

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

**RFP No. 18-08  
Managed Print Services  
Addendum One**

To: See Email Distribution List

From: Mary Wheeler  
Manager of Contract Administration

Date: April 13, 2018

No Pages: 2

This addendum is issued on April 13, 2018 prior to the proposal 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 following two devices will be on the contract for service and maintenance but not for toner. Please price accordingly.
  - a. HP LaserJet 4200 – PPA HQ
  - b. HP LaserJet Enterprise – PPA HQ

**QUESTIONS**

1. **Question:** Is there a requirement as to how many loaners the Philadelphia Parking Authority needs to support the locations?  
**Response:** No, we do not have a requirement for how many loaners are needed.
2. **Question:** In the event a participating vendor does not service a specific Manufacturer of equipment can that equipment be replaced with a comparable model as part of the agreement?
  - a. Would you prefer to buy, lease or have equipment provided as a part of the CPC for that unit?
  - b. If so would you be able to share if that equipment is owned, leased and if there are any financial obligations attached to it?
  - c. If so what would the obligation cost be for all of the Canon equipment?**Response:** No, we will not be replacing equipment as part of the agreement. However, we do allow the option of having a subcontract to service the other devices.
3. **Question:** In the event replacement units require replacement during the contract is the Philadelphia Parking Authority authorized to use the COSTARS Contract for replacement equipment?
  - a. Would the replacement equipment be purchase or lease and what would the term be?**Response:** Yes, we are authorized to use the COSTARS contract for purchase of equipment.

4. **Question:** In the spreadsheets there are quite a few high mileage units. Do you want to address the need to replace them during the bid process?

**Response:** Yes, we are open to addressing possible replacements. However, the contract resulting from this RFP will not be based upon the replacement of those devices. The PPA will decide if and when those device will be replaced.

5. **Question:** Are there any specific areas of concern you would like the offeror's to expand on the bid response?

**Response:** No.

**END OF ADDENDUM ONE**