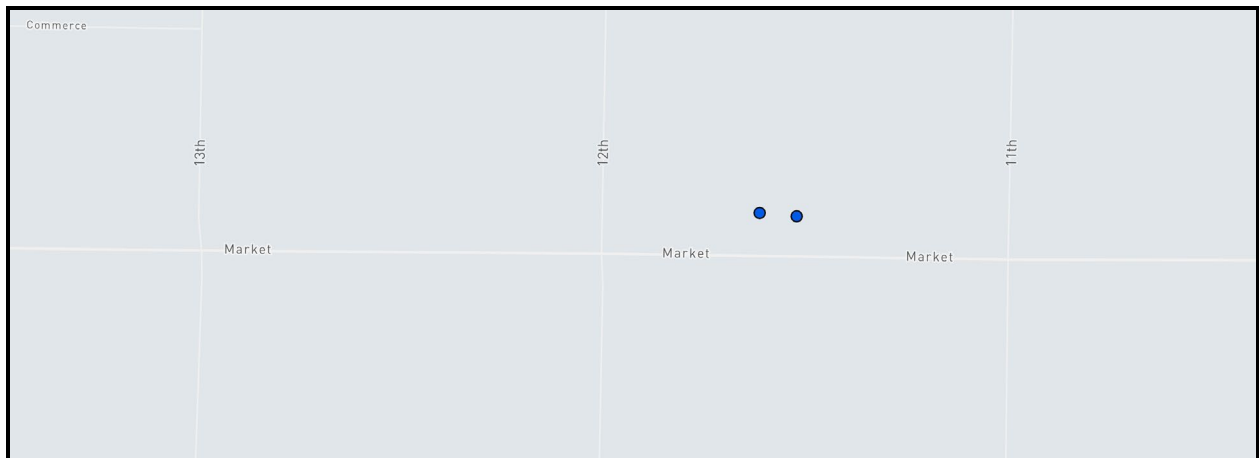


EXHIBIT 3 Project Details Scope

The project includes the following activities and work:

1. Task 1 - Painting 78 Roadway light poles
2. Task 2 - Painting 73 Pedestrian light poles
3. Task 3 - Paint 2 Banner poles

****Work should occur between the hours of 7am-3pm to limit disruptions for pedestrians and vehicles.**

EXHIBIT 4 Project Details Specifications

1. Task 1 - Painting 78 Roadway light poles
 - a. Clean pole and remove any graffiti, stickers, posters, layered dirt, etc..
Sand and/or grind down if necessary.
 - b. Apply pre-tinted primer.
 - i. Sherman Williams Paint Store at 700 S. Broad Street has this product (215-546-2500). Please see Exhibit 4a.
 - ii. Poles should be painted from top to bottom.
 - c. Paint pole 660 Ebony green (epoxy).
 - i. Sherman Williams Paint Store at 700 S. Broad Street has this color (215-546-2500). Please see Exhibit 4a.
 - ii. Poles should be painted from top to bottom.
2. Task 2 - Painting 73 Pedestrian light poles
 - a. Clean pole and remove any graffiti, stickers, posters, layered dirt, etc..
Sand and/or grind down if necessary.
 - b. Apply pre-tinted primer.
 - i. Sherman Williams Paint Store at 700 S. Broad Street has this product (215-546-2500). Please see Exhibit 4a.
 - ii. Poles should be painted from top to bottom.
 - c. Paint pole 660 Ebony green (epoxy).
 - i. Sherman Williams Paint Store at 700 S. Broad Street has this color (215-546-2500). Please see Exhibit 4a.
 - ii. Poles should be painted from top to bottom.
3. Task 3 - Painting 2 Banner poles
 - a. Clean pole and remove any graffiti, stickers, posters, layered dirt, etc..
Sand and/or grind down if necessary.
 - b. Apply pre-tinted primer.
 - i. Sherman Williams Paint Store at 700 S. Broad Street has this product (215-546-2500). Please see Exhibit 4a.
 - ii. Poles should be painted from top to bottom
 - c. Paint pole 660 Ebony green (epoxy).
 - i. Sherman Williams Paint Store at 700 S. Broad Street has this color (215-546-2500). Please see Exhibit 4a.
 - ii. Poles should be painted from top to bottom.

Exhibit 4a

Description	Class #	Sales #	Rex #
SUPERPAINT EXT GLOSS	1112010	650047640	A84T00154
Comments: 660 Ebony Green (5 gallon bucket)			
PRO IND PRO-CRYL PRIMER	1830257	650978497	B66A01320
Comments: pre package medium gray metal primer			

EXHIBIT 5 CCD Insurance Requirements

Insurance Requirements Center City District

Contractors, subcontractors, concessionaires and consultants performing for the Center City District (CCD) shall procure and maintain, insurance covering its employees, invitees and the Premises, in the types and minimum limits of coverage specified below throughout the term of this Agreement. All insurance shall be procured from reputable insurers who are acceptable to the CCD and authorized to do business in the Commonwealth of Pennsylvania. All insurance herein, except Workers' Compensation and Employers Liability, Professional Liability and Contractor's Pollution Liability, shall be written on an "occurrence" basis and not a "claims-made" basis.

(a) WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY

(i) Workers Compensation – Statutory Limits;

(ii) Employers Liability:

\$100,000 Each Accident - Bodily Injury by Accident;

\$100,000 Each Employee - Bodily Injury by Disease;

\$500,000 Policy limit - Bodily Injury by Disease;

(iii) Other states' insurance including Pennsylvania

(iv) The Policy shall be specifically endorsed with Waiver of Right to Recover from Others Endorsement (WC 00 0313) where permitted by state law, naming the City.

