

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

**RFP No. 18-17
Multi-Space Meters 2018
Addendum Three**

To: See Email Distribution List

From: Mary Wheeler
Manager of Contract Administration

Date: November 16, 2018

No Pages: 6 + Proposal Form

This addendum is issued on November 16, 2018 to add, delete, modify, clarify and/or to respond to questions submitted by Prospective Offerors regarding the work included in the above referenced solicitation.

CHANGES TO THE RFP DOCUMENT

1. Replace Appendix A – Proposal Form with the attached document. An electronic format is also attached to the email delivering this addendum.
2. **The Question Deadline has been extended to Wednesday, November 21, 2018 at 10:00 AM.**
3. **The Due Date has been extended to Wednesday, December 5, 2018 at 2:00 PM.**
4. **Dates for presentations will be provided shortly after proposals are received.**
5. **Use the attached Excel spreadsheet for line item responses.**

QUESTIONS

1. **Question:** For the further protection of cardholder security, does the Parking Authority have any rules regarding where cardholder information can be authorized, transferred and stored? For example, is it acceptable to authorize, transfer and store cardholder information in Europe, Mexico and Canada? Or may credit card information only be authorized, transferred and stored in the United States?

Response: It is imperative that the Offeror follow all PCI DSS Requirements for storing, transmitting and processing card data regardless of where the data is stored. Offeror should understand fully that any data in their possession, and the proper security of that data is their responsibility regardless of sensitivity or classification.

For any technical concerns regarding card processing regardless of geographical nature, proposer must ensure support is available 24/7.

2. **Question:** Technical Specification 11.03 says “must not accept overpayments”. As bill payments may result in overpayment and there is no specification related to dispensing change, how would the Parking Authority

prefer to handle such situation? Should the transaction only complete if exact amounts or less by bill is inserted (and balance by coins or card, if any)?

Response: Overpayment refers to the end of regulation and the hour limit. No payments should be accepted during the time a Multi-Space Meter does not require payment. Also, if the Multi-Space Meter rate is \$3.00 per hour, and only allows parking for 1 hour, the Meter should not allow the citizen to overpay. If a citizen attempts to use a \$5.00 bill, the bill acceptor should reject the bill. The transactions should not allow exact amounts, as we currently only allow for payments in \$0.25 increments when using a credit card. The current Multi-Space Meters only take quarters and silver dollars in the coin acceptor. The Meter should never dispense change.

3. **Question:** Section 2 – Coin Validator – The amount of coins required for escrow is not specified in this section. Coin escrow is an important feature as it will hold the coins until transaction is accepted by the customer. Without an escrow coins will be dropped into the vault, not allowing customers to cancel a transaction and get their money back. Existing PPA multi-space meters in the city have the escrow feature.

Response: Yes, the Multi-Space Meters should be equipped with a coin escrow.

4. **Question:** Section 2.02 – “All rejected coins cannot enter coin canister”, the RFP does not specify where these rejected coins/slugs should go. Does the Authority prefer a coin return cup? A coin return cup is an important feature as it allows for any acceptable coins that are inserted into the parking kiosk to be returned to the customer if they cancel a transaction. Additionally, all rejected coins/ slugs would be diverted into the coin return cup. Existing PPA multi-space meters in the city have the coin return cup feature.

Response: Yes, the Multi-Space Meters should be equipped with a coin return cup.

Question: Section 13.01 – “Attempted theft of the meter” Please clarify of the alarm required, can it be assumed this is for a machine removed alert to indicate unlawful physical removable of the parking terminal?

Response: This would be an alarm in the system back end that shows when the Multi-Space Meter’s upper or lower door has been accessed unlawfully.

5. **Question:** Section 21.02 – “Credit card reader must be EMV Chip compatible”. Please clarify if contactless EMV is a requirement or is the question referring to the contact reader being EMV compatible?

Response: Credit card reader must be EMV Chip compatible. If contactless readers are proposed, they must also be EMV certified.

6. **Question:** Section 23.01 – “Provide a description and specifications of the parking management portal...” , does the authority prefer a hosted or non-hosted back office system? Considering the quantity of meters required, a non-hosted system would be more cost effective for the Authority, and in line with the current set up of the Authority’s parking management portal.

