Application Number:  30276

Title: Optical Services for Prescription Safety Eyeglasses

Goods/Services to be Provided: PGW seeks a consultant to provide in-house order taking, delivery, repair and fitting of prescription safety eyeglasses.

PGW provides prescription safety glasses as needed by employees. The purpose of this RFP is to solicit proposals and select the most qualified, professional provider of such prescription safety glasses to PGW. The selected Proposer will be the one that can best provide the deliverables required in a professional and prompt manner.

The selected proposer shall provide weekly in-house order taking, delivery, repair and fitting of prescription safety eyeglasses in the medical unit of PGW at 800 W. Montgomery Avenue, Philadelphia, PA 19122. Specifically:

- Optical services must begin at 8:00 a.m. on a weekday and a service representative must remain at PGW for a minimum of one hour each week.
- The individual selection of frames will be made by either PGW or the employee at the time of the order.
- All lenses shall meet federal and Pennsylvania standards for safety glasses and be trademarked.
- Nosepieces may be rigid or adjustable.
- The measurements and fittings are to be made by the selected proposer.
- The screening, measuring and fitting at PGW will be performed at an hourly rate.
- Each pair of safety glasses or repairs is to be furnished only upon individual orders signed by the PGW safety coordinator or other authorized personnel.
- Tinted lenses are not to be furnished except by special order. Special bifocal double segment lenses are only to be furnished on individual order.
- Eyeglasses are to be furnished with cases.

Employees will provide prescriptions.

The selected proposer will unconditionally guarantee all workmanship and frame adjustments. If the finished product does not meet the approval of the employee or PGW the selected proposer will make the necessary adjustments.

Posting Date: December 11, 2015  Application Due Date: December 31, 2015 at 2:30 PM (EST)

PGW will accept questions and requests for clarification or information, in writing, at the office of the person listed below until December 18, 2015 at 5:00 PM (EST).

Proposed Term: The term of the contract shall be one (1) year, with up to three (3) additional one (1) year renewals at PGW’s sole election. PGW may terminate the contract at any time upon thirty (30) days prior written notice.

Rate Structure: Proposers must complete and include “Attachment A – Pricing Matrix” by indicating unit costs for each listed deliverable.

Required Submissions: Persons and entities who wish to provide the goods and/or services described above must (i) complete this application form and submit five(5) hard copies to the street address listed
below by 2:30 p.m. on the Due Date listed above and (ii) complete the attached disclosure form and pricing matrix and include the completed forms with their application.

**APPLICANT INFORMATION**

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<tr>
<th>Name</th>
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<tr>
<td>Address</td>
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<td>City, State Zip</td>
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<td>Email Address</td>
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<tr>
<td>Price (or pricing methodology) to provide described goods and/or services</td>
<td>Proposers must complete and include “Attachment A – Pricing Matrix” by indicating unit costs for each listed deliverable.</td>
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<td>Relevant Experience (attach additional pages if necessary)</td>
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<td>Signature of Applicant (or authorized signatory)</td>
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Contact Information: Annie Wu, PGW Supply Chain Department, Annie.Wu@pgworks.com, 800 W. Montgomery Avenue, Philadelphia, Pennsylvania 19122

**Reservation of Rights**

Any response to this contracting opportunity, including written documents and verbal communication, may be subject to public disclosure by PGW, or any authorized agent of PGW and any materials submitted or ideas elicited in response to this contracting opportunity shall be the sole and absolute property of PGW, with PGW having title. PGW reserves the right, at any time prior to execution of an agreement with the selected vendor, to exercise all or any of the following rights and options, which rights and options PGW may exercise to the extent that PGW, in its sole discretion, deems to be in its best interests:

- To negotiate unacceptable provisions incorporated within an otherwise acceptable application submitted in response to this contracting opportunity;
- To reject any application that in the sole discretion of PGW is not in the best interest of PGW;
- To negotiate with multiple applicants prior to or after a notice of award is issued;
- To cancel this contracting opportunity with or without issuing another contracting opportunity; and
- To request that some or all of the applicants modify applications or provide additional information following evaluation by PGW.
PHILADELPHIA GAS WORKS

REQUIRED 17-1400 DISCLOSURE

In accordance with the City of Philadelphia’s contract reform legislation, codified as The Philadelphia Code Title 17 Chapter 17-1400, persons and entities who wish to provide goods and services to PGW must provide certain information about contributions they have made to elected City officials or candidates for City offices. Please note that, if selected, you will be required to update such disclosure during the term of your agreement with PGW and for one year thereafter.

Therefore, the following information must be provided to PGW:

1. Did you use any consultant with respect to this RFP or the contract at issue within the prior one year period? If so, you are required to list (in an attachment hereto) the following information for each such consultant: (i) name, (ii) business address, (iii) business phone number and (iv) amount paid or to be paid.

   As used herein, the term “consultant” means any person or entity used to assist you in obtaining a contract through direct or indirect communication with the City, PGW, any City Agency or any officer or employee of any of them, if such communication is undertaken by the person or entity for payment.

