



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

**REQUEST FOR PROPOSALS – ELEVATOR MAINTENANCE AND REPAIR SERVICES
RFP No. 19-15**

NOTICE TO OFFERORS

Sealed proposals will be received until 2:00 PM on Tuesday, December 3, 2019, 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. Vendors interested in downloading the documents from the Authority’s website must first register with Mary Wheeler, Manager of Contract Administration, using the [Offeror Registration Form](#).

A mandatory Pre-Proposal Meeting will be held in the offices of the Authority, 701 Market Street, Suite 5400, Philadelphia, PA 19106 on Tuesday, November 12, 2019 at 11:00 AM. Offerors must attend the pre-proposal meeting to be eligible to participate in this solicitation. Offerors are permitted to participate in the meeting via conference call, 215.383.1625, Passcode 139494.

Prospective Offerors are encouraged to submit questions until Monday, November 19, 2019 at 2:00 PM. Please forward all questions to Mary Wheeler via email at mwheeler@philapark.org. Only questions submitted in writing will be addressed.

Proposals are due no later than 2:00 PM on Tuesday, December 3, 2019.