Response: Due to the fact that the Offeror will be taking credit cards, it is preferred that the solution be host off premise (i.e. Hosted or SaaS).

7. **Question:** Section 23.06 – “...integrate with the Authority’s existing electronic and physical revenue counting systems” – Please clarify what type of electronic and physical revenue counting systems the authority is currently using?

Response: The Authority currently runs 2 coin counting lines and 2 bill counting lines. These machines count and report to a system called “Coin Room Manager,” which is a product of Cummins-Allison Corp. The Authority anticipates the ability to integrate this software with the Multi-Space Meter Offeror’s back end for auditing purposes.

- 8. Question:** The Bid Form page 2 denotes a Unit Cost price per meter with a range of 600 to 800 units in Phase I. The work includes the removal of 1090 units, as well as other lump sum items. How is the work to be allocated on each meter? I.e. the unit cost per meter (given the lump sum items) would be greater if less units selected.
Response: The RFP requires the Offeror to identify the number of Meters needed based on the Meter type and the block face. The range of 600-800 units has been removed from the Proposal Form. Offerors should identify the number of Meters that they are proposing and allocate the cost accordingly. The number of Meters proposed will be evaluated, as well as the proposed cost.
- 9. Question:** Are ancillary site work items to be included in unit costs?
Response: Yes. The successful Offeror will be present and supervise installation based on the project plan that they propose in their proposal. Authority staff will be detaching all existing Multi-Space Meters from the ground surface. The Offeror will remove the detached Multi-Space Meters from the active work site location. For single space Meters, Offeror is responsible for removal of detached materials from Authority headquarters. Authority staff will be performing all installation work.
- 10. Question:** Are we able to reuse existing site elements and/or new concrete mounting pads to be costed as part of each meter?
Response: The successful Offeror will be present and supervise installation based on the project plan that they propose in their proposal. Authority staff will be detaching all existing Multi-Space Meters from the ground surface. The Offeror will remove the detached Multi-Space Meters from the active work site location. For single space Meters, Offeror is responsible for removal of detached materials from Authority headquarters. Authority staff will be performing all installation work. Authority staff will install mounting pads as needed.
- 11. Question:** Who is responsible for any additional civil work that might be needed to install the meters, and/or site repairs?
Response: The successful Offeror will be present and supervise installation based on the project plan that they propose in their proposal. Authority staff will be detaching all existing Multi-Space Meters from the ground surface. The Offeror will remove the detached Multi-Space Meters from the active work site location. For single space Meters, Offeror is responsible for removal of detached materials from Authority headquarters. Authority staff will be performing all installation work.
- 12. Question:** In the event there are areas where the meters require a power connection, would be providing electric power A/C units, conduits and such?
Response: There is not a definitive answer at this time. This decision will be made following evaluation of the proposals. This scenario currently applies to a total of 16 Multi-Space Meters across 6 block faces.
- 13. Question:** Is there a requirement for Prevailing Wage and/or Union Labor? If so, please specify.
Response: Yes, the project serial number is 18-07559. Please go to <https://www.dlisureweb.pa.gov/PrevWage/Pages/Project.aspx?ID=122067&PageType=> to view the report, and produce a hard copy for your records.
- 14. Question:** Who will provide permits and roadwork approvals regarding local and state requirements?
Response: The Offeror would be responsible for this.
- 15. Question:** Will security and/or roadwork traffic control be provided as required?
Response: The Offeror would be responsible for this.
- 16. Question:** In Phase II, what type of meter does PPA want to replace the single space meters in Center City and University City Corridor?

Response: It is the intention of the Authority to replace all single space Meters with multi-space technology.

17. Question: In Phase III, what type of meter does PPA want to replace the single space meters with in the outlying areas?

Response: It is the intention of the Authority to replace all single space Meters with multi-space technology.

18. Question: Does PPA have any documentation that depicts meter location for each phase and area? Site maps, etc.

Response: The Authority does not currently have a map that provides these locations. The Authority maintains a Microsoft Excel worksheet with the locations of the Meters.

19. Question: Are site maps available for each block face where the City anticipates adding meters that do not exist today?

Response: The Authority does not anticipate adding Meters to block faces that do not already feature Meters.

20. Question: Who is responsible for restoring the area where old multi space meters were installed, such as removal of old concrete mounting pads, holes in sidewalks where single head meter heads were installed?

