

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

**RFP No. 17-03  
Red Light Traffic Signal Photo Enforcement System  
Addendum Three**

To: See Email Distribution List

From: Mary Wheeler  
Manager of Contract Administration

Date: April 18, 2017

No Pages: 6

This addendum is issued on April 18, 2017 prior to the 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.

**CLARIFICATIONS, CHANGES AND ADDITIONS TO THE RFP DOCUMENTS**

1. The question period will be re-opened and extended until **Friday, April 21, 2017 at 2:00 PM.**
2. The deadline to submit proposals has been extended to **Friday, May 5, 2017 at 2:00 PM.**

**QUESTIONS**

1. **Question:** Given the length of our audited financial statements, can Bidders provide these documents in electronic format only?  
**Response:** Yes, but the electronic format must be submitted along with the proposal, not emailed.
2. **Question:** The RFP requires pages to be consecutively numbered. Can Bidders number the pages by major section (i.e., A-1, B-1)?  
**Response:** Yes.
3. **Question:** Can Bidders exclude signed forms, attachments, tables of content, etc. from the consecutive numbering requirement?  
**Response:** Yes.

4. **Question:** The RFP requires Bidders to respond using 10 to 12-point font for text. May Bidders use a smaller, still readable font for the following: headers, footers, and requirement text?  
**Response:** For headers and footers only.
5. **Question:** Several requested documents/samples do not comply with font restrictions and they are not available in a native MS Office format for font adjustments. Please confirm that it is permissible to submit those documents as is.  
**Response:** Confirmed.
6. **Question:** Can the Agency provide required forms in a fillable PDF or Word format if available?  
**Response:** The proposal form will be uploaded to the Authority's website under RFP No. 17-03.
7. **Question:** The RFP requires Bidders to respond using 10 to 12-point font for text. May Bidders use a larger font?  
**Response:** This requirement remains unchanged.
8. **Question:** Can a fax number be excluded as long as there is a cell phone and email?  
**Response:** Yes.
9. **Question:** The format instructions show Pricing details go in Tab F, but also shows "cost proposal" without any details in Tab J. Please confirm that Tab J is not needed.  
**Response:** This requirement remains unchanged.
10. **Question:** Page 42, Exhibit I Contractor Integrity Provisions is empty. Will the City be providing more details?  
**Response:** See Exhibit A of the RFP document.
11. **Question:** Page 42, Exhibit J Conflict of Interest Provisions is empty. Will the City be providing more details?  
**Response:** Please see attached, Exhibit A. This form will be attached to the contract of the award winner for signature. It is attached here for reference only.
12. **Question:** With regard to the requirement that all staff be paid prevailing industry wages, please provide the prevailing industry wages for Customer Service Center staff, Processing Center staff and Maintenance staff?  
**Response:** Please refer to project serial number 17-03060 from the Department of Labor, [https://www.dlisureweb.pa.gov/PrevWage/Pages/Project.aspx?ID=109151&PageType=.](https://www.dlisureweb.pa.gov/PrevWage/Pages/Project.aspx?ID=109151&PageType=)

## END OF ADDENDUM THREE

## **Exhibit A**

### **Conflict of Interest Policy**

The Philadelphia Parking Authority ("Authority") is a public body corporate and politic, exercising public powers of the Commonwealth of Pennsylvania as an agency of the Commonwealth. As an agency charged with enforcement of the law, and with the implementation of many public projects, the Authority must strive to ensure that its actions, as well as those of its directors, officers, employees, legal counsel, consultants, and independent contractors are ethical, honest, and above board. The integrity and good reputation of the Authority are crucial elements of its Mission Statement. Therefore, the Authority's Board of Directors, for themselves and for the directors, officers, employees, legal counsel, consultants, and independent contractors of the Authority, has adopted this Conflict of Interest Policy designed to preclude any material conflict of interest or impropriety with respect to the duties and activities of such persons or entities relating to the Authority.

