PHILADELPHIA GAS WORKS

REQUEST FOR PROPOSALS

FOR

SAFETY DATA SHEET MANAGEMENT SYSTEM

Dated: November 03, 2016

RFP NO.: 31111
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1 The Solicitation – Notice to Proposers

Notice is hereby given that Philadelphia Gas Works (“PGW”) will receive sealed proposals on or before January 6, 2017, 2:30 p.m. Eastern Time, at the PGW Supply Chain Department, 800 W. Montgomery Avenue, Philadelphia, Pennsylvania 19122, for an internet-based safety data sheet (“SDS”) management system for PGW’s inventory of chemical products.

This document outlines PGW’s objectives, describes the general characteristics of the services to be provided, and (without being exhaustive) outlines the principal obligations of PGW and the selected Proposer.

Questions concerning this Request for Proposals shall be directed in writing towards Renju M Kuruvilla, PGW Supply Chain Department, fax: 215-684-6163, e-mail: Renju.Kuruvilla@pgworks.com (with a copy to procurement@pgworks.com), or PGW Supply Chain Department, 800 W. Montgomery Avenue, Philadelphia, Pennsylvania 19122. Proposers may not contact other PGW personnel regarding this RFP.

1.1 Schedule of Events

The projected schedule of events for this Request for Proposals is as follows:

Issue Date of the RFP .............................................. November 3, 2016

Questions and requests for clarification or information must be received, in writing, at the office of the person listed above by 5 p.m. (EST) .................................................. December 6, 2016

Date by which answers to submitted questions will be provided to Proposers .................................. December 9, 2016

Non-Mandatory Telephone Conference, 10:00 a.m.................. December 13, 2016

Proposal Submission Due Date
Must be received, in writing, at the office of the person listed above by 2:30 p.m. (EST) ........................................ January 6, 2017

Notification Date .......................................................... January 20, 2017

Contract Start Date ....................................................... As soon as possible

The Non-Mandatory Telephone Conference is scheduled for 10:00 a.m. on December 13, 2016 to answer questions and requests for clarification. Proposers who choose to participate should dial as follows: Dial In Number: 1-888-330-1716; Access Code: 8907352. These dates are estimates only and PGW reserves the right to alter this schedule as it deems necessary or appropriate.
1.2 Proposal Requirements

Proposals shall be accepted only from respondents ("Proposers") who have:

1.2.1 Obtained from PGW a complete set of Proposal Documents and any addenda thereto issued by PGW (sometimes referred to as the "RFP"), consisting of the following five (5) sections and four (4) attachments:

**Sections:**

1. The Solicitation – Notice to Proposers
2. Project Definition and Requirements
3. Instructions to Proposers
4. Proposer Information
5. Proposal Evaluation, Negotiation and Contract Award

**Attachments:**

A. Sample Hazardous Substance Survey Form
B. Cost Proposal
C. Demographic Survey
D. Disclosure Form

1.2.2 Submitted a proposal pursuant to the instructions in this RFP as set forth in Section 3.

In evaluating the proposals, PGW will consider the demonstrated experience and ability of the Proposer to deliver the proposed services, the scope and value of the proposed services, and the financial proposal of each Proposer as described in this RFP.

PGW hereby solicits proposals in accordance with these Proposal Documents.
2 Project Definition and Requirements

2.1 Overview

2.1.1 Overview of PGW

PGW is a municipally-owned utility operated by the Philadelphia Facilities Management Corporation (hereafter referred to as “PFMC”). The successful Proposer will enter into a negotiated contract with PGW by PFMC. PGW provides natural gas service to approximately 502,000 active accounts within the city of Philadelphia, using 6,000 miles of gas mains and services. PGW is the only utility currently distributing natural gas within the city of Philadelphia, and its mission is to provide safe, reliable natural gas service to the citizens of Philadelphia at a reasonable cost.

2.1.2 Background Information

- PGW currently employs approximately 1,600 people and operates nine (9) facilities that support multiple work activities which involve the use of chemical products. These facilities are either natural gas processing plants, or field stations containing staging grounds and offices for multiple departments. PGW departments who routinely use or store chemical products (both non-hazardous and hazardous) are as follows:
  
  o Chemical Services Department
  o Distribution Department
  o Facilities Department
  o Field Services Department
  o Field Services Department Metering Division
  o Fleet Operations Department
  o Gas Processing Department
  o Supply Chain Department

- The workplaces and the departments operating at each workplace are described in detail below:

<table>
<thead>
<tr>
<th>Porter Station (Field Operations Station)</th>
<th>Richmond Plant</th>
</tr>
</thead>
<tbody>
<tr>
<td>2435 S. 28th Street</td>
<td>3100 E. Venango Street</td>
</tr>
<tr>
<td>Philadelphia PA, 19145</td>
<td>Philadelphia PA, 19134</td>
</tr>
<tr>
<td>-Field Services Department</td>
<td>-Gas Processing Department</td>
</tr>
<tr>
<td></td>
<td>-Supply Chain Department</td>
</tr>
<tr>
<td>Workplace</td>
<td>Location</td>
</tr>
<tr>
<td>-----------</td>
<td>----------</td>
</tr>
<tr>
<td>Castor Station (Field Operations Station)</td>
<td>8301 Castor Avenue, Philadelphia PA, 19152</td>
</tr>
<tr>
<td>Tioga Yard</td>
<td>3101 E. Venango Street, Philadelphia PA, 19134</td>
</tr>
<tr>
<td>Belfield Station (Field Operations Station)</td>
<td>5138 Belfield Avenue, Philadelphia PA, 19144</td>
</tr>
<tr>
<td>Passyunk Plant</td>
<td>3100 W. Passyunk Avenue, Philadelphia PA, 19145</td>
</tr>
<tr>
<td>Transportation Facility (Main workplace for Fleet Operations Department)</td>
<td>1849 N. 9th Street, Philadelphia, PA 19122</td>
</tr>
<tr>
<td>Meter Shop (Gas Metering Division of Field Services Department)</td>
<td>900-940 W. Diamond Street, Philadelphia, PA 19122</td>
</tr>
<tr>
<td>PGW Main Office &amp; Montgomery Station (Field Operations Station)</td>
<td>1800 N. 9th Street, Philadelphia, PA 19122</td>
</tr>
</tbody>
</table>

Currently, the workplaces mentioned above are locations where Safety Data Sheets ("SDS") are filed. SDS sheets are filed separately by the following individual workplaces:

- Chemical Services (Applies to Chemical Service Laboratory Only)
- Distribution Department (Applies to multiple PGW stations as described above)
- Field Services Department (Applies to multiple PGW stations as described above)
- There are at least eleven (11) different locations (storeroom offices, general meeting areas, call centers, etc.) within the above mentioned workplaces where physical copies of SDS are stored. Each location is provided with a “book,” which contains only the SDS of the products intended for use only at that location. Entire PDF files containing workplace specific SDS can be generated in the currently used online database (IHS DolphinRTK). These PDF files are used to generate physical SDS books as needed. There are also “kiosk” computers with access to the current online database at each workstation. Any PGW employee can access SDS documents electronically (for viewing or printing purposes) using these kiosks without the need to enter in login information. Since the online database is a web-link, all employees with internet access have access to the database.

