

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

**RFP No. 18-07  
Immobilization Equipment  
Addendum One**

To: See Email Distribution List

From: Mary Wheeler  
Manager of Contract Administration

Date: April 10, 2018

No Pages: 3

This addendum is issued on April 10, 2018 prior to the RFP 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**

**QUESTIONS**

- 1. Question:** Regarding the language “cannot require a company specific tool for installation”. Can you clarify what you mean by that? That wouldn’t mean a key, right?

**Response:** It does not mean a key. It means we only want to use standard tools such as a wrench.
- 2. Question:** I'm wondering about the time frame of the contract, when it is awarded, your expected ordering time frame, if you have one?

**Response:** Approximately 2 months.
- 3. Question:** When do you anticipate ordering, second quarter, third quarter?

**Response:** It is anticipated that we will begin ordering in the 2<sup>nd</sup> Quarter.
- 4. Question:** And, then, is it fair to prorate quarterly, basically, 720 divided by four would be an estimate volume, or does it ebb and flow?

**Response:** The 720 is an estimated number per year.
- 5. Question:** We see that you install about 20,000 boots per year. How many of those boots go missing?

**Response:** In Fiscal 2017 – 342 were stolen. In Fiscal 2018 – 581 were stolen.
- 6. Question:** How often do you use the larger boots, the ones that you're looking for the larger tires?

**Response:** Around 40 – 50 a year.
- 7. Question:** After you boot -- and how long does the vehicle stay on the street before it's towed and someone hasn't paid for their fines and fees?

**Response:** Up to 72 hours.

**8. Question:** What type of boots are you currently using?

**Response:** Universal - Ultimate and Fat Boy boots.

**9. Question:** I was just curious about page eight, the list of subcontractors. The question is how extensive does that apply, like, do you need to know the individual suppliers of subcomponents and stuff like that, or would that simply apply if you were a reseller of some sort?

**Response:** Please list any subcontractor that will be used for the boot itself, replacement parts, locks, etc.

**10. Question:** What do you mean by subcomponents?

**Response:** See response to Question #9.

**11. Question:** Would you ever consider and would you let the contract ever, if you found option one that you liked from one organization and then option two that you liked from another?

**Response:** Yes we would award 2 contracts.

**12. Question:** In response to a question, meeting participants were advised that the Authority loses between 600 and 700 boots per year. Please confirm that this estimate is accurate.

**Response:** A more accurate number is 581.

**13. Question:** Page 5, Part I-12: The last paragraph of this section states that the Final Contract will be for a period of three years and this also is reflected in the sample contract; however, the last paragraph of page 9, Part II-8 states the contract is for one year with four 1-year renewals at the Authority's discretion. Please reconcile these seemingly contradictory statements.

**Response:** The contract will be for a period of three years.

**14. Question:** Page 5, Part I-13: This section of the RFP states that proponents should include their Philadelphia Activity License number and that if we do not currently have one, we must obtain one no later than five business days after a contract is awarded. Our review of the application process revealed that in order to obtain the License, a company must register for a Philadelphia Tax Account Number first and then use that to apply for the Activity License. Our understanding of the process is that applying for a Tax Account requires a company to file tax returns even if the company does not conduct business in Philadelphia and would, therefore, file a zero return. This suggests that the entire process may take more than five business days. In light of this, we are assuming that the Authority would accept proof that a selected vendor has applied for this license at the time of contract award. Please confirm that this assumption is correct.

**Response:** Confirmed.

**15. Question:** Page 11, Part IV-1: The RFP states that the Authority boots approximately 20,000 vehicles per year. How many of those vehicles are released by Authority personnel prior to the 72-hour impoundment deadline? How many immobilization technicians are dedicated to releasing these vehicles?

**Response:** Approximately 30% of bootable violations are paid prior to being towed. We have 7 employees dedicated to releasing vehicles.

**16. Question:** Page 11, Part IV-1: This section of the RFP references the Philadelphia Traffic Code Chapter 12-2400, which states that a boot is to be attached to the wheel of a motor vehicle and should prevent the vehicle from being driven. Please confirm that the Authority will only consider proposals for immobilization equipment that is attached to a wheel and prevents a vehicle from being driven, regardless of the manner

in which it could be driven (i.e., motorists sticking their heads out the driver side window or sunroof, motorists driving in reverse and looking through the rear window or rearview mirror, etc.).

**Response:** Confirmed, the Authority will only consider proposals for immobilization equipment that is attached to a wheel and prevents a vehicle from being driven.

**END OF ADDENDUM ONE**