

**The Philadelphia Parking Authority
Mellon Independence Center
701 Market Street, Suite 5400
Philadelphia, PA 19106**

**Bid No. 16-33
Ticket Rolls, Paper Tickets and Ticketing Envelopes
Addendum One**

To: See Email Distribution List

From: Mary Wheeler
Manager of Contract Administration

Date: January 18, 2017

No Pages: 3

This addendum is issued on January 18, 2017 prior to the due date to add, delete, modify, clarify and/or to respond to questions submitted by prospective bidders regarding the work included in the above referenced solicitation.

CLARIFICATIONS, CHANGES AND ADDITIONS TO THE BID DOCUMENTS

1. Revised Specifications

**Ticketing Rolls for Handheld Ticketing Devices
4C – HH/Roll 96**

2. Submitting Samples – Revised Due Date

Vendors interested in submitting a bid for this solicitation must provide samples of the ticketing rolls, paper tickets and ticketing envelopes proposed for this contract. Samples must be received no later than **2:00 PM, Friday, February 17, 2017**. All samples must be submitted as defined in the Specifications. The Authority requires 25 sample ticketing rolls for handheld devices, five red ticket books, five blue ticket books, five training ticket books and 25 ticketing envelopes. All packages shall include a letter of transmittal identifying all samples that are being submitted. All packages must be clearly marked (*not* typewritten) “Bid No. 16-33 – Ticketing Rolls, Paper Tickets and Ticketing Envelopes”. Each ticket roll, ticket book and ticketing envelope needs to have the vendor’s identification on it. Samples can be mailed or hand delivered to Mary Wheeler, Manager of Contract Administration as listed below. Samples will not be accepted after **2:00 PM, Friday, February 17, 2017**. **Vendors are encouraged to submit samples prior to the revised deadline.**

The Philadelphia Parking Authority
701 Market Street, Suite 5400
Philadelphia, Pa 19106
ATTN: Mary Wheeler
Manager of Contract Administration

3. The Bid Due date remains unchanged, Friday, February 3, 2017 no later than 2:30 PM.

QUESTIONS

1. **Question:** Regarding the Instructions to Bidders...all envelopes must display the vendor name and must be boldly and clearly marked "not typewritten". Does this mean we are not allowed to type or use a computer-generated label and we must hand-write the label?

Response: The address label may be computer generated or typewritten, however, the bid number and vendor name must be handwritten as instructed.

2. **Question:** Our Company does not fall into any of the MBE/WBE/DBE/DSE categories. That said, do we require "Request for Waiver/Reduction of Participation" form?

Response: Yes, the Request for Waiver form is attached as Exhibit A.

3. **Question:** Can you please advise the make & model of the "printer" being used with the handheld device?

Response: Zebra IMZ 320

4. **Question:** Can you confirm the "number of tickets per roll"?

Response: 96

5. **Question:** ITEM 4C (Ticketing roll specifications), can you advise what HH/Roll 108 means?

Response: HH/Roll 108 should be changed to HH/Roll 96. This indicates that there are 96 tickets per roll.

6. **Question:** Will a "Guaranteed Standby Letter of Credit" be deemed acceptable (for bid security)?

Response: Yes.

7. **Question:** What timeline is there for replying to questions?

Response: Addendum are issued as soon as possible after responses are completed. There will be adequate time to respond with additional questions after the first Addendum is issued.

8. **Question:** Please provide a list of all potential vendor attendees in the pre-bid meeting and conference call of Friday, January 13.

Response: The list of pre-bid attendees is attached as Exhibit B.

9. **Question:** Please advise, if you can disclose the current or most recent supplier for each item, the prices last paid and quantities sold?

Response: **Ticketing Rolls** – \$3.97 per roll @96 tickets per roll
 Blue and Red Paper Tickets - \$.135 per ticket
 Envelopes - \$.078 per envelope
 Training Tickets – \$106.50/1000

*** Please note that the above pricing was generated through a subcontractor arrangement pursuant to the Authority's agreement with Xerox to provide the above referenced paper stock. Approximate yearly quantities are listed in the Specification section of the bid documents.

10. **Question:** Please advise if it is possible to bid on only ticketing rolls, or on only the envelopes, or only on the handwritten ticket books?

Response: Yes.

11. **Question:** Please advise if the requirement for delivery in 30 days after placement of order (1) includes the transit time to Philadelphia and (2) if that is calculated from the date of the notice of award, or the receipt of valid signed contract and (3) if calculated on either of those dates, it might be able to be modified to “30 work days after receipt of purchase order”?

Response: Please refer to item #8 of the Bid Form (Bid Form page 3).

12. **Question:** Please confirm the statement made in the conference that the bid security would be returned at the completion of the contract. Assuming that applies only to the vendor awarded the contract, please advise, when the security would be returned to the unsuccessful bidders.