- Currently new products are individually added to the online SDS database by PGW’s Chemical Services Department. PGW’s Supply Chain Department notifies Chemical Services of any new, equivalent or reformulated products that are ordered for the Company. These products are first checked against the online SDS database for any existing entries. If the product needs to be added to the SDS database as a new entry, Chemical Services will conduct a review of the proposed product for its intended use and relevant safety precautions. The new SDS (to be provided by Supply Chain via the vendor) is then added to our current database. The current online database allows addition of details pertaining to the use, location and other specifics of each product as “index” values. These details will be added during any additions/revisions of SDS entries. PGW Supply Chain will also provide Chemical Services with a PGW Internal “stock item code” for the product being added to the database. This internal code relays the product’s intended storage locations and has accompanied with it a brief description of the product. PGW employees typically reference these stock item codes when placing orders with the Supply Chain Department. The following is a general description for the elements of the PGW stock item code, along with an example:
o AA-BB-CCDD
  
  - AA are two numbers representing the intended storeroom location for this particular product (e.g., 10 for Tioga or Montgomery Storeroom; 20 for Passyunk Plant Storeroom; 30 for Richmond Plant Storeroom; __ for Transportation Department Storeroom)
  
  - BB are two numbers representing the class of the product (e.g., 65 is an oil or lubricant; 57 is an electrical item; 46 is a janitorial item)
  
  - CCDD are four numbers identifying the items within the class, and also segregates different size containers of the product, if applicable

  o Example: 10-65-1820
  
  - Description: PENETRANT:PN L1-16, LIQUID, 1 PT CAN, SUPER, OLIER TYPE CANS W/ SPOUT, 12 CANS PER CASE, LIQUID WRENCH, INSPECT CODE (A)
  
  - Corresponding Storeroom – Tioga/Montgomery Storeroom
  
  - Item Type – Lubricant
  
  - “1820” is the last four digits of the stock item code identifying the item

- In an effort to comply with the recent adoption by the Occupational Safety & Health Administration (“OSHA”) of the Globally Harmonized System of Classification and Labeling of Chemicals (“GHS”), PGW Chemical Services is conducting a company-wide chemical inventory in order to identify products requiring new SDS revisions meeting GHS requirements. Another goal of the inventory is to add any new products to our database that we may have missed in past purchases. To date there are 623 Material Safety Data Sheets (“MSDS”) or SDS in our online SDS management system. The inventory was started June 2015 and since, over 500 products have been identified. It should be noted, however, that some of the products identified may be discontinued products.

- Under the Pennsylvania Worker & Community Right to Know Act (Act 159 of 1984), PGW is required (under 34 Pa. Code § 301 – 323) to perform the following duties as a “Non-OSHA Covered” Employer:
  
  o Post a Workplace Notice, which lists employee rights under the law.
  
  o Complete and post a Hazardous Substance Survey Form (“HSSF”) annually, by April 1 of each year, and provide it to the Department of Labor and Industry, upon request.
  
  o Collect and maintain a file of MSDS/ SDS. The MSDS/SDS give detailed information on each hazardous substance in the workplace. MSDS/SDS must be
made available to employees without intervention of a supervisor.

- Complete an Environmental Hazard Survey Form (“EHSF”), if requested by the department, and make it available to employees.

- Label all containers and ports of pipelines containing hazardous substances or hazardous mixtures in the workplace.

- Label workplace containers and ports of pipelines containing any chemical.

- Annually by April 1st, PGW internally submits copies of the HSSF to each of the previously listed PGW workplaces. The HSSF is included in the hard-copy SDS books placed at each workplace. The HSSF includes the following mandatory components:
  - Workplace Notice
  - Employer Identification Information
    - Provides workplace address and description information
    - Lists year when “survey” was performed
  - Product list
    - Product list providing name, manufacturer, and internal code of each product used at the workplace for which the HSSF was prepared
  - Hazardous Substance Survey Form. Provides the following information:
    - Survey form lists all products from product list and includes the ingredients of each product, the Chemical Abstract Service (“CAS”) number for each ingredient if applicable, and applicable SARA Title III Sections 311/312 hazard categories

A sample of all components of the HSSF submitted internally by PGW is shown in Attachment A.

- The MSDS/SDS management solution currently used by PGW has been effective as an accessible repository of SDS maintained by PGW; however, PGW is seeking to improve the efficiency and accuracy of SDS management by investing in an SDS management system that incorporates automatic updates of SDS for chemical products in PGW’s inventory from a vendor-maintained database of SDS. In addition, PGW is seeking more robust indexing and report generation tools that will allow for automatic generation of regulatory reports, such as the HSSF. At this time, PGW estimates that the final inventory of chemical products utilized by PGW will be between 1,000 and 1,500 products.

### 2.2 Services to be Provided; Scope of Work

PGW requires a SDS database management system that will have the following functions:

1. An internet accessible database system capable of storing at least 2,000 individual SDS documents in PDF, and accepting PDF file sizes up to 4.0 Megabytes.

2. The database system should have a customizable web interface that provides PGW employees with the ability to at least search for and display each stored SDS document on
a user-friendly platform. The database must be viewable from the following web browsers currently used by PGW workstations:

- Internet Explorer (Version 11)
- Google Chrome

3. The proposed database system must have the ability for multiple user access levels (e.g., administrator, viewer, etc.) to segregate users and administrator functions of the database system. PGW’s database of MSDS/SDS must only be available to PGW employees and authorized users provided a link and/or password for access by PGW. A separate password must be entered by the PGW SDS database administrator before changes can be made to SDS database.