A. **DEFINITIONS.** The following words and phrases when used in this Policy shall have, unless the context clearly indicates otherwise, the following meaning:

1. **"Disclosure."** A full written account of any actual or potential Adverse Interest.
2. **"Adverse Interest."** The disposition of a Covered Person who:
  - a) Has a personal or extracurricular financial interest in a Project;
  - b) Has a member of the immediate family or immediate family of their spouse or domestic partner who has a personal or extracurricular financial interest in a Project;
  - c) Has an employer-employee, partnership, agency, lender or borrower, fiduciary, legal, or beneficiary ownership relationship with a party financially interested in a Project; or
  - d) Might reasonably be expected to be influenced in the discharge of the Covered Person's official duties with the Authority, by the Authority's role in any portion of any Project.
3. **"Covered Person."** Any Member, director, officer, employee, legal counsel, consultant, auditor, or independent contractor who acts or seeks to act at the direction of the Authority or on the Authority's behalf.
4. **"Project."** Any initiative, procurement, endeavor, transaction, activity or legal matter to which the Authority has any interest.
5. **"Board."** The duly appointed and serving body comprised of the Members of the Board of Directors of The Philadelphia Parking Authority.

6. **"Member."** Any individual having been duly appointed and currently serving as prescribed by the Act of 2001, June 19, P.L. 287, No. 22, as amended, on the Board.

7. **"Immediate Family."** Spouse or domestic partner, Parent, Grandparent, Great-Grandparent, Great-Great Grandparent, Children, Siblings (including "half" and step-siblings), Uncles/Aunts, Grand Uncles/Aunts, Grandchildren, Nephews/Nieces, First Cousins, Great-Grandchildren, Grand Nephews/Nieces.

## **B. STATEMENT OF POLICY.**

1) **Policy Statement.** In conducting official Authority duties any Covered Person shall be held to the standards of ethics, loyalty, honesty, integrity and fair dealing described herein' and shall at all times act in the best interest of the Authority.

### 2) **Disclosure of Conflict of Interest.**

- (a) A Covered Person, other than a Member, who has an Adverse Interest in any Project, shall complete the required Disclosure as to the nature and extent of the Adverse Interest and deliver it to the Executive Director of the Authority, or, if the Executive Director has or is believed to have an Adverse Interest, to the Chairman of the Board, and must abstain from any deliberations or decision making process in any manner related to that Project, all as more fully set forth in Section 3 below.
- (b) In the event that the Executive Director receives a Disclosure or that the Executive Director has an Adverse Interest, the required Disclosure shall be reported to the Board at the first immediately following regularly scheduled or intervening special, Board meeting.
- (c) A Member who has an Adverse Interest in any Project, shall complete the required Disclosure as to the nature and extent of the Adverse Interest and present that Disclosure to the Chairman of the Board or, if the Chairman has or is believed to have an Adverse Interest, to the Secretary of the Board, at the first immediately following regularly scheduled, or intervening special, Board meeting.
- (d) In the event that the appearance of propriety or prudent management dictates that a Disclosure to the Board be made sooner than the first immediately following regularly scheduled, or intervening special, Board meeting, the Disclosure shall be made immediately to the Chairman, or otherwise ranking Member believed to have no Adverse Interest in the subject matter of the Disclosure.
- (e) The Executive Director or Board shall take such action which is necessary in light of the facts revealed by the Disclosure to avoid a conflict of interest or impropriety with regard to a Project.
- (f) The Disclosure, and the action by the Board, shall be made a part of the minutes at the next regular, or intervening special, Board meeting.

- (g) In the event any Covered Person is uncertain as to whether he, she or it has an Adverse Interest under Section B(2) above, such Covered Person shall make a full Disclosure concerning the potential conflict of interest to the Executive Director of the Authority, or, if the Executive Director has or is believed to have an Adverse Interest, to the Chairman of the Board or otherwise ranking Member believed to have no Adverse Interest in the subject matter of the Disclosure.