Response: The successful Offeror will be present and supervise installation based on the project plan that they propose in their proposal. Authority staff will be detaching all existing Multi-Space Meters from the ground surface. The Offeror will remove the detached Multi-Space Meters from the active work site location. Authority staff will be performing all installation work. Authority staff will install mounting pads as needed. Authority staff will be performing all concrete work.

21. Question: What is the total quantity of meters that need to be installed in phase I, II, III?

Response: There is not an exact desired number of Meters. Offerors are encouraged to propose the amount of Meters that would be suitable to the Authority's needs.

22. Question: What is the total quantity of meters that need to be removed in phase I, II, III?

Response: These quantities can be found on pages 13 and 14 of the RFP document.

23. Question: What is PPA's expectation of timing on meter removal for phases I, II, III?

Response: This expectation is to be determined, based on evaluation of the removal process. Authority staff will be detaching all existing Multi-Space Meters from the ground surface. The Authority expects the Offeror to remove the existing Multi-Space Meters from their locations immediately after detachment. Detached single space Meters will be removed from Authority headquarters by the Offeror.

24. Question: What is the expectation of PPA's installation schedule for each phase?

- a. Phase I-Quantity? What is the timeline to complete Phase I?
- b. Phase II-Quantity? What is the timeline to complete Phase II?
- c. Phase III-Quantity? What is the timeline to complete Phase III?

Response: This expectation is to be determined, based on evaluation of Offeror proposals.

25. Question: What if meters fall on state roadways, city streets, or routes - will PPA require a different installation regulatory process for each? Who would be responsible for traffic control, security and police detail? Please define.

Response: Offeror is responsible for acquiring any security measures needed for their vehicles, staff, and equipment.

- 26. Question:** Will the vendor be required in the meter demolition process to clear memory on the meters or can we just dispose as is? Do we need to track any serial numbers? How many do we need to dispose of? Who is responsible for any currency found in the meters upon demolition, and how will PPA manage this process?
Response: Offeror must provide data destruction and proper data sanitization of all possible existing non-volatile data storage elements of the existing Meters. Offeror must provide a list of bonded and insured commercial data disposal services that they plan to use for this requirement. If the Offeror plans to handle this requirement internally, they must provide verification of previous data removal and sanitization efforts and a detailed description of their processes for data destruction and sanitization. All employees, contractors and affiliates involved with the removal and disposal of existing Meters are responsible for taking the appropriate steps to ensure all possible existing non-volatile data storage elements of the existing Meters are taken to prevent any type of *Data Loss Incident* from the devices that are decommissioned. Upon removal of the Meter, it will be the responsibility of the Offeror to ensure that any remaining paper from inside the Meter containing printed information is shredded or incinerated. It will be the responsibility of the Offeror to ensure the secure transfer of any possible data storage locations from the Meter to the final destination for destruction. Devices and their internal technology must never be stored in an unsecured dumpster or bin. All Meters will be cleared of currency by Authority staff and powered down prior to removal. All Meters must be disposed of properly.
- 27. Question:** What will the demolition contractor's Scope of Work include? Please define? Is there any specification and/or design method available? If so, please provide.
Response: The successful Offeror will be present and supervise installation based on the project plan that they propose in their proposal. Authority staff will be detaching all existing Multi-Space Meters from the ground surface. Offeror is responsible for removal and proper disposal of all Multi-Space Meters from the active work site. Detached single space Meters will be removed from Authority headquarters by the Offeror and properly disposed of.
- 28. Question:** Will acceptance by PPA be upon "beneficial use" of the equipment for each device location? If not, what is the acceptance criteria for this project? To clarify, as each phase is completed, what is the acceptance criteria that will allow payment for completion of a phase?
Response: Please reference sample contract Article II, section 2.2.2 and Article VI.
- 29. Question:** Who is responsible for staging and storage of the meter equipment?
Response: The Offeror is responsible. Please refer to section 9.03 of the RFP document.
- 30. Question:** If the location of the meters will change and that vendors are required to propose the recommended quantity and placement of Multi space meters on each block, what guidance during the bidding process is PPA going to provide to the vendor to assist the vendor in determining placement and quantity?
Response: The RFP requires Offerors to propose quantity and placement of the new Meters.
- 31. Question:** Do we know the quantity of single space meters that need to be disposed of?
Response: Approximately 9,500.
- 32. Question:** In our experience with similar projects, we often see organizations separate the scope of a project of this magnitude into multiple bids - specifically there would be a bid for removal of current equipment, infrastructure services (i.e. pad installation, electrical work) and basic implementation of the new equipment (i.e. bolt down) and then there would be a separate bid for the actual meter technology that would include the units themselves along with software, support services, warranty services.