4. For ease of product SDS identification and report generation by PGW users, the proposed database system must have an extensive indexing capability with at least the following functions:

- Various indexing categories for the archived SDS, including but not limited to:
  - Product name
  - Product manufacturer
  - Product synonyms
  - All elements of the GHS adopted by OSHA
  - Product ingredients with the ability to note the following:
    - Percentage composition (by volume or weight)
    - CAS numbers
  - Location of use tracking and designation for chemical products used only at specific PGW facilities
  - Custom indices available to be added, such as PGW’s internal stock item codes
- Ability to include attachments (e.g., documents, emails, etc.) related to each SDS database entry

5. Database system must have built-in tools for detailed management of SDS files, including but not limited to the following:

- Administrative access to make manual changes to the SDS database, with functions such as:
  - Addition/removal of SDS
  - Indexing of SDS
  - Addition/removal of attachments
- Administrative assistance available for management of SDS database
  - Locating SDS
    - Successful Proposer must have an extensive MSDS/SDS database accessible to the PGW administrative user for searching and downloading of any SDS revisions missing from PGW’s database or the Successful Proposer must be able to obtain MSDS/SDS for products requested by PGW
    - Updating of SDS revisions
      - Alerts must be provided to PGW administrative users when new SDS revisions are available from the product manufacturer.
- Automatic updates of SDS revisions in PGW’s database must be available to PGW as an option when new revisions are available in the successful proposer’s MSDS/SDS database.

- Viewable/printable reports
  - Availability to generate reports/lists of SDS customizable with the aforementioned index categories
  - Generated reports should also at least satisfy (or may be configured by the administrator level user to satisfy) the following employer regulatory reporting requirements
    - 29 CFR 1910.1200(e)(1)(i), relating to workplace or work area list required by the OSHA Hazard Communication Standard
    - 34 Pa. Code § 303.1 & 303.2, relating to compilation of the HSSF and/or the EHSF by non-OSHA covered employers as required by the Pennsylvania Worker and Community Right-To-Know Act, and enforced by the Pennsylvania Department of Labor & Industry
    - Tier II Emergency and Hazardous Chemical Inventory Form, required under section 312 of the Emergency Planning and Community Right-to-Know Act (“EPCRA”)
  - Similar to the aforementioned reporting requirement, the database should have the ability to generate reports for matching of products or product ingredients to up-to-date regulatory lists. Regulatory lists available for use within the database system should at least include the following:
    - OSHA Z Table (29 CFR 1910.1000)
    - Pennsylvania Hazardous Substance List (34 Pa. Code § 323 Appendix A), used in compilation of the Pennsylvania HSSF and EHSF
    - EPA “List of lists”; Consolidated List of Chemicals Subject to the EPCRA, the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) and Section 112(r) of the Clean Air Act

- Printing of PGW’s SDS Library
  - Tools available for printing of PGW’s entire SDS library. Printing function must at least allow batch printing of the SDS library with the following sorting/eliminating features:
    - By location
    - In alphabetical order

- Back-up of PGW’s SDS Library
  - Tools must be available for back-up of PGW’s SDS library as needed to CD, DVD, or other electronic data storage device. Items able to be backed-up must at least include the following:
    - A master list of all SDS saved into PGW’s database at the time of back-up
    - All uploaded SDS files in their original format as saved
6. 24/7/365 unlimited access to PGW’s SDS database by PGW employees for searching/viewing/printing of SDS
   - Non-administrative user (or read-only) access levels should be available for all PGW employees with internet access to view or print SDS or SDS related reports
   - Telephone support should be available for database users (administrative or lower access level users) on issues regarding use of the SDS database
   - SDS may be faxed to a designated phone number at the request of PGW users
   - Successful Proposer should also provide a back-up system for transmittal of information from PGW’s SDS database to PGW employees in the event of a failure of the primary system (i.e., the proposed electronic SDS database) due to issues such as power or equipment failure. This back-up system may include the following:
     - Telephone service for verbal transmittal of SDS information to PGW employees
     - Faxing service for PGW’s SDS at the request of PGW employees

7. The proposed SDS management system must also have the ability to produce secondary container labels by referencing the indices made for each SDS entry. Labels must be customizable to at least include the following:
   - All GHS labeling elements incorporated into the revised 2012 OSHA Hazard Communication Standard
   - PGW’s internal item codes

In addition to the above requirements, the successful Proposer must also be capable of the following:
   - Perform an initial build-out of SDS database using a chemical inventory spreadsheet supplied by PGW; the spreadsheet will include product name, manufacturer, product number/part number, location of use within PGW facilities/departments, and internal stock item codes. The successful Proposer is expected to compile the latest SDS version available for each of the products when assembling PGW’s SDS database.
   - Provide notification to PGW during initial build-out for any chemical products for which a GHS compliant SDS cannot be identified. PGW will utilize this information to include products in future chemical product purchase decisions and disposal determinations.
   - On-going assistance and support for PGW’s Information Services (“IS”) Department for access/security issues related to use of the proposed database system across PGW’s computer network.

2.3 Term

The contract between PGW and the successful Proposer for the selected SDS management system will be for four (4) years. The pricing will be fixed for the four-year contract period.
2.4 Proposal Pricing

Each proposal must provide unit prices for the services identified in this RFP by completing Attachment B - Cost Proposal to identify the unit costs associated with the items/tasks listed therein. The costs will be fixed for the four-year contract term. Each Proposer should include any relevant costs for the required services not otherwise covered in Attachment C on additional sheets as needed.

2.5 Proposer/Personnel Minimum Requirements

The Proposers must be familiar with the regulatory requirements for SDS provision to employees referenced in this RFP and have experience in building and maintaining large, internet-based chemical MSDS/SDS databases.

2.6 Licensing

The Proposer will be authorized to do business in the Commonwealth of Pennsylvania and comply with all pertinent state and federal requirements, codes and regulations.

If Proposer is a “business” as defined in The Philadelphia Code, Section 19-2601, Proposer must have a valid business privilege license, issued by the City of Philadelphia's Department of Licenses and Inspections, to do business in the City of Philadelphia, prior to entering into any contract with PGW.

2.7 Information/Product

All reports, surveys, tables, charts, diagrams, design work, product recordings and other data (including electronic, audio and video) or documentation prepared or compiled by Proposer in connection with the performance of its obligations under the contract, shall be the sole and exclusive property of PGW. Proposer shall retain in its files, sufficiently detailed working papers relevant to its engagement with PGW. Proposer further agrees that its working papers will be held in the strictest confidence and will not be disclosed or otherwise made available to outside sources, except as required by law, without the written consent of PGW.