(b) GENERAL LIABILITY INSURANCE

(i) Limit of Liability: \$1,000,000 per occurrence for bodily injury (including death) and property damage liability; \$1,000,000 personal and advertising injury; \$2,000,000 general aggregate for products and completed operations. The CCD may require higher limits of liability if, in the CCD's sole discretion, the potential risk so warrants.

(ii) Coverage: Including but not limited to premises, operations; personal injury liability (employee exclusion deleted); employees as additional insureds; cross liability; broad form property damage (including completed operations and loss of use) liability; products and completed operations; independent contractors, and blanket contractual liability (including liability for Employee Injury assumed under a Contract) provided by the Standard ISO Policy Form CG 00 01. Policy may NOT include the restrictive Endorsement CG 24 26 (Amendment of Insured Contract Definition) or any other provision excluding coverage for the CCD's sole negligence which has been assumed by contract.

(c) COMMERCIAL AUTOMOBILE LIABILITY INSURANCE

(i) Limit of Liability: \$1,000,000 per occurrence combined single limit for

- bodily injury (including death) and property damage liability;
- (ii) Coverage: Owned, hired and non-owned vehicles (Any Auto).
- (d) ALL RISK" PROPERTY INSURANCE covering all building structures, improvements, betterments, plate glass, equipment, trade fixtures, merchandise, business personal property and any other property in Contractor's care, custody and control in the amount equal to the full replacement value of the Premises with no penalty for coinsurance.
- (e) Umbrella Liability Insurance at limits totaling \$10,000,000 per occurrence when combined with insurance required under (a), (b) and (c) above.
- (f) From time to time the CCD may request additional coverages or changes in limits, depending on the hazards, risks or other perils, and in such amounts as reasonably may be requested by the CCD and at the time are customarily insured against with respect to improvements similar in character, size, general location, use and occupancy of the Premises.
- (g) The Center City District, Center City District Foundation, and Central Philadelphia Development Corporation, its respective officers, employees and agents, shall be named as additional insureds on all policies required hereunder except the Workers Compensation and Employers' Liability. All such policies shall include an endorsement stating that the coverage afforded these parties as additional insureds are primary to any other coverage available to them. The Center City District shall be named as Certificate Holder on such policies.
- (h) Certificates of insurance, evidencing the required coverage shall be submitted to the Center City District, 660 Chestnut Street, Philadelphia, PA 19106, Atten: Anthony Pipitone, within ten (10) days after the execution date of any agreement. Contractor shall furnish certified copies of the original policies of all insurance required under this Agreement at any time within ten (10) days after written request by the CCD.
- (i) The insurance requirements set forth herein shall in no way be intended to modify, limit or reduce the indemnifications made in this Agreement by Tenant to the City or to limit Tenant's liability under this Agreement to the limits of the policy(ies) of insurance required to be maintained by Tenant under this Agreement.
- (j) All insurance policies shall provide for at least thirty (30) days prior written notice to be given to the CCD in the event the coverage is materially changed, canceled or not renewed. At least ten (10) business days prior to the expiration of each policy, Contractor shall deliver to the city a certificate of insurance evidencing the replacement policy(ies) to become effective immediately upon the expiration or termination of the previous policy(ies).

EXHIBIT 6 Good Faith Effort Form (optional)

DEPARTMENT OF COMMERCE OFFICE OF ECONOMIC OPPORTUNITY (OEO)									
Bid Number or Proposal Title: <i>Philadelphia Housing Market</i>		Name of Bidder/Proposer:				Bid/RFP Opening Date:			
List below ALL MCE/WBCE/DBCE/OSCEs that were solicited regardless of whether a commitment resulted therefrom. Photocopy this form as necessary.									
<input type="checkbox"/> MCE <input type="checkbox"/> WOC <input type="checkbox"/> DBCE <input type="checkbox"/> M-DBCE <input type="checkbox"/> W-DBCE		Work or Supply Effort to be Performed		Date Solicited By Phone <input type="checkbox"/> By Mail <input type="checkbox"/>		Commitment Made Yes / <i>Yes</i> (Yes/No) <input type="checkbox"/> NO		Give Reason(s) If No Commitment	
Company Name									
Address									
Contact Person									
Telephone Number									
Fax Number									
Email Address									
OEO REGISTRY #		CERTIFYING AGENCY							
<input type="checkbox"/> MCE <input type="checkbox"/> WOC <input type="checkbox"/> DBCE <input type="checkbox"/> M-DBCE <input type="checkbox"/> W-DBCE		Work or Supply Effort to be Performed		Date Solicited By Phone <input type="checkbox"/> By Mail <input type="checkbox"/>		Commitment Made Yes / <i>Yes</i> (Yes/No) <input type="checkbox"/> NO		Give Reason(s) If No Commitment	
Company Name									
Address									
Contact Person									
Telephone Number									
Fax Number									
Email Address									
OEO REGISTRY #		CERTIFYING AGENCY							
<input type="checkbox"/> MCE <input type="checkbox"/> WOC <input type="checkbox"/> DBCE <input type="checkbox"/> M-DBCE <input type="checkbox"/> W-DBCE		Work or Supply Effort to be Performed		Date Solicited By Phone <input type="checkbox"/> By Mail <input type="checkbox"/>		Commitment Made Yes / <i>Yes</i> (Yes/No) <input type="checkbox"/> NO		Give Reason(s) If No Commitment	
Company Name									
Address									
Contact Person									
Telephone Number									
Fax Number									
Email Address									
OEO REGISTRY #		CERTIFYING AGENCY							