



**THE PHILADELPHIA PARKING AUTHORITY
701 MARKET STREET – SUITE 5400
PHILADELPHIA, PA 19106**

**REQUEST FOR PROPOSALS – MANAGED PRINT SERVICES
PROPOSAL No. 18-08**

NOTICE TO PROPOSERS

Sealed proposals from qualified firms for the procurement of managed print services will be received until 2:00 PM on Tuesday, April 20, 2018, by the Philadelphia Parking Authority (“Authority”), a body corporate and politic created under the laws of the Commonwealth of Pennsylvania in accordance with the Act of June 19, 2001, P.L. 287, No. 22, as amended, known as the “Parking Authority Law,” in the offices of the Authority, located at 701 Market Street, Suite 5400, Philadelphia, PA 19106.

Documents are available for download at the Parking Authority’s website, www.philapark.org. Vendors must register with Mary Wheeler, Manager of Contract Administration, at mwheeler@philapark.org prior to downloading the RFP documents.

A mandatory pre-proposal meeting will be held at the offices of the Philadelphia Parking Authority on Tuesday, March 27, 2018 at 11:00 AM. Interested firms must have a representative in attendance at the pre-proposal meeting in order to be considered an eligible offeror. Offerors may attend the meeting via conference call: 1.877.820.7831 Passcode 105107.

Prospective firms are encouraged to submit questions until Tuesday, April 10, 2018 at 2:00 PM. Please forward all questions to Mary Wheeler via email at mwheeler@philapark.org. Only questions submitted in writing will be addressed. Proposals are due no later than 2:00 PM on Tuesday, April 20, 2018.