2.8 Confidentiality

Proposer must agree to keep confidential any and all information concerning the plans, operations or activities of PGW which may be divulged by PGW or ascertained by Proposer in the course of performing services under any contract with PGW. In the event Proposer is required to disclose confidential information pursuant to a subpoena, order of a court, or other legal process, Proposer shall, upon notice of such required disclosure and prior to disclosure, immediately notify PGW and allow PGW the opportunity to inspect the information subject to disclosure, and in the event such disclosure is objectionable under
any standard or rule of the court, Proposer shall exhaust all legal means to prevent disclosure.

### 2.9 Minority Participation

PGW has established an anti-discrimination policy relating to the participation of Minority, Women, and Disabled businesses and persons (collectively, “DBEs”) in contracts. The purpose of PGW’s DBE policy is to provide equal opportunity for all businesses and persons and to assure that PGW funds are not used, directly or indirectly, to promote, reinforce or Services perpetuate discriminatory practices. Proposers must complete Attachment C (Demographic Survey), attached hereto and submit same with their proposals.

For this project, PGW has not established a goal for participation of “DBE’s”. Each proposer must exercise its Best and Good Faith Efforts to include “DBE's” in its proposal. “Best and Good Faith Efforts” are those efforts, the scope, intensity and appropriateness of which are designed and performed to achieve meaningful participation of “DBE’s” in the work described in this proposal. Proposer's desire to self-perform all of the work does not excuse proposer from its exercise of Best and Good Faith Efforts. In furtherance of such purpose, each Proposer may employ some or all of the following methods:

- Contact DBEs that reasonably could be expected to submit a quote and are available in the OEO Directory of Certified Firms before the proposal date and notify them of the nature and scope of the work to be performed.

- Break down or combine elements of work into economically feasible units to facilitate DBE participation.

- Work with trade, community, or other organizations that provide assistance in recruitment of DBEs.

### 2.10 Insurance

Proposer shall procure and maintain, at its sole cost and expense, insurance with companies carrying an A. M. Best's rating of not less than A- and acceptable to PGW, with coverage limits of not less than stipulated 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 on the General Liability, Automobile Liability and Excess/Umbrella Liability 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 $500,000 each accident/$500,000 disease-policy limit/$500,000 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 defamation, malicious prosecution and slander). Products/Completed Operations must be included. ISO Contractual Liability Limitation Endorsement #CG21391093 shall not apply to this Agreement. Such policy must contain a “Severability of Interests” clause. 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. 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.

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 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.

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.

PROFESSIONAL LIABILITY/ERRORS & OMISSIONS COVERAGE. Evidence of Professional Liability/Errors & Omissions (including Media Liability) Insurance must also be provided with limits of not less than $2,000,000 Per Occurrence/Aggregate or Per Claim or Loss/Aggregate with a deductible not to exceed $100,000. 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 shall cover liability arising from information technology services, including but not limited to, intellectual property infringement, privacy infringement, and if applicable, software development services and computer or electronic information technology services. Under an occurrence form, coverage required shall be maintained in full force and effect under the policy during 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 or self-insurance programs afforded the Proposer.

ADDITIONAL PROVISIONS

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.

It shall be the responsibility of the successful 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. Subcontractor must forward proper evidence of this compliance to Philadelphia Gas Works prior to the inception of any work.

Renewal certificates and policies, as required, shall be forwarded to PGW for as long as Proposer performs the work as specified in this RFP.

2.11 Indemnification

The Proposer will be required in the contract to indemnify, defend and hold harmless PGW, PFMC, the City of Philadelphia, and each of their respective officers, employees, directors, boards, commissions, and agents, from and against any and all losses, costs (including, but not limited to, litigation and settlement costs and counsel fees), claims, suits, actions, damages, liability and expenses, occasioned wholly or in part by Proposer’s act or omission or negligence or fault or the act or omission or negligence or fault of Proposer’s agents, subcontractors, suppliers, employees or servants in connection with this Agreement, including, but not limited to, those in connection with loss of life, bodily injury, personal injury, damage to property, contamination or adverse effects on the environment, intentional acts, failure to pay such subcontractors and suppliers, any breach of this Agreement, and any infringement or violation of any proprietary right (including, but not limited to, patent, copyright, trademark, service mark and trade secret), regardless of the negligence of PGW, PFMC, and/or the City of Philadelphia. In any and all claims, suits and actions against PGW, PFMC and the City of Philadelphia, and their respective officers, employees, directors, boards, commissions and agents, by any employee of Proposer, any subcontractor, or anyone for whose acts Proposer and its subcontractor is liable, the indemnification obligation set forth in this section shall not be limited in any way by any
limitation on the amount or type of third party damages, compensation or benefits payable by or for Proposer or any subcontractor under workers’ compensation acts, disability acts, or other employees’ benefit acts.

PGW does not indemnify.

2.12 Certificate of Non-Indebtedness

The Proposer will be required to certify and represent that Proposer and Proposer’s parent company(ies) and subsidiary(ies) are not indebted (at the time of signing of the contract) to the City of Philadelphia, PGW or PFMC (collectively the “City”), and will not at any time during the term of the contract (including any extensions or renewals thereof) 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. In addition to any other rights or remedies available to PGW at law or in equity, Proposer acknowledges that upon any breach or failure to conform to such certification PGW shall have the right to, and may, at the option of PGW, withhold payments otherwise due to Proposer, and, if such breach or failure is not resolved to PGW’s satisfaction within a reasonable time frame as specified by PGW in writing, this will offset any such indebtedness against said payments and/or terminate this Agreement for default (in which case Proposer shall be liable for all excess costs and other damages including reasonable attorney’s fees resulting from the termination).

2.13 Non-Discrimination

Proposer shall not discriminate or permit discrimination against any person because of race, color, religion, national origin, sex or sexual orientation. In the event of such discrimination, PGW may, in addition to any other rights or remedies available under the contract, at law or in equity, terminate any contract with Proposer forthwith.


Proposer understands and agrees that no individual with a disability shall, on the basis of the disability, be excluded from participation in any contract of Proposer with PGW or from activities or services provided under such contract. As a condition of accepting and executing such contract, Proposer shall comply with all provisions of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq., and all regulations promulgated thereunder, as the Act and regulations may be amended from time to time, which are applicable (a) to Proposer, (b) to the benefits, services, activities, facilities and programs provided in connection with this Agreement, (c) to PGW, or the Commonwealth of Pennsylvania, and
(d) to the benefits, services, activities, facilities and programs of PGW or of the Commonwealth.

Without limiting the generality of the preceding sentence, Proposer shall comply with the “General Prohibitions Against Discrimination,” 28 C.F.R. §35.130, and all other regulations promulgated under Title II of “The Americans with Disabilities Act,” as they may be amended from time to time, which are applicable to the benefits, services, programs and activities provided by PGW through contracts with outsider contractors.

