

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

**RFP No. 16-20 – Crew Neck Sweatshirts 2016
Addendum One**

To: See Email Distribution List

From: Mary Wheeler
Manager of Contract Administration

Date: August 3, 2016

No Pages: 1

This addendum is issued on August 3, 2016 prior to the due date to add, delete, modify, clarify and/or to respond to questions submitted by prospective proposers regarding the work included in the above referenced solicitation.

QUESTIONS

- 1. Question:** Are the crewneck sweatshirts requiring decoration (silkscreen or direct embroidery)? If so can you please provide artwork to properly quote out garments?

Response: No decoration will be required from the vendor.
- 2. Question:** Will the quantity given in the bid specs (2,785) be delivered in one shipment per year?

Response: It is the Authority's intent to place one order per year. However, in the event that there is an unexpected need for additional sweatshirts there may be a second order.
- 3. Question:** Will the winning vendor be able to invoice PPA per shipment sent at the time of the shipment?

Response: Please refer to section 24 of the Instructions to Proposers and section 3D of the sample contract provided in the RFP document.
- 4. Question:** Is the winning vendor able to have the samples returned back to them in order to use for future orders?

Response: Vendors may pick up samples after the contract has been awarded. Vendors can email Mary Wheeler, Manager of Contract Administration to arrange for pickup at 701 Market Street, Suite 5400, Philadelphia, Pa 19106.

END OF ADDENDUM ONE