Did PPA consider this type of approach as compared to the approach that has been taken? If not, why was this path chosen by PPA?

Response: The Authority seeks a vendor that is experienced in overseeing the entire scope of work for a project of this scale.

33. Question: Can a vendor bid on a portion of this RFP and not the entire bid? (i.e. could a vendor only bid the equipment removal and installation services or could a vendor bid the actual meter technology and related services and still be considered a respondent?)

Response: Offerors must bid on the entire project. Subcontractors may be used to perform portions of the project, but those portions must be identified in the proposal, along with the name of the subcontractor.

34. Question: How do the Reliability Damages affect scheduled maintenance and downtimes?

Response: Scheduled maintenance will be pre-approved by the Authority and done in a rolling basis so not all Meters are out at the same time. This section refers to general system wide or large portion outages.

35. Question: How many meters in Phase 1 are in lots and will require bills? How many meters in Phase I that are on the street will require coins?

Response: Please refer to pages 12 and 13 of the RFP document. There are 20 off street Meters that require bill acceptors. All Meters from Phase I will be required to accept coins.

36. Question: How many current pay stations in your organization accept bills today and how many do not?

Response: All Multi-Space Meters currently accept bills. All single space Meters do not accept bills. Refer to pages 12 and 13 of the RFP document for totals.

37. Question: Will there be any concrete pads that can be used moving forward or should the assumption be that wherever we are placing a new pay station, we are providing a new pad?

Response: The successful Offeror will be present and supervise installation based on the project plan that they propose in their proposal. Authority staff will be performing all concrete work. Concrete pads will be installed or re-used as appropriate.

38. Question: What are the Authority platforms mentioned in 22.03 that the system must be capable of integrating with?

Response: The Authority is looking to integrate the new parking system with our existing coin counting application called Cummins Allison.

39. Question: In 11.03, how does PPA handle overpayments today? What does that functionality look like in the future for PPA?

Response: Overpayment refers to the end of regulation and the hour limit. No payments should be accepted during the time a Multi-Space Meter does not require payment. Also, if the Multi-Space Meter rate is \$3.00 per hour, and only allows parking for 1 hour, the Meter should not allow the citizen to overpay. If a citizen attempts to use a \$5.00 bill, the bill acceptor should reject the bill.

40. Question: In 12.02, PPA references electronic locks. In other parts of RFP, PPA references regular locks. Can you clarify what is needed?

Response: The electronic lock refers to the magnetic keys that are used to access the upper and lower door (vault) of the Meter. The regular locks refer to the locks that are located on the bill and coin boxes.

END OF ADDENDUM THREE

NAME OF PRIME OFFEROR.....

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

**MULTI-SPACE METERS 2018
RFP No. 18-17**

PROPOSAL FORM

1. The undersigned submits this proposal in response to the above referenced RFP No. 18-17 Multi-Space Meters 2018, being familiar with and understanding the advertised notice of opportunity, Instructions, Work Statement, Proposal Form, Affidavit of Non-Collusion, and Addenda if any (the "Proposal Documents"), as prepared by the Philadelphia Parking Authority and posted on the Authority's Internet website and on file in the office of the Authority at 701 Market Street, Suite 5400, Philadelphia, PA 19106. The party submitting a proposal is the "Offeror".

2. The Authority reserves the right to withdraw and cancel this RFP prior to opening or to reject any and all proposals after proposals are opened if in the best interest of the Authority, in the Authority's sole discretion. If the Authority accepts Offeror's offer, Offeror agrees to execute a contract memorializing the proposal's terms if the contract is delivered to Offeror within 60 days of the proposal opening date. This provision will not be interpreted to preclude the execution of a contract related to this proposal outside of that 60 day period.

3. Offeror acknowledges receipt of the following addenda:

Addendum	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

NAME OF PRIME OFFEROR.....

