



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

**TICKETING ROLLS, PAPER TICKETS AND TICKETING ENVELOPES  
Bid No. 19-12**

**NOTICE TO BIDDERS**

Sealed bids will be received until 1:00 PM on Friday, November 8, 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](http://www.philapark.org). Bidders must register with Mary Wheeler, Manager of Contract Administration, using the [Bidder Registration Form](#) prior to downloading the Bid Documents.

A mandatory Pre-Bid Meeting will be held in the offices of the Authority, 701 Market Street, Suite 5400, Philadelphia, PA 19106 on Wednesday, October 9, 2019 at 12:00 PM. Bidders must be in attendance at this meeting or participate in the meeting by calling 215.383.1625, Passcode 139494 in order to be considered an eligible Bidder.

A sample of the desired ticketing roll, ticket books, ticketing envelope and control log will be distributed to all vendors who attend the mandatory Pre-Bid Meeting for a refundable fee of \$250.00, which will be refunded once samples are returned to the Authority. Checks should be made payable to the Philadelphia Parking Authority. We do not accept credit cards.

Bidders will be required to duplicate the ticketing rolls, paper tickets, envelopes and control log and submit those samples with their bid.

Prospective Bidders are encouraged to submit questions until Wednesday, October 23, 2019 no later than 2:00 PM. Please forward all questions to Mary Wheeler at [mwheeler@philapark.org](mailto:mwheeler@philapark.org) with “Bid No. 19-12 Ticketing Rolls, Paper Tickets and Ticketing Envelopes” listed in the subject line. Only questions submitted in writing will be addressed.

Bids must be submitted by Friday, November 8, 2019 no later than 1:00 PM.