   YES   NO

2. Have you or any consultant disclosed above made any contributions of money or in-kind assistance within the prior two year period to (i) any candidate for nomination or election to any public office in Pennsylvania, (ii) any individual who holds any such office, (iii) any political committee or state party in Pennsylvania or (iv) any group, committee or association organized in support of any such candidate, office holder, political committee or state party in Pennsylvania? If so, you are required to list (in an attachment hereto) the date, amount and recipient of each such contribution.

   For purposes hereof, (i) contributions made by a person’s immediate family shall be deemed contributions made by that person and (ii) contributions made by an entity’s affiliate or an officer, director, controlling shareholder or partner of an entity’s or such entity’s affiliate shall be deemed contributions made by that entity.

   YES   NO

3. Do you intend to use any subcontractors on this contract? If so, you are required to list (in an attachment hereto) the following information for each such subcontractor: (i) name, (ii) business address, (iii) business phone number and (iv) amount or percentage to be paid.

   YES   NO

4. Within the prior two year period, has any City or PGW officer or employee asked (i) you, (ii) any of your officers, directors or management employees or (iii) any person or entity representing you, to give money, services, or any other thing of value to any person or entity? If so, you are required to list (in an attachment hereto) the following information for each such officer or employee: (i) name, (ii) title, (iii) date of request, (iv) amount requested and (iv) amount of any payment made in response to request (other than contributions listed under (2) above).

   YES   NO
5. Within the prior two year period, has any City or PGW officer or employee directly or indirectly advised (i) you, (ii) any of your officers, directors or management employees or (iii) any person or entity representing you, that a particular person or entity could be used by you to satisfy any goals in this RFP or contract for the participation of minority, women, disabled or disadvantaged business enterprises? If so, you are required to list (in an attachment hereto) the following information for each such officer or employee: (i) name, (ii) title, (iii) date of advice and (iv) name of person or entity they advised could be used to satisfy such goals.

The undersigned hereby certifies that the information provided herein is true and correct as of the date set forth below.

Signature: ________________________________

Title: ________________________________

Name of Entity: ___________________________

Date: ____________________________________

(Please Print)
ATTACHMENT A - PRICING MATRIX

All pricing shall be firm for the duration of the contract and any renewals.

Eyeglasses: please provide pricing on five sample eyeglasses as follows:
- Single vision, transition, polycarbonate vl2 frame, clip on side shields, case: $________
- Single vision, clear, polycarbonate oversized, 57mm on-guard og20 frame, clip on side shields, case: $________
- Verilux comfort 20% gray tint on-guard og86 frame, 55 mm, -8 sphere, clip on side shields, case: $________
- Standard progressive transition lens tr301 frame, clip on side shields, case: $________
- Flat top 28 bifocal, clear, on-guard og31 frame, clip on side shields, case: $________

Please also provide pricing for the following:
- Clear glass rx lenses (0.12 to 5.00 diopters): $________
- Style 70-p plastic frame without side shields: $________
- Spectacles case with clip: $________
- Single vision: $________
- Bifocal: $________
- Trifocal: flat top: $________ and progressive: $________

Other lenses:
- Oversize lenses (frames 56 mm and larger): $________
- Powers exceeding 5.00 diopters: $________
- Tinted lenses (green, pink grey): $________

Transition lenses:
- Single vision: $________
- Multifocal: $________
- Flat top 28 mm: $________ or 35 mm: $________

Polycarbonate lenses:
- Single vision: $________
- Multifocals: $________
- Scratch resistant coating - cataracts: $________
- Executive trifocal and double segment: $________
• Lenses requiring special blanks (quadrafocal): $________

**Frames:**

• Titmus brand fashion-garde safety frames: $________
• Titmus brand premium collection safety frames - plastic: $________
• Titmus brand pci and headliner: $________
• Side shields: $________
• Jumbo clip case: $________

**Professional Rate for Measurement/Fitting service:** The selected vendor will supply a trained and experienced dispensing optician to fit and adjust protective eyewear for PGW employees.

• Up to one (1) hour fitting/measurement session: $________/hr.
• Up to two (2) hours fitting/measurement session: $________/hr.
• Over two (2) hours per fitting/measurement session: $________/hr.

**Respirator masks, lenses polycarbon:**

• Regular single lenses: $________
• Bifocal lenses: $________
• Trifocal lenses: $________
• Scott o vista respirator insert: $________
ATTACHMENT B

INSURANCE REQUIREMENTS

Proposer shall procure and maintain, at its sole cost and expense, insurance with companies that have an A. M. Best’s rating of not less than A- and acceptable to PGW, with coverage limits of not less than stipulated below. Certificates of Insurance evidencing all required coverage shall be filed with PGW prior to the commencement of work. All certificates and policies shall contain a provision that coverage afforded will not be canceled or materially altered until at least thirty (30) days after prior written notice has been given to PGW.

Philadelphia Gas Works, Philadelphia Facilities Management Corporation, and the City of Philadelphia and their respective officers, employees, directors, boards, commissions and agents, shall be included as Additional Insureds on the General Liability, Automobile Liability and Excess/Umbrella Insurance policies. An endorsement is required stating that Proposer’s policies affording Additional Insured status will be primary to any other coverage available to PGW, PFMC, and the City of Philadelphia and their respective officers, employees, directors, boards, commissions and agents, and any insurance maintained by PGW will be excess and non-contributory. No act or omission of PGW, PFMC, and/or the City of Philadelphia and their respective officers, employees, directors, boards, commissions and agents, shall invalidate the coverage.

