

CONTRACTING OPPORTUNITY DESCRIPTION AND APPLICATION FORM

Application Number: 33243

Title: Cold Weather Surveys

Goods/Services to be Provided: PGW seeks a vendor to conduct annual PUC-required field Cold Weather Surveys for an estimated 10,000 to 15,000 PGW customers during the period of October 5th through November 20th and provide results that will be integrated into PGW's current information system by November 30th. There may also be a re-survey period requested by the PUC in January of the following year (determined annually). The re-survey consists of a subset of the surveys conducted in October/November and must be completed by January 20th. Services are more specifically described in Attachment 1. The selected Proposer will be required to provide insurance coverage as described on Attachment 2 attached hereto.

Posting Date: Thursday, April 11, 2019

All questions and requests for clarification must be received by **2:30 pm, Thursday, April 18, 2019**, in writing or by email, at the office of Renju Kuruvilla, Buyer II, Supply Chain Department, whose contact information is below in the section entitled Contact Information.

Application Due Date: **2:30 pm, Thursday, April 25, 2019**

Required Submissions: Persons and entities who wish to provide the goods and/or services described above must (i) complete this application form and submit it 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 include the completed form with their application.

APPLICANT INFORMATION

Name	
Address	
City, State Zip	
Email Address	
Price (or pricing methodology) to provide described goods and/or services, and description of services	_____ per survey
Relevant Experience (attach additional pages if necessary)	

Signature of Applicant (or authorized signatory)	
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Contact

Information: Renju Kuruvilla, PGW Supply Chain Department, 800 W. Montgomery Avenue, Philadelphia, Pennsylvania 19122, fax: (215) 684-6163. Questions should be directed in writing prior **to 2:30 pm on Thursday, April 18, 2019** towards: Renju.Kuruvilla@pgworks.com; with a copy to procurement@pgworks.com.

Reservation of Rights

Vendor expressly acknowledges that any response to this contracting opportunity, including written documents and verbal communication, regardless of how marked, is not confidential and may be subject to public disclosure by PGW, or any authorized agent of PGW, including but not limited to disclosure under the Pennsylvania Right to Know Law. 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. By responding to this contracting opportunity, Vendor expressly waives any right to designate its response or parts thereof confidential, proprietary, a trade secret, or otherwise exempt from disclosure under any circumstance. 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:

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|----|---|---------------------------------|--------------------------------|
| 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. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |
|----|---|---------------------------------|--------------------------------|

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.

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|----|--|---------------------------------|--------------------------------|
| 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. | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |
|----|--|---------------------------------|--------------------------------|

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.

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|----|---|---------------------------------|--------------------------------|
| 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
<input type="checkbox"/> | NO
<input type="checkbox"/> |
| 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
<input type="checkbox"/> | NO
<input type="checkbox"/> |

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.
- | | YES | NO |
|--|--------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="checkbox"/> |

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 1
Services to be provided

Scope of Services:

Software Requested:

PGW is seeking a vendor that will utilize a PGW-provided web page on which the vendor's employees must enter their information via any Android, IOS or Windows Platform device, preferably on 10.1inch screen or larger, which will then go back to the existing tables which are currently in use today.

Services:

PGW is seeking a proposer who –

- Is able to receive a refreshed web-based file daily of accounts eligible to be surveyed
- Will group and assign surveys by creating their own logically and spatially aware hands of work each day based on a daily refreshed pool of potential work orders
- Will conduct surveys and record results with the occupant or a responsible adult at the premise.
- Will complete Surveys within the given time frame
- Will be able to provide daily results via the web based data collection application provided by PGW.
- Will document and communicate any field observations of gas being on and/or safety issues to the Revenue Protection Unit immediately
- Will provide aggregated data for reporting purposes daily.

Training:

The Proposer will be responsible for all field staff training based on PGW's requirements