2.14 MacBride Principles

Proposer certifies and represents that, to the best of its knowledge, (i) Proposer (including any affiliates under its direct control) does not have, and will not have at anytime during the term of any contract with PGW (including any extension or renewal thereof), any investments, licenses, franchises, management agreements or operations in Northern Ireland and (ii) no product to be provided under any contract with PGW will originate in Northern Ireland, unless Proposer has implemented the fair employment principles embodied in the MacBride Principles.

In the performance of any contract with PGW, Proposer covenants that it will not utilize any suppliers, subcontractors at any tier (i) who have (or whose parent, subsidiary, exclusive distributor or affiliates have) any investments, licenses, franchises, management agreements or operations in Northern Ireland or (ii) who will provide products originating in Northern Ireland unless said supplier or subcontractor has implemented the fair employment principles embodied in the MacBride Principles. Proposer further covenants to include the provisions of this paragraph, with appropriate adjustments for the identity of the parties, in all subcontracts and supply agreements which are entered into in connection with the performance of any contract with PGW. Proposer covenants that it will cooperate with PGW and City’s Director of Finance in any manner which PGW and the said Director deem reasonable and necessary to carry out PGW’s and the Director’s responsibilities under Section 17-104 of the Philadelphia Code which embodies the requirements set forth in this section. Proposer understands and agrees that any false certification or representation in connection with this section and any failure to comply with the provisions of this section shall constitute a material breach of any contract with PGW entitling PGW to all rights and remedies provided therein or otherwise available in law (including, but not limited to, Section 17-104 of the Philadelphia Code) or equity. In addition, Proposer understands that false certification or representation in connection with this section is subject to prosecution under Title 18 Pa.C.S.A. Section 4904.

2.15 Governing Laws

Any contract entered into by PGW will be executed in and shall be governed by the laws of the Commonwealth of Pennsylvania.
2.16 Certain Required Disclosures

In accordance with The Philadelphia Code Title 17 Chapter 17-400, 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. All Proposers must therefore complete Attachment D and include such completed Attachment with their proposal. Please note that the selected Proposer will be required to update such disclosure during the term of its agreement with PGW and for one year thereafter.
3 Instructions to Proposers

3.1 Proposal Preparation Requirements

3.1.1 Proposals must be prepared in English on 8 ½ x 11 inch paper with tabbed indexes separating the following seven (7) completed sections in the following order:

3.1.1.1 Tab 1: Transmittal letter.

3.1.1.2 Tab 2: Scope of Work. Proposed scope of work, work plan, procedure and timeline to provide the scope of work described in Section 2.2 of this RFP.

3.1.1.3 Tab 3: Proposal Pricing (Attachment B).

3.1.1.4 Tab 4: Completed Section 4 (Proposer Information) of this RFP. All Proposals must include the following information and be signed (at the end of Section 4) as follows:

3.1.1.4.1 If the Proposal is made by an individual, the Proposal must be signed by the individual, the individual's full name must be typed or printed under the signature line and the Proposal must include the individual's mailing address.

3.1.1.4.2 If the Proposal is made by a partnership, the Proposal must:
   a) be signed by at least one of the general partners with authority to bind the partnership and the name of the general partner must be typed or printed under the signature line;
   b) include the name and mailing address of the partnership; and
   c) attach a copy of the partnership agreement, or other document authorizing the general partner to sign the Proposal to bind the partnership;

3.1.1.4.3 If a corporation makes the Proposal, the Proposal must:
   a) be signed by the president or vice president of the corporation, and the secretary or treasurer must attest the signature and the names of the corporate officers must be typed or printed under the signature lines;
   b) include the name and mailing address of the corporation; and
3.1.1.4.4 If the Proposal is made by a joint venture, the Proposal must:

a) be signed by all joint venture partners and the names of the joint venture partners must be typed or printed under the signature lines;

b) include the name and mailing address of the joint venture; and

c) attach a copy of the joint venture agreement or other documentation signed by each member of the Joint Venture and, if applicable, any documentation necessary to show that the individuals signing on behalf of each joint venture partner are authorized to bind the joint venture.

3.1.1.5 Tab 5: Qualification and Experience of Proposer. Proposers are strongly encouraged to list experience providing similar services.

3.1.1.5.1 Provide the names and resumes of each person who would be participating in this project;

3.1.1.5.2 Indicate whether the individual is a full time employee of Proposer’s organization (and if so for how long) or a subcontractor. If the individual is a subcontractor, list the engagements (and the particular responsibilities on each engagements) that the subcontractor has previously worked for Proposer;

3.1.1.5.3 Indicate the areas of the project that each individual will be involved with or have responsibility for;

3.1.1.5.4 For each such individual, provide a reference list with phone numbers.

3.1.1.6 Tab 6: Prior Work Examples. Provide examples of the following documentation:

- Descriptions of MSDS/SDS database creation and maintenance projects completed for other clients;
- Screenshots of internet based MSDS/SDS database systems offered as a proposed solution for PGW; and
- Tutorials for MSDS/SDS database systems offered as a proposed solution for PGW.
3.1.1.7  **Tab 7:** Completed Attachments C and D, and any other attachments required to be completed under the RFP.

3.1.2  One (1) original Proposal, one (1) copy and one (1) CD containing a searchable PDF readable by Adobe Reader 7.0 or higher of the proposal, must be submitted in a sealed envelope or envelopes addressed to PGW Supply Chain Department, Philadelphia Gas Works, 800 W. Montgomery Avenue, Philadelphia, Pennsylvania 19122. The name and address of the Proposer must also appear on the face of the envelope. The PDF file name should be as follows: PROPOSER_RFP_######.PDF where Proposer is your company name and ###### is the PGW RFP id number.

3.1.3  Failure to answer all questions completely and furnish all information required in these Proposal Documents may result in disqualification of the Proposer. PGW reserves the right to thoroughly investigate the financial status and experience of the Proposer.

3.1.4  It shall be the responsibility of the Proposer to deliver the Proposal and all other required items to the location specified in Section 1 of these Proposal Documents on or before the due date and time set forth in Section 1.1.

3.1.5  Oral communications from PGW personnel or other persons shall not be binding on PGW and shall in no way modify the provisions of the Proposal Documents. Official responses of PGW to inquiries regarding these Proposal Documents shall be issued by PGW in writing as addenda, and only such written responses shall be binding on PGW as modifications to these Proposal Documents.