Response: Bid security will be returned to the unsuccessful bidders with their rejection letter after an award is made. Bid security will be returned to the successful bidder once the contract has been fully executed by both the vendor and the Authority.

13. **Question:** Please advise, if there can be any reconsideration of this requirement (submission of samples), to instead allow samples of other work done by vendor that is similar in specifications to each of the items being bid but which they have printed for other clients.

Response: Samples submitted must meet all specifications indicated in the bid documents.

14. **Question:** If samples of similar work is confirmed as not acceptable, is there a possibility that the sample requirement can be restricted to the apparent low bidder?

Response: No.

15. **Question:** Possible extensions of the lead time for submitting custom printed samples exactly as inquired, was mentioned in the pre-bid meeting. Please advise if such lead time could be as much as three or four weeks, after the confirmed final resolution of this issue? If not, what extended lead time would be possible?

Response: The new sample submission deadline will be Friday, February 17, 2017 at 2:00 PM.

16. **Question:** Regarding the samples, are you just looking for another municipality’s sample roll stock that you can test, same thing for the envelopes?

Response: Refer to response to question #13.

17. **Question:** We actually have to go to press and print X number of samples?

Response: Yes.

18. **Question:** Do we need to include in our bid the delivery price?

Response: Yes, unit price should include all delivery costs.

END OF ADDENDUM ONE

EXHIBIT A

THE PHILADELPHIA PARKING AUTHORITY		REQUEST FOR WAIVER/REDUCTION OF PARTICIPATION FORM FOR PUBLIC BIDS MINORITY (M-DBE), WOMEN (W-DBE) AND DISABLED OWNED BUSINESSES (DS- DBE)			
Bid Number 16-33	Name of Bidder			Date of Bid Opening	
Type of DBE Firm	Participation Range Recommended	Percentage Achieved	Percentage Waiver/Reduction Requested	<p>1. Disadvantaged Business Unavailable to Participate Of those disadvantaged businesses listed on the solicitation for participation form, identify those which were interested in the contract but were unavailable to work on this contract or were unable to prepare a quote. State the reasons for the unavailability of each disadvantaged business. Confirming letters from the firms unavailable to do the work should be submitted whenever possible.</p> <p>2. Contractor's Advertisements for Participation Have you advertised in general circulation media, trade association publications and media focused on disadvantaged businesses concerning subcontracting and joint venture opportunities for this contract? If so, attach copies of all such advertisements published by you. If copies are not available, explain why and state the text of the advertisement(s) and the publications where they were printed.</p> <p>3. Information and Assistance Provided to Disadvantaged Businesses Of those disadvantaged businesses listed on the solicitation for participation and commitment form, identify those to whom you provided plans, specifications, and requirements of the contract. Detail all assistance you provided to interested disadvantaged businesses and all your efforts at negotiation for specific sub-contracts.</p>	
M-DBE	Not specified				
W-DBE	Not specified				
DS-DBE	Not specified				
<p>INSTRUCTIONS</p> <p>To be eligible for award, if your firm has not achieved the participation ranges required for the bid, you must request a waiver of that portion of the ranges not met.</p> <p>On this form you must indicate the requested ranges and the ranges which you achieved, and the amount of ranges which you are seeking to have waived.</p> <p>To be granted a waiver of the participation ranges, you must show that you have made a good faith effort to obtain the participation. On separate company letterhead you must provide an explanation as to why you are requesting a waiver.</p>					
READ THIS NOTICE BELOW					
<p>Your Request for Waiver will be considered and approved or disapproved solely on the basis of information submitted with the bid.</p>				<p>In submitting this form and any information pertaining to this request for waiver, vendor certifies that the statements are true and such certification is made subject to the penalties set forth in 18PA. C.S. §4904 relating to unsworn falsification to authorities.</p>	

EXHIBIT B

Bid No. 16-33
Pre-Bid Meeting Attendees

Representative Name	Company	Email
Joe O'Connell	Emerald Business	joeoc@ebsupplies.com
Caitlyn Stocklin	PPA	cstocklin@philapark.org
Brad Friedland	PMG	bfriedland@pmgamerica.com
William Pirolli	PPA	wpirolli@philapark.org
John Pietrafitta	PPA	jpietrafitta@philapark.org
Steven Boc	PPA	sboc@philapark.org
Corinne O'Connor	PPA	co'connor@philapark.org
Mary Wheeler	PPA	mwheeler@philapark.org
Steve Wengrowiph	Canada Tickets	steve@canadaticket.com
Bob Marini	Three Leaf	bob@hmcleveland.com
Murray Vetstein	Source 4	murray.vetstein@source4.com
Tom Wasniewski	Printing Technologies Inc	tomw@ptionaroll.com
Jennifer Thom	Three Leaf	jthom@threeleaf.com
J. Groff	Toledo Ticket	jgroff@toledoticket.com