3) **Obligation to Abstain in the Event of an Adverse Interest.** In the event of any Adverse interest requiring Disclosure by a Covered Person under Section 2 above, such Covered Person after first having disclosed the Adverse Interest as described above, shall:

- (a) Refrain from participating in any deliberations related to the subject matter of the Disclosure;
- (b) In the case of a Member, abstain from voting on or lobbying on behalf of any matter related to the subject matter of the Disclosure; and
- (c) At the request of the Chairman, or ranking Member having no Adverse Interest in the subject matter of the Disclosure, leave the meeting room during the Board's deliberation and vote regarding any matter related to the subject matter of the Disclosure.

4) **Prohibited Activities.**

- (a) No Member, director, officer, or employee of the Authority may solicit, accept or receive from a person, firm, corporation or other business or professional entity or organization a gift, loan, gratuity, favor or service in excess of \$250.00 per annum without prior approval, that might reasonably influence his or her position in the discharge of his or her official duties concerning a project or any other activities of the Authority. However, acceptance of food, refreshment of nominal value on infrequent occasions in the ordinary course of a luncheon or dinner meeting or other meeting shall not be deemed a "gift, loan, gratuity, favor or service" for purposes of this section.
- (b) No Covered Person may directly or indirectly use for personal gain any information not available to the public concerning a Project which comes to him, her or it as a result of affiliation with the Authority, nor may such person or entity provide that information to others not expressly authorized in advance by the Board to receive such information
- (c) No director, officer or employee shall engage in any employment, consulting, advisory or similar activity which is in material conflict with the interest of the Authority.

5) **Communication and Affirmation of Policy.**

- (a) The Authority shall deliver a copy of this Conflict of Interest Policy to every Covered Person. A copy of this policy, or a summary thereof, shall be included in the documentation of each proposed Project.

- (b) Each Covered Person shall deliver to the Executive Director of the Authority positive written affirmation of adherence to the Conflict of Interest Policy by executing the Acknowledgment and acceptance of the Policy.
- (c) Each Covered Person that attends, on average, four (4) or more Board Meetings each fiscal year shall provide to the Authority's Executive Director a copy of an annual Financial Interest Disclosure Statement in the form then required by the Authority, and which may be in addition to any requirements of Pennsylvania's Public Official and Employee Ethics Act, which this Policy is intended to supplement.
- (d) Any candidate for appointment to the Board shall be given a copy of this policy in advance of appointment and shall affirm his or her support. of it prior to appointment; and any newly appointed, retained or hired Covered Person shall be advised, prior to appointment, hiring or retention, of this policy and each shall affirm his or her or its support thereof prior to appointment, hiring or retention, of this policy and each shall affirm his or her or its support thereof prior to appointment, hiring or retention.

6) **Remedies.**

The failure to make any required Disclosure under this policy or any other breach of this policy is grounds for disciplinary action by the Authority against the Covered Person, which disciplinary action may include removal from the Board or termination of the individual's employment, consulting or other contract or arrangement, and is grounds for disapproval of an application or rescission of a Project by the Authority. The remedies provided herein shall be in addition to any other legal remedies available to the Authority.

**Acknowledgment and Acceptance of Conflict of Interest Policy**

\_\_\_\_\_ I have read and understand the Conflict of Interest Policy. I acknowledge that there are no current Projects, which do or may represent an Adverse Interest as defined in the Conflict of Interest Policy of which I have not provided proper notice as required by law and/or this Conflict of Interest Policy. Further, I acknowledge that I must make a Disclosure to the Executive Director or as otherwise set forth in Section B(2) of the Conflict of Interest Policy, of any Project which might be covered by the Conflict of Interest Policy. Finally, I understand that failure to comply with the Conflict of Interest Policy will damage the Authority and its activities, and the remedies set forth in the Conflict of Interest Policy are appropriate.

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name/Company: \_\_\_\_\_