### 3.2 Duration of Proposal

In consideration of PGW's evaluation of the submitted Proposals, each Proposer agrees that its Proposal shall be a firm offer to PGW, and shall remain open for acceptance by PGW for a period of at least one hundred and fifty (150) days beginning with the submission due date set forth in Section 1 of these Proposal Documents, as may be revised by addenda.

### 3.3 Proposer's Responsibility

The Proposer shall carefully examine the terms of the Proposal Documents and shall judge for itself all of the circumstances and conditions affecting its Proposal. PGW will endeavor to present accurate information, but Proposers are advised to independently verify the accuracy of any information received.
4 Proposer Information

4.1 Proposer
Submitted by:

[Please type or print]

Name: ________________________________

Address: ________________________________

Telephone: ________________________________

Facsimile: ________________________________

The undersigned Proposer hereby submits to PGW this Proposal as described herein and in the attached documents.

4.2 Qualifications Statement

The Proposer represents and covenants that the Proposer is fully qualified to provide the requested services to PGW. The undersigned further swears and affirms that the information contained in this response is true, accurate and complete.

4.3 Business Experience

4.3.1 The following describes other points of service by Proposer and the companies for whom the services were provided. Proposer should include a reference contact at the described companies, and this contact should have direct, specific responsibility
for the oversight of the program. In particular, the Proposer should describe all experience with projects similar to this project.

4.3.2 The Proposer has operated under its current name since ____, a period of ______ years, and the Proposer (if such be the case) formerly operated under the following name:

_________________________________________________________. 
4.3.3 Proposer must attach the resume of the manager which it anticipates will be the contact for the services required by this RFP.

4.3.4 The Proposer submits herewith the following list of three (3) persons or businesses, which have knowledge of the Proposer’s ability to successfully perform the services for which this Proposal is submitted.

**REFERENCE NO. 1**

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<th>Name:</th>
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<td>Nature of Association:</td>
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**REFERENCE NO. 2**

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<td>Nature of Association:</td>
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</table>
REFERENCE NO. 3

Name: 

Firm: 

Title: 

Address: 

Telephone: 

Facsimile: 

Nature of Association: 

4.3.5 The Proposer has not had an agreement canceled or terminated due, in whole or in part, to the fault of Proposer, or a default or breach of contract on the part of the Proposer. (If a contract or agreement has been canceled, please explain.)

4.4 Financial Information

4.4.1 The Proposer acknowledges and agrees that any financial information disclosed to PGW will be subject to disclosure under the Philadelphia Home Rule Charter and/or the Commonwealth Right to Know Act. The Proposer expressly waives any right to designate its response or parts thereof confidential, proprietary, a trade secret or otherwise exempt from disclosure. The Proposer agrees that PGW may make such disclosure or reproduce such financial information as is deemed necessary or convenient by PGW, its officers, agents, or employees, for PGW’s use in Proposal evaluation and comparison; provided, however, that if any person makes a request as contemplated by the Philadelphia Home Rule Charter and/or Commonwealth Right to Know Act to review or be provided with copies of such financial information or any part thereof, and PGW denies such requests, immediately upon notification thereof, the Proposer shall, at its sole cost and expense, defend PGW and its officers, agents, and employees against any action resulting from denial of such request. If the Proposer fails to promptly provide such defense, PGW, its officers, agents, and employees shall be free to grant such requests, and the Proposer shall be deemed to have waived any cause of action, whether in law or in equity, that it may have against PGW respecting such disclosure. The Proposer agrees to indemnify and hold harmless PGW, its officers, agents, and employees from any and all claims, costs, liabilities or damages, including attorney’s fees and court costs resulting from PGW’s or Proposer’s acts or omissions pursuant to this Paragraph.
4.4.2 The Proposer has ( ) has never ( ) [check one] had a bond or surety canceled or forfeited. (If the Proposer has had a bond or surety canceled, state the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.)

4.4.3 The Proposer has ( ) has never ( ) [check one] been adjudged bankrupt (Chapter 7), or petitioned the court for relief under the Bankruptcy Code or Act for either business reorganization (Chapter 11) or the Wage Earner’s Plan (Chapter 13). If the response is in the affirmative, provide the following information:

4.4.3.1 Date petition filed

4.4.3.2 Case No. and jurisdiction

4.4.3.3 Amount of liabilities and debts

4.4.3.4 Date of discharge or successful completion of reorganization or wage earner’s plan

4.4.4 The Proposer’s bank references are:

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<td>4.4.4.3.</td>
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The undersigned herewith submits a letter from ________________ indicating that the Proposer has an available working line of credit of no less than ________________Dollars ($_____________), or other evidence of Proposer’s capital sufficient to permit it to meet the obligations contemplated by its Proposal.

4.4.5 The undersigned hereby affirms that the Proposer is authorized to conduct business in the Commonwealth of Pennsylvania, and City of Philadelphia, or will obtain proper authorization to do so before executing an agreement and furnishing the required bond or letter of credit, if any.
4.5 General Litigation Disclosure

Proposer must describe any pending, contemplated or ongoing administrative or judicial proceedings material to Proposer’s business, finances or products including, but not limited to, any litigation, consent orders, debarment or contracts with any local, state or federal regulatory agency issued to Proposer or to any parent or subsidiary of Proposer:

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________


4.6 Business Organization Statement

4.6.1 General Information

Name of Firm [Exactly as it would appear on an agreement; if operating under a fictitious name, so indicate.]

_________________________________________________________________

Principal Office Address:

_________________________________________________________________

_________________________________________________________________

Telephone Number:

_________________________________________________________________

Form of Business Entity [check one]

(   ) Corporation
(   ) Partnership
(   ) Individual
(   ) Joint Venture
4.6.2 Corporation Statement

If a corporation, answer the following:

Date of incorporation: 

Location of incorporation: 

Is the corporation authorized to do business in Pennsylvania? Yes ( ) No ( )

If so, as of what date? 

The corporation is held: Publicly ( ) Privately ( )

Furnish the name, title, and address of each director and officer of the corporation.

