



**THE PHILADELPHIA PARKING AUTHORITY
701 MARKET STREET – SUITE 5400
PHILADELPHIA, PA 19106**

**REQUEST FOR PROPOSALS INSURANCE BROKER SERVICES
PROPOSAL No. 17-34**

NOTICE TO OFFERORS

Sealed proposals from qualified firms for the procurement of insurance brokers services will be received until 2:00 PM on Friday, January 26, 2018, by the Philadelphia Parking Authority (“Authority”), a body corporate and politic created under the laws of the Commonwealth of Pennsylvania in accordance with the Act of June 19, 2001, P.L. 287, No. 22, as amended, known as the “Parking Authority Law,” in the offices of the Authority, located at 701 Market Street, Suite 5400, Philadelphia, PA 19106.

Documents are available for download at the Parking Authority’s website, www.philapark.org. Firms interested in downloading the documents from the Authority’s website must first register with Mary Wheeler, Manager of Contract Administration, by submitting your name and contact information to mwheeler@philapark.org.

A mandatory pre-proposal meeting will be held at the offices of the Philadelphia Parking Authority on Friday, January 5, 2018 at 11:00 AM. Interested firms must have a representative in attendance at the pre-proposal meeting in order to be considered an eligible offeror. Interested parties may call in on a conference line, 1.877.820.7831, participant passcode 909991.

Prospective firms are encouraged to submit questions after the pre-proposal meeting until Monday, January 15, 2018 at 2:00 PM. Please forward all questions to Mary Wheeler via email at mwheeler@philapark.org. After the pre-proposal meeting only questions submitted in writing will be considered. Question will be responded to via Addenda that will be emailed to all registered offerors and posted to the Authority website.

Proposals are due no later than 2:00 PM on Friday, January 26, 2018.