Welcome!

- This session is being recorded.
- Put your questions in the 'Chat'.
- Only the panelists’ cameras and microphones will be on.
- We will ask you to take a poll near the end of the session. Please respond!
Shawneese Brown
PHL Purchasing Manager
Service, Supply, and Equipment (SS&E)
Agenda

• Overview of PHL Service Supply and Equipment (SS&E)
• Tips for Success
• Finding SS&E Opportunities
• Questions and Answers
• Closing/Transition to Closing Session
Overview of PHL Opportunities

- Philadelphia’s airports are managed by the City of Philadelphia, Department of Commerce, Division of Aviation

- Contracting opportunities are available at:
  - Philadelphia International Airport (PHL)
  - Northeast Philadelphia Airport (PNE)
Overview of Service, Supplies and Equipment (SS&E)

Service, Supplies and Equipment includes the following types of purchases:

- Security Guard Services
- Janitorial Supplies
- Rental of Mop Heads and Floor Mats
- Snow Clearance
- Georgia Pacific Restroom Paper Products and Dispensers
- Air Handler Repair Parts
- Snow Melter’s
- Facility Maintenance (FMC)
Overview of Service, Supplies and Equipment (SS&E)

• **Direct Purchase Order (DPO)** – Purchases under $750.00
• **Formal Bids** – Greater than $35,000 and awarded to the lowest responsive and responsible seller
• **Best Value RFPs** – opportunities greater than $35,000 in which multiple criteria are used to determine a contract award
• **Micro Purchase**
  – Up to $35,000
  – Registered OEO, SBE and LBE vendors ONLY
  – One-year contract with no renewal terms
• **Small Order Purchase**
  – Up to $77,000
  – Any vendor may apply to the opportunity through PHLContracts
  – One-year contract with three optional one-year renewal terms
• **Small Order Purchase - LBE**
  – Up to $103,000
  – Must be a registered LBE to apply to the opportunity through PHLContracts
  – One-year contract with three optional one-year renewal terms

Tips for Success

- Attend pre-proposal and/or pre-bid meetings.
- Keep current on Prevailing Wages.
- Badging is required of most personnel.
- Register with PHLContracts to receive notifications of opportunities.
- Ensure notification emails go to somebody who will read it... Is it going to a Junk/Spam folder?
- Keep track of your login information for the City’s websites and make sure the information the City has for your firm is current.
- Explore [www.phl.org](http://www.phl.org), as there is a lot of information to help you understand Philadelphia's airports and how to do business with us.
- Read bid in its entirety and comply with all instructions.
- Do not wait until the last minute to apply for bids.
- Monitor bids for addenda and amendments.
- Attend pre-bid meetings.
- Make sure you understand the Office of Economic Opportunity requirements and submit ALL required forms.
- Do not submit exceptions to terms and conditions.
- Be sure to read the bid checklist to make sure nothing is missed.
Finding PHL SS&E Bids
Where to Find the Opportunities

Construction (Public Works) and Goods and Services (SS&E) Opportunities

PHL Contracts
https://phlcontracts.phila.gov/bso/
Contracts Hub: [https://contracts.phila.gov/#/](https://contracts.phila.gov/#/)
New City Website Combining eContract Philly and PHL Contracts Opportunities
PHL Contracts - [https://www.phlcontracts.phila.gov/bso/](https://www.phlcontracts.phila.gov/bso/)

Welcome to the City of Philadelphia’s PHLContracts
Your gateway to better business

SEE PUBLIC BULLETIN BELOW FOR IMPORTANT INFORMATION FOR VENDORS

All users, please read this disclaimer prior to using this site.
Click the Register button on top right to begin your registration
* Receive email notifications of bid opportunities
* Submit quotes electronically and view bid results online

If you are already registered with eContract Philly or the Office of Economic Opportunity, this does NOT replace those systems. You still need to register with PHLContracts.

The Contracts Hub is a single source for vendors to access Professional Services and Procurement opportunities.

Vendor Training and Guides
- Contractor Registration Agreement
- Vendor Registration Guide
- Creating and Editing Quotes Guide
- Click here for additional user guides

For additional information, please visit our website at [www.phila.gov/procurement](http://www.phila.gov/procurement)

Open Bids = Opportunities

Register as a vendor to receive opportunity notifications
Open Bids

### Show Bids for Category

- All
- Laboratory Equipment, Supplies, and Services
- Maintenance and Repair of Equipment
- Medical Equipment, Supplies, and Services
- Miscellaneous Commodities and Services
- Office Supplies, Related Items, and Services
- Paper, Printing Equipment, and Related Products and Services
- Personal Products, Equipment, and Services
- Public Works, Park Equipment, and Construction Services
- Rental and Leasing Services
- Safety and Protection Equipment and Related Services
- School and Library Equipment, Supplies, and Services
- Sports, Athletic, and related Outdoor Equipment and Facilities

### Bid Details

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- **Search by Bid Category**
- **Bid Date**
- **Bid Holder List**
Questions and Answers

- Questions and Answers
  - On the Breakout Sessions tab, put your questions in the ‘Chat’

- Polling
  - Please click into the Poll tab and answer 3 short questions
Thank You!

- **When instructed,** click the link on the left of your screen for the Main Ballroom to meet the PHL Management Team for a Q&A Session.
- **Answer “Yes”** to Leave and return to the Main Ballroom.