<table>
<thead>
<tr>
<th>DIRECTORS</th>
<th>Principal Business Affiliation Other than Proposer’s Directorship</th>
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<td>Name</td>
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4.6.3 Partnership Statement

If a partnership, answer the following:

Date of organization: ____________________________

General Partnership ( )  Limited Partnership ( )

Partnership Agreement recorded? Yes ( )  No ( )

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<tr>
<th>Date</th>
<th>Book</th>
<th>Page</th>
<th>County</th>
<th>State</th>
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Has the partnership done business in Pennsylvania? Yes ( )  No ( )

When? ____________________________

Name, address, and ownership share of each general partner owning more than five percent (5%) of the partnership:

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<tr>
<th>Name</th>
<th>Address</th>
<th>% of Ownership</th>
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4.6.4 Joint Venture Statement

If a Joint Venture, answer the following:

Date of organization: ________________________________

Joint Venture Agreement recorded?  Yes (   )  No (   )

Date  Book  Page  County  State

Has the Joint Venture done business in Pennsylvania? Yes (   )  No (   )

When?  ________________________________

Name, address of each Joint Venturer and percent of ownership of each:

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<th>Name</th>
<th>Address</th>
<th>% of Ownership</th>
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4.7 Warranties by Proposer

4.7.1 The Proposer’s Proposal has been completed to the best of the Proposer’s ability, and the Proposer swears that all information contained herein is true, correct and complete to the best of the Proposer’s knowledge, information and belief.
4.7.2 By submission of this Proposal, the Proposer acknowledges that PGW has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information contained in the Proposal, and Proposer authorizes the release to PGW of any and all information sought in such inquiry or investigation.

4.7.3 The Proposer declares by the submission of this Proposal that the Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham Proposal, and has not directly or indirectly colluded or agreed with any Proposer or anyone else to put in a sham Proposal or to refrain from proposing; that the Proposer has not directly or indirectly sought by agreement or communication to secure any advantage against PGW; anyone interested in the Proposal as principal are named within the Proposal; that all statements contained in the Proposal are true; that the Proposer has not directly or indirectly divulged information or data relative to the Proposer’s Proposal to any other person, partnership, corporation, or association, except to such person or persons as have a direct financial interest in the Proposer’s general business.

The foregoing Proposal is hereby submitted by the entity signing below in accordance with all terms and conditions as set forth in the Request for Proposals issued by PGW.

PROPOSER:

DATE: ______________________

(Corporate Seal if Applicable)

Name of Proposer

By: ______________________

(signature)

Name: 
Title: 

Attest: ______________________

(signature)

Name: 
Title: 

[Add signature lines as necessary below.]
5 Proposal Evaluation, Negotiation and Contract Award

5.1 Disqualification of Proposers

5.1.1 If more than one Proposal is received from any individual, firm, partnership, corporation, or association, under the same or different names, said Proposals will not be considered. Reasonable grounds for believing that any Proposer has an interest in more than one Proposal will cause the rejection of all Proposals in which such Proposer is interested. If there is reason to believe that collusion exists among Proposers, none of the participants in such collusion will be considered. Similarly, unsolicited proposals may not be considered.

5.1.2 No Proposal shall be received from, or contract awarded to, any PGW or City employee or official who may have any direct or indirect interest in such submitted Proposal or contract.

5.2 Qualification of Proposers

5.2.1 PGW will carefully consider the Proposer’s qualifications, proposed financial consideration, experience, financial responsibility proposed scope of services, and timeline in evaluating each Proposal. In PGW’s evaluation, the Proposal as a whole may bear more weight than the individual parts of the Proposal.

5.2.2 Following PGW’s review of the submitted proposals, PGW may select one or more Proposers with which to negotiate. PGW shall notify Proposer(s) of selection for negotiations. The date that the Proposer’s receipt of the notification is confirmed by PGW, is referred to herein as the “Notification Date.”

5.2.3 Respondents to this RFP are subject to Philadelphia Code (Chapter 20-600) and the Pennsylvania Ethics Act (65 P.S. Section 401 et.seq.) All respondents are required to disclose any potential conflict caused by PGW or City employees having a financial interest in the entity entering into a contract or agreement with PGW.

5.3 General Reservation of Rights

5.3.1 This RFP and the process it describes are proprietary to PGW and are for the sole and exclusive benefit of PGW. No other party, including any respondent to this RFP or future Proposer to any RFP which may be issued by PGW, is intended to be granted any rights hereunder. The Proposer acknowledges and agrees that any materials submitted in response to this RFP will be subject to disclosure under the Philadelphia Home Rule Charter and/or the Commonwealth Right to Know Act. The Proposer expressly waives any right to designate its response or parts thereof confidential, proprietary, a trade secret or otherwise exempt from disclosure. The Proposer agrees that PGW may make such disclosure or reproduce such materials.
as is deemed necessary or convenient by PGW, its officers, agents, or employees, for PGW’s use in Proposal evaluation and comparison; provided, however, that if any person makes a request as contemplated by the Philadelphia Home Rule Charter and/or Commonwealth Right to Know Act to review or be provided with copies of such materials or any part thereof, and PGW denies such requests, immediately upon notification thereof, the Proposer shall, at its sole cost and expense, defend PGW and its officers, agents, and employees against any action resulting from denial of such request. Any materials submitted or ideas elicited in response to this RFP shall be the sole and absolute property of PGW with PGW having title thereto and unrestricted use thereof.

5.3.2 PGW reserves the right to reject as informal or non-responsive any Proposal that, in PGW’s sole judgment, is incomplete, is not in conformity with applicable law, is not responsive to this RFP, or contains ambiguities or services not called for by this RFP.

5.3.3 Without limiting the generality of any other provision of this RFP, PGW reserves the right, at any time prior to execution of an agreement with the successful Proposer, 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:

5.3.3.1 To request additional or supplemental information (including but not limited to information inadvertently omitted by any Proposer in response to this RFP) from any or all Proposers;

5.3.3.2 To accept or reject, at any time prior to its execution of an agreement, any or all Proposals or any part thereof submitted in connection with this RFP;

5.3.3.3 To accept or reject any or all of the items in any Proposal and award the contract in whole or in part if it is deemed in PGW’s best interest to do so;

5.3.3.4 To waive any informality, defect, non-responsiveness, or derivation from this RFP that is not, in PGW’s sole judgment, material to the Proposal;

5.3.3.5 To negotiate unacceptable provisions incorporated within an otherwise acceptable Proposal submitted in response to this RFP;

5.3.3.6 To reject without evaluation any Proposal that is incomplete, unclear, conditional, or which contains irregularities of any kind;

5.3.3.7 To reject any Proposal that in the sole discretion of PGW is not in the best interest of PGW;

5.3.3.8 To re-issue this RFP without change or modification;
5.3.3.9 To issue a subsequent RFP for this project with terms and conditions that are substantially different from the terms and conditions set forth in this RFP;

5.3.3.10 To cancel this RFP with or without issuing another RFP;

5.3.3.11 To supplement, amend, substitute, or otherwise modify this RFP at any time prior to execution of a final agreement with a Proposer;

