



# CITY OF PHILADELPHIA

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Trevor Day  
Procurement Commissioner

## **IMPORTANT INFORMATION FOR ALL SS&E BIDDERS!**

### **City of Philadelphia Annual Bid Security Program for Services, Supplies, and Equipment (SS&E) Bids** **Period of Coverage: July 1, 2017 – June 30, 2018**

**(Bids for Professional Consulting Services, Public Works, Construction and Demolition [wrecking and building removal] are not covered under the City’s Annual Bid Security Program.)**

Dear Vendor:

The City of Philadelphia announces the City’s Annual Bid Security Program for Fiscal Year 2018. The Annual Bid Security Program continues to have a reduced non-refundable fee of **\$100.00** and covers the time period from July 1, 2017 to June 30, 2018. Coverage begins from the date of enrollment and payment until June 30, 2018. **In order to be an eligible SS&E bidder, all bidders must be enrolled in the City’s Annual Bid Security Program.** All bidders must complete the registration form and pay the Annual Bid Security Program non-refundable fee of **\$100.00**. If applicable, an individual bid bond may also be required in the Invitation and Bid. However, for the majority of SS&E bids, the Annual Bid Security Program will be the only bid security required.

To enroll in the Annual Bid Security Program for the period of **July 1, 2017 to June 30, 2018**, complete this registration form and return the form with the non-refundable fee of **\$100.00** in the form of a check (company, certified, treasurer’s, cashier’s,) or, money order (bank or United States Postal Service). **Cash or personal checks will not be accepted.** If you mail your registration form and payment, make payment to the order of **“The City of Philadelphia”** and send to the address listed below. To clarify the precise use of the payment, enter the words **“Annual Bid Security Program FY2018”** on the memo section of the payment. This registration form and payment should be submitted under separate cover to the attention of **“Annual Bid Security Program FY2018”** at least one day prior to the opening of the first bid that the bidder wants covered under the program. If the bidder chooses to submit the completed registration form and payment with their bid, **company checks will not be accepted** and payment must be made with a certified check, treasurer’s check, cashier’s check, bank money order, or United States Postal Service money order. **Payments can be made online at <https://secure.phila.gov/PaymentCenter/AccountLookup/> and payment receipt with the registration form should be attached to the Seller’s quote on PHLContracts.**

For additional information or inquiries regarding this program, please contact Procurement Customer Service at [bid.info@phila.gov](mailto:bid.info@phila.gov).

Forward payment along with this registration form to:  
**ANNUAL BID SECURITY PROGRAM FY2018**  
Procurement Department  
1401 JFK Boulevard, 170A  
Philadelphia, PA 19102-1685

**Fed EIN/SSN:**

**Company Name:**

**Street Address:**

**City, State, Zip:**

**Contact Person:**

**Email Address:**

**Telephone No:**

**Fax No:**

**Make all payments to “The City of Philadelphia” in the amount of \$100.00, for “Annual Bid Security Program FY2018”.**

**Certified Check      Cashier’s Check      Treasurer’s Check      Bank Money Order      USPS Money Order**

**Company Check (Only if Prior to Bid Opening)      (NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED)**

Rcvd. \_\_\_ / \_\_\_ / \_\_\_ Pymt. Type \_\_\_\_\_ Ck.# \_\_\_\_\_