Cold Weather Survey																					
Tech Name: <input style="width: 400px;" type="text"/>		Order #: <input style="width: 100px;" type="text"/>																			
Premise Details																					
Premise Address		Last Customer Class																			
Last Customer Name		USA Start Date																			
Service Order Type		USA End Date																			
Service Order Date		Fictional USA Dates	-																		
Survey																					
Premise/Building Exists? <input type="radio"/> No, Demolished <input type="radio"/> Yes																					
If Yes:																					
Someone Answers Door? <input type="radio"/> No <input type="radio"/> Yes																					
Someone Answers Door - No																					
<input type="radio"/> Appears Occupied <input type="radio"/> Appears Vacant If Appears Vacant:																					
Check all that apply <input type="checkbox"/> Boarded Up <input type="checkbox"/> Broken Windows <input type="checkbox"/> Piled Up Mail/Previous Notices <input type="checkbox"/> Padlocked <input type="checkbox"/> Posted for being Demolished <input type="checkbox"/> Neighbors say Vacant <input type="checkbox"/> For Sale/Rent Sign Phone# <input style="width: 50px;" type="text"/> <input type="checkbox"/> Foreclosure <input type="checkbox"/> Other <div style="border: 1px solid black; height: 40px; width: 200px; margin-top: 10px;"></div>																					
Service Restoration Package Left? <input type="radio"/> No <input type="radio"/> Yes																					
Curb Box Disposition <input type="radio"/> No Curb Box Found <input type="radio"/> Found In Off Position <input type="radio"/> Found in On Position																					
Gas Found Inside? <input type="radio"/> Found Gas Off Inside <input type="radio"/> Found Gas On Inside <input type="radio"/> Did Not Gain Entry/Could Not Tell																					
If Gas Found On Inside: <input type="radio"/> Confirmed By Office Should be On <input type="radio"/> Confirmed By Office Should be Off																					
Gas Found - Should Be Off Position Left 72Hr Notice: <input type="radio"/> No <input type="radio"/> Yes Completed Safety Shut Off: <input type="radio"/> No <input type="radio"/> Yes																					
Someone Answers Door - Yes																					
Surveyed Individual: <input type="radio"/> No <input type="radio"/> Yes																					
If Surveyed Individual - No																					
<input type="radio"/> Not a Responsible Adult <input type="radio"/> Refusal <input type="radio"/> Language Barrier																					
If Surveyed Individual - Yes																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%; text-align: center;">Name</td><td></td></tr> <tr><td style="text-align: center;">Enter Current Contact Phone #</td><td></td></tr> <tr><td style="text-align: center;">Number of Total Person in Household</td><td></td></tr> <tr><td style="text-align: center;">Number of People over 62</td><td></td></tr> <tr><td style="text-align: center;">Number of People below 18</td><td></td></tr> <tr><td style="text-align: center;">Total Monthly Income</td><td></td></tr> <tr><td style="text-align: center;">Serious Medical Condition</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: center;">Customer would like PGW to callback</td><td style="text-align: center;"><input type="checkbox"/></td></tr> <tr><td style="text-align: center;">Is Property currently Heated</td><td style="text-align: center;"><input type="radio"/> No <input type="radio"/> Yes</td></tr> </table>				Name		Enter Current Contact Phone #		Number of Total Person in Household		Number of People over 62		Number of People below 18		Total Monthly Income		Serious Medical Condition	<input type="checkbox"/>	Customer would like PGW to callback	<input type="checkbox"/>	Is Property currently Heated	<input type="radio"/> No <input type="radio"/> Yes
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If Yes <table style="width: 100%;"> <tr> <td style="width: 30%; vertical-align: top;"> <input type="checkbox"/> Gas Heater <input type="checkbox"/> Wood Stove <input type="checkbox"/> Fire Place <input type="checkbox"/> Oven/Range <input type="checkbox"/> Kerosene Heater <input type="checkbox"/> Electric Heat <input type="checkbox"/> Oil <input type="checkbox"/> Propane <input type="checkbox"/> Other </td> <td style="width: 30%; vertical-align: top;"> <input type="radio"/> Gas <input type="radio"/> Electric <input type="radio"/> Wood <input type="radio"/> Gas <input type="radio"/> Electric <input type="radio"/> Central <input type="radio"/> Space Heater </td> <td style="width: 40%;"></td> </tr> </table> <div style="border: 1px solid black; height: 40px; width: 300px; margin-top: 10px;"></div>				<input type="checkbox"/> Gas Heater <input type="checkbox"/> Wood Stove <input type="checkbox"/> Fire Place <input type="checkbox"/> Oven/Range <input type="checkbox"/> Kerosene Heater <input type="checkbox"/> Electric Heat <input type="checkbox"/> Oil <input type="checkbox"/> Propane <input type="checkbox"/> Other	<input type="radio"/> Gas <input type="radio"/> Electric <input type="radio"/> Wood <input type="radio"/> Gas <input type="radio"/> Electric <input type="radio"/> Central <input type="radio"/> Space Heater																
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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. PGW, PFMC 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 to be carried with limits of not less than \$500,000/per accident, \$500,000/disease (policy limit), \$500,000/disease (each employee).
- **Commercial General Liability.** Commercial General Liability Insurance 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), Personal Injury (including coverage for discrimination, defamation, harassment, malicious prosecution, slander and mental anguish). Products and Completed Operations must be included. ISO Endorsement CG 21 39 10 93 (Contractual Liability Limitation) shall not apply to this contract. This insurance shall be excess over any other insurance, whether primary, excess, contingent or on any other basis, that is available to the contractor or its subcontractor covering liability for damages because of Bodily Injury or Property Damage for which the contractor has been included as an Additional Insured. Such policy must contain a "Severability of Interests" clause. PGW, PFMC 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.** Business Automobile Liability Insurance, covering 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. PGW, PFMC 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.** 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 and Fidelity/Crime 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 coverage including Cyber coverage must be provided, with limits of not less than \$2,000,000, with a deductible not to exceed \$100,000. Errors & Omissions coverage shall be applicable to any occurrence arising out of the performance of services required under the Professional Services Contract and shall cover liability arising from information technology services, including but not limited to, intellectual property infringement, privacy infringement, computer or electronic information technology services and software development services. Coverage under an occurrence form 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.
- **Fidelity/Blanket Crime Insurance.** Evidence of Fidelity/Blanket Crime Insurance with an Employee Dishonesty limit of not less than \$1,000,000 shall be submitted to PGW prior to the commencement of services. Proposer must maintain Third Party (includes money, securities, client's property and other properties) coverage under the Crime policy.

Additional Provisions

A certificate of insurance evidencing all above coverage shall be filed with PGW prior to the commencement of work. Renewal certificates and policies, as required, shall be forwarded to PGW for as long as professional contractor performs the work as specified in this contract. All certificates and policies shall contain a provision that coverage afforded will not be cancelled or materially altered until at least thirty (30) days 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. Proper evidence of this compliance must be forwarded to PGW prior to the inception of any work by subcontractor.