5.3.3.12 To reject the Proposal of a Proposer that, in PGW’s sole judgment, has been delinquent or unfaithful in the performance of any contract with PGW, or is financially or technically incapable of performing the services required in this RFP, or is otherwise not a responsible Proposer;

5.3.3.13 To permit or reject, at PGW’s sole discretion, amendments (including information inadvertently omitted), modifications, alterations and/or corrections of Proposals by some or all of the Proposers following Proposal submission;

5.3.3.14 To request that some or all of the Proposers modify Proposals or provide additional information following evaluation by PGW;

5.3.3.15 To conduct such investigations as PGW considers appropriate with respect to the qualifications of any Proposer and/or any information contained in any Proposal;

5.3.3.16 To request clarifications of any unclear Proposal;

5.3.3.17 To negotiate simultaneously, or otherwise, with one or more Proposers;

5.3.3.18 To discontinue and resume negotiations with one or more Proposers;

5.3.3.19 To rescind its rejection of any Proposal(s) and negotiate (or resume negotiations) with a previously rejected Proposer;

5.3.3.20 To not proceed with the process described in this RFP, or to change any time schedules set forth herein;

5.3.3.21 To not enter into an agreement pursuant to this RFP.

5.3.4 PGW intends to enter into contract negotiations with the selected Proposer. However, PGW reserves the right to terminate any negotiations at any time or conduct simultaneous, competitive negotiations with multiple Proposers. PGW reserves the right to negotiate acceptable terms in an otherwise unacceptable Proposal. Such negotiations may result in changes to material terms of this RFP; in
such event, PGW shall not be obligated to inform other Proposers of the changes, or permit them to revise their Proposals accordingly, unless PGW, in its sole discretion, determines that doing so and permitting such is in PGW’s best interest. Should negotiations not prove satisfactory with the recommended Proposer(s), PGW reserves the right to discontinue negotiations with the recommended Proposer(s) and additional firms may be asked to enter into negotiations or PGW may solicit new Proposals or issue a new Request for Proposals.

5.4 Award

5.4.1 PGW intends to award the agreement to the Proposer whose Proposal best satisfies the scope of services described in Section 2 and is otherwise in the best interest of PGW. The determination of award shall be made by PGW, in its sole discretion, which decision shall be final. PGW may employ such analysis techniques and professional consultants for Proposal evaluation as it deems necessary. PGW may request submission of additional information to assist it in evaluating a Proposal, and the Proposer shall cooperate fully with such request. The contract resulting from this RFP will be awarded to the qualified Proposer whose Proposal PGW believes will be the most advantageous to PGW. PGW may condition an award on the successful Proposer’s agreement to such terms and conditions as required by PGW including, but not limited to, PGW’s indemnification.
ATTACHMENT A. SAMPLE HAZARDOUS SUBSTANCE SURVEY FORM
Please identify the units of pricing and unit costs for the items listed below. Please utilize extra pages as needed to identify additional charges that may apply or to further clarify costs listed below.

### Table 1: Unit Price/Rate Table for SDS Database Implementation Services

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit of pricing for described service</th>
<th>Cost per unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Service for initial sourcing of SDS and population of SDS database using PGW-supplied inventory list</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Service for indexing of initially uploaded SDS entries for standard index categories</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Service for indexing of SDS entries with an additional customized category (e.g. internal item code)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Onsite or webinar based training of PGW system administrators</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 – A standard list of index categories should be provided to PGW, and will be used as a metric for proposal evaluation.

2 – Unless otherwise noted, PGW will assume this fee will apply for each additional customized category, regardless of type.

3 – Please note any restrictions on training availability, if training is in fact provided to PGW SDS database users/administrators.

### Table 2: Unit Price/Rate Table for SDS Database Back-up & Support Services

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit of pricing for described service</th>
<th>Cost per unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SDS faxing service as requested by PGW employee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>24/7 Emergency telephone support (i.e. transmittal of SDS information) during failure of primary SDS database system</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4 – Failure of database systems is defined as instances where PGW employees do not have immediate access to database (e.g. power failures, database server malfunctions, PGW network malfunctions, etc.). Please note any restrictions/exceptions to telephone support services provided, if any.
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit of pricing for described service</th>
<th>Cost per unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Annual hosting and use of SDS Database&lt;sup&gt;6&lt;/sup&gt;</td>
<td>$ per year</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Service for alerts and/or automatic revision updates of SDS Database entries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Viewing and downloading of SDS into PGW SDS database from vendor owned database&lt;sup&gt;6&lt;/sup&gt;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<sup>5,6</sup> Please note all restrictions/exceptions to service (if applicable). The noted restrictions/exceptions will be used as a metric for proposal evaluation.
ATTACHMENT C. DEMOGRAPHIC SURVEY

A key tenet of PGW’s practice of good corporate citizenship is its commitment to the use, non-discrimination against and development of qualified minority, disabled and women vendors and to non-discrimination in employment.

In an effort to insure the full inclusion of all segments of the American population, PGW is requesting that the following information be returned with your proposal:

A. Does your organization have a written program which addresses the utilization of minority business enterprises (MBE), disabled business enterprises (DBE) and women enterprises (WBE) in the manufacturing, distribution of servicing of your product(s)? If so, please furnish a copy of your program. Please provide statistics of MBE, DBE and WBE in (1) manufacturing, (2) distribution, and (3) service for the past two years.

   YES □ NO □

   COMMENTS: __________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

B. Does your organization foster economic growth and development by providing procurement opportunities to MBE/DBE/WBE firms as material suppliers, contractors, sub-contractors, etc? If so, please furnish a copy of your company policy or directive.

   YES □ NO □

   COMMENTS: __________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ________________________________________________________________

C. Does your organization have an Affirmative Action Equal Employment Opportunity Policy? If so, please furnish a copy of this policy.

   YES □ NO □

   COMMENTS: __________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
D. Please furnish data depicting the composition of your work force by ethnic group gender and their appropriate titles/job classifications.

<table>
<thead>
<tr>
<th># OF EMPLOYEES</th>
<th>TITLE CLASS</th>
<th>ETHNIC GROUP</th>
<th>GENDER</th>
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</table>

As a socially responsible entity, PGW seeks to insure that its business partners are committed and dedicated to the practice of including all segments of the American population in their business practices. Accordingly, the information requested above must be provided or your proposal may be rejected as non-responsive.

If the information was provided to PGW within the past twelve months, please check here: □

Signature:____________________________________
Title:________________________________________
Name of Firm:________________________________
(Please Print)
ATTACHMENT D. 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 YES NO 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.

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).

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)