- **Workers’ Compensation and Employers’ Liability.** Workers’ Compensation Insurance, as required by statute. Employers’ Liability coverage is to be carried with minimum limits of $1,000,000 each accident/$1,000,000 disease-policy limit/$1,000,000 disease-each employee.

- **General Liability Insurance.** Commercial General Liability is required with limits of not less than $1,000,000 for Bodily Injury and Property Damage Each Occurrence; $2,000,000 General Aggregate; $1,000,000 Products/Completed Operations Aggregate and $1,000,000 Personal/Advertising Injury. The policy shall also cover liability arising from liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and Personal Injury (including, but not limited to, coverage for discrimination, defamation, harassment, malicious prosecution, slander and mental anguish). If non-employment related discrimination and harassment is excluded under General Liability, contractor may instead provide evidence of third party coverage under Employment Practices Liability Insurance. Products/Completed Operations must be included and maintained for at least three (3) years beyond completion of the work required by contract in accordance with the terms thereof. ISO Contractual Liability Limitation Endorsement #CG2391093 shall not apply to this Agreement. This insurance shall be excess over any other insurance, whether primary, excess, contingent or on any other basis that is available to the Proposer or its subcontractor covering liability for damages because of Bodily Injury or Property Damage for which the Proposer has been included as an Additional Insured. Such policy must contain a “Severability of Interests” clause. Philadelphia Gas Works, Philadelphia Facilities Management Corporation and the City of Philadelphia and their respective officers, employees, directors, boards, commissions and agents, shall be included as Additional Insureds. The Additional Insured Endorsement(s) should also include Products/Completed Operations and “your work”. ISO Endorsement CG20 37 07 04 or equivalent should be attached to policy. A copy of the actual Additional Insured Endorsement or policy wording is required.

- **Automobile Liability Insurance.** Business Automobile Liability covering all owned, non-owned and hired autos is required with limits of not less than $1,000,000 Combined Single Limit for Bodily Injury and Property Damage. Such policy must contain a “Severability of Interests” clause.
Philadelphia Gas Work, Philadelphia Facilities Management Corporation and the City of Philadelphia and their respective officers, employees, directors, boards, commissions and agents, shall be included as Additional Insureds. A copy of the actual Additional Insured Endorsement or policy wording is required.

- **Excess/Umbrella Liability Insurance.** Proposer shall provide evidence of Excess/ Umbrella Liability Insurance with limits of not less than $2,000,000 in any one claim or occurrence. The Excess/Umbrella policy shall follow form and be excess of all underlying insurance required by this contract except Professional Liability/Errors & Omissions coverage as outlined below. Philadelphia Gas Works, Philadelphia Facilities Management Corporation and the City of Philadelphia and their respective officers, employees, directors, boards, commissions and agents, shall be included as Additional Insureds. A copy of the actual Additional Insured Endorsement or policy wording is required.

- **Employment Practices Liability Insurance.** Proposer shall provide evidence of Employment Practices Liability Insurance with limits (including defense costs) of not less than $1,000,000 in any one claim or occurrence. Policy shall include Third Party Liability coverage. Coverage can be written on a stand-alone form or in a combined coverage format. Under an occurrence form, coverage required shall be maintained in full force and effect under the policy for the duration of the contract. Under a claims made form, continuous coverage is required. Should an Extended Discovery Period or “tail” coverage be required in the event coverage is terminated, such coverage must be maintained for a period of not less than three (3) years.

- **Professional Liability/Errors & Omissions Coverage.** Evidence of Professional Liability/Errors & Omissions Insurance must also be provided with limits of not less than $1,000,000 Per Occurrence/Aggregate or Per Claim or Loss/Aggregate with a deductible not to exceed $10,000. Professional Liability/Errors & Omissions Insurance shall be applicable to any occurrence arising out of the performance of services pursuant to any statement of work between the parties and, if applicable, shall also cover liability arising from information technology services including, but not limited to, privacy liability, intellectual property infringement and privacy infringement.

  Under an occurrence form, coverage required shall be maintained in full force and effect under the policy during the duration of the contract period. Under a claims made form, continuous coverage is required. Should an Extended Discovery Period or “tail” coverage be required in the event coverage is terminated, such coverage must be maintained for a period of not less than three (3) years. This insurance shall be primary with respect to any other insurance afforded the Proposer.

**ADDITIONAL PROVISIONS**

It shall be the responsibility of the Proposer to ensure that all subcontractors carry insurance of not less than coverage and limits specified herein, except to the extent that PGW’s Director of Risk Management may agree to lower limits on a case by case basis depending on the nature of the subcontractor's work. Proper evidence of this compliance must be forwarded to Philadelphia Gas Works prior to the inception of any work by subcontractor.

Renewal certificates and policies, as required, shall be forwarded to Philadelphia Gas Works for as long as professional contractor performs the work as specified in this contract.