

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

**Bid No. 19-12
Ticketing Rolls, Paper Tickets and Ticketing Envelopes
Addendum One**

To: See Email Distribution List
From: Mary Wheeler
Manager of Contract Administration
Date: October 22, 2019

No Pages: 4 including Exhibit A

This addendum is issued on October 22, 2019 prior to the bid due date to add, delete, modify, clarify and/or to respond to questions submitted by prospective offerors regarding the work included in the above referenced solicitation.

QUESTIONS

- 1. Question:** When it says submitting our bid it says in an electronic version. Is that to be put on a flash drive submitted along with the other documents or are we e-mailing them?

Response: No documents will be accepted through e-mail. A pdf file of your entire bid (one file) needs to be submitted on a flash drive or CD.

- 2. Question:** In reference to the hand held ticket sample we received, the ticket is significantly different than what's in the bid. What should we use? Should we go based off the sample that was sent by the Philadelphia Parking Authority or should we go based on what is on the bid? The sample roll that I'm looking at, is significantly different than what's noted on the actual specifications. On page 14 where it says Visa, Mastercard, Discover, American Express in multiple colors, none of that is on the sample roll that I'm holding right now.

Response: The sample in the bid document is correct.

- 3. Question:** You have 2.4 million as an estimate, if at the end of the contract you need 900 additional rolls, are we abound for new pricing for the 900 or do we have to stay in our original bids? In other words, you have a month left on the current contract or four months left, you need a filler, you're out, you're going to reorder, you order whatever X amount of rolls at a time, this one time you want to fill out the rest of the order; is that price going to be no matter what price we submit, no matter if you order one roll or thirty thousand?

Response: The Authority is confident that our needs will not exceed the estimated values in the Invitation for Bids.

- 4. Question:** With regards to the rolls can you indicate possibly what the shipping frequency expected would be for those ballpark quantities that you've indicated?

Response: See attached Exhibit A – Order History

5. **Question:** Would you be indicating what the packaging requirements would be? In other words, how many rolls per case for example?

Response: The Authority does not have a preference regarding the packaging.

6. **Question:** On the Small and Small Diverse participation submittal, how is that information weighted, if at all, when you're evaluating the bids submitted?

Response: Small and Small Diverse Business information may be used to select a Contractor in the event of a tie.

7. **Question:** Is it possible to receive copies of the previous bid tabulations?

Response:

	Ticket Rolls (96)
Source 4	3.19
Three Leaf	2.97
Printing Technologies Inc.	3.24
Canada Ticket	3.54

	Blue Tickets	Red Tickets	Training Tickets	Envelopes
Source 4	0.162	0.162	0.075	0.057
Three Leaf	0.130	0.165	0.140	0.056

8. **Question:** Who is your current vendor for each of the items?

- Ticketing Rolls:
- Blue Paper Tickets:
- Red Paper Tickets:
- Training Paper Tickets:
- Ticketing Envelopes:

Response: Three Leaf Productions, Inc. for all items.

9. **Question:** What price are you currently paying for each of the items?

- Response:**
- Ticketing Rolls: \$2.977
 - Blue Paper Tickets: \$0.130
 - Red Paper Tickets: \$0.158
 - Training Paper Tickets: \$0.130
 - Ticketing Envelopes: \$0.056

10. **Question:** What is the estimated minimum order quantity (MOQ) for each item?

- Response:**
- Ticketing Rolls: 15,000
 - Blue Paper Tickets: 125,000
 - Red Paper Tickets: 100,000
 - Training Paper Tickets: 25,000
 - Ticketing Envelopes: 500,000

11. Question: Do noted MOQ's in question #10 ship together or separately?

Response: The MOQ's ship separately.

12. Question: What is the master carton size (units / case) of each item? Example: there are 50 ticketing rolls/case.

Ticketing Rolls:

Blue Paper Tickets:

Red Paper Tickets:

Training Paper Tickets:

Ticketing Envelopes:

Response: The Authority does not have a preference regarding the packaging.

13. Question: If unable to provide MOQ's, could you please provide typical or average order size for each item, and clarify if these ship together or separately? This information is critical since pricing needs to include all freight.

Ticketing Rolls:

Blue Paper Tickets:

Red Paper Tickets:

Training Paper Tickets:

Ticketing Envelopes:

Response: See attached Exhibit A.

14. Question: Does the Authority require a lift gate or inside delivery at 701 Market St. address?

Response: The Authority has a loading dock where deliveries are to be made.

15. Question: On the back of the handheld ticket the email proofs you sent us had all the credit card symbols in color, we would like to submit (2) bids if this is what you really want. The four color option price, all the colors of credit card symbols and all the symbols in 1 color which really would make sense due to cost, which is evident in bidding the job out.

Response: Only submit a bid for the four color option. Any other bid submitted will not be considered.

END OF ADDENDUM ONE

Exhibit A
Order History
Ticketing Rolls, Paper Tickets and Ticketing Envelopes

Date	Items Ordered
7/5/2017	437,500 Envelopes
7/24/2017	125,000 Blue Ticket Books
7/24/2017	250 Parking Ticket Control Logs
8/24/2017	20,000 Training Tickets
9/15/2017	612,500 Envelopes
10/3/2017	15,000 Ticketing Rolls
12/15/2017	387,204 Envelopes
Total:	
2/15/2018	12,500 Blue Ticket Books
2/15/2018	250 Parking Ticket Control Logs
3/15/2018	15,000 Ticketing Rolls
3/15/2018	125,000 Blue Ticket Books
3/26/2018	700,000 Ticketing Envelopes
6/13/2018	75,000 Blue Ticket Books
6/13/2018	250 Parking Ticket Control Logs
8/23/2018	15,000 Ticketing Rolls
8/31/2018	612,500 Envelopes
10/23/2018	12,500 Blue Ticket Books
10/23/2018	75 Parking Ticket Control Logs
12/6/2018	247,500 Envelopes
12/11/2018	154,500 Blue Ticket Books
12/11/2018	300 Parking Ticket Control Logs
Total:	
2/14/2019	525,000 Ticketing Envelopes
2/22/2019	14,994 Ticketing Rolls
5/30/2019	612,500 Ticketing Envelopes
TBD	6,000 Ticketing Rolls