

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

**RFP No. 16-26 –Printing 2016
Addendum One**

To: See Email Distribution List

From: Mary Wheeler
Manager of Contract Administration

Date: August 24, 2016

No Pages: 2 pages

This addendum is issued on August 24, 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.

CLARIFICATIONS, CHANGES AND ADDITIONS TO THE PROPOSAL DOCUMENTS

All Packages:

1. Attached please find the current PPA logo that will replace the old logo on certain forms.
2. The form number that is hand written on the bottom left hand corner of all samples will become part of the document when printed.
3. Packages 1, 2 and 3 are having items added. Samples will be sent via Federal Express to all proposers holding those sample packages. New cost sheets will be included in the Federal Express package to replace the original in your RFP document.

Package #1:

1. New forms to be added: **Form 111, Form 112 and Form 113**

Package #2:

1. New forms to be added: **Form 114, Form 115, Form 116 and Form 117.**
2. **Form 37** – Revised description: Incident Report, 4 part white, yellow, pink, gold, number top right, 8.5 x 11.
3. **Form 30** – Attached please find specifications on the “book” that holds the citations. The Authority will have a sample for inspection at 701 Market Street, Suite 5400, Philadelphia, Pa 19106. We do not have enough samples to provide to all prospective proposers.

Package #3:

1. **Form 96** – This item is discontinued, please disregard and put N/A on your cost form.
2. New form to be added: **Form 118.**

QUESTIONS

1. **Question:** For the proposal security, can you explain how that will be handled?

Response: Each proposer will have to submit a \$5,000.00 check, cashier's check or bid bond. After the awarding of the contract (s) the checks will be returned to the unsuccessful proposers with their rejection letter. The proposal security of the award winners will be held until the contract is fully executed and then the security will be returned. Please refer to section 24 of the Instructions to Proposers. Each company only needs to submit proposal security once regardless of how many packages they are submitting proposals on.

2. **Question:** I am requesting any documents that can be sent electronically?

Response: Electronic documents are not available. All proposers were given hard copy samples.

3. **Question:** I take it that the exhibits, forms and letters are all items that need to be replicated?

Response: All of the items included in this RFP will have to be replicated after contracting. For this solicitation the samples were provided as a reference for pricing.

4. **Question:** Can the sequence of **Form 104** and **Form 57** be changed to white, canary, pink and gold?

Response: Yes.

5. **Question:** Regarding **Form 92** (rate increase sticker), the round gold circle Philadelphia Parking Authority label is put on by the Authority, correct? Or is this a separate item?

Response: This sticker is placed by the Authority and is not part of the quote for **Form 92**.

END OF ADDENDUM ONE