4. **Cost Form:** Offeror may include additional goods or services in the unit cost that are not listed below.
A. **Pay by Plate Multi-Space Meter** **UNIT COST** _____

The unit cost for the Pay by Plate Meter will be inclusive of all hardware, software and Meter functions described in the Work Statement along with the following:

- Disposal of existing Meters (approximately 1090)
- Disposal of existing single space meters
- Delivery of new Meters
- Facility to house the Meters during testing
- Coin Canisters
- 350 Meter covers (hood or bag)
- Locks and keys for each Meter
- 10 rolls of receipt paper per machine installed
- Spare parts
- 25 sets of unique tools need for maintenance and repair (if applicable)
- Initial Warranty

Replacement Parts: Identify any parts or tools that may need to be purchased throughout the lifecycle of the Meter System. Offerors should add additional line items below as warranted.

REPLACEMENT PARTS LIST – PAY BY PLATE

	Item Description	Unit Cost
1	Battery	
2	Solar Panel	
3	Lock	
4	Keys	
5	Keypad	
6	Receipt Paper	
7	Unique tools	
8	Electronic Components	
9		
10		
11		
12		
13		
14		
15		

NAME OF PRIME OFFEROR.....

B. Pay and Display Multi-Space Meter UNIT COST _____

The unit cost for the Pay and Display Meter will be inclusive of all hardware, software and Meter functions described in the Work Statement along with the following:

- Disposal of five (5) existing Meters
- Delivery of five (5) Pay and Display Meters
- Facility to house the Meters during testing
- Locks and keys for each Meter
- Coin/Bill Canisters
- 10 rolls of receipt paper per machine installed
- Spare parts
- 25 sets of unique tools need for maintenance and repair (if applicable)
- Initial Warranty

Replacement Parts: Identify any parts or tools that may need to be purchased throughout the lifecycle of the Meter System. Offerors should add additional line items below as warranted.

REPLACEMENT PARTS LIST – PAY AND DISPLAY

	Item Description	Unit Cost
1	Battery	
2	Solar Panel	
3	Lock	
4	Keys	
5	Keypad	
6	Receipt Paper	
7	Unique tools	
8	Electronic Components	
9	Unit Cost to convert to a no cash Meter	
10		
11		
12		
13		
14		
15		

NAME OF PRIME OFFEROR.....

C. Pay by Space Multi-Space Meter

UNIT COST - _____

The unit cost for the Pay by Space Meter will be inclusive of all hardware, software and Meter functions described in the Work Statement along with the following:

- Disposal of fifteen (15) existing Meters
- Delivery of fifteen (15) Pay and Display Meter
- Facility to house the Meters during testing
- Locks and keys for each Meter
- Coin/Bill Canisters
- 10 rolls of receipt paper per machine installed
- Spare parts
- 25 sets of unique tools need for maintenance and repair (if applicable)
- Initial Warranty

Replacement Parts: Identify any parts or tools that may need to be purchased throughout the lifecycle of the System. Offerors should add additional line items below as warranted.

REPLACEMENT PARTS LIST – PAY BY SPACE

	Item Description	Unit Cost
1	Battery	
2	Solar Panel	
3	Lock	
4	Keys	
5	Keypad	
6	Receipt Paper	
7	Unique tools	
8	Electronic Components	
9	Unit cost to convert to a no cash Meter	
10		
11		
12		
13		
14		
15		

NAME OF PRIME OFFEROR.....

D. Cost of Maintenance Agreement per year: _____

E. Cost of Offeror providing cellular data plan as detailed in Section 22:

F. Cost of Offeror acting as Merchant of Record as detailed in Section 24:

NAME OF PRIME OFFEROR.....

5. Requirement Statement: The undersigned Offeror agrees to provide and install Multi-Space Meters as specified in the RFP, Work Statement and any Addenda, if issued and the response submitted.

Signature

Name
(Please Print)

Title

Date

NAME OF PRIME OFFEROR.....

6. Offeror Signatures:

If offer is by an individual or partnership, form must be dated and signed here:

_____ Signature of Owner of Partner	_____ Business Name of Offeror
_____ Typed or Printed Name	_____ Street Address
_____ Title	_____ City/State/ ZIP Code
_____ Date	_____ Telephone Number

If offer is by a corporation, form must include the date and be signed here by (a) President or Vice President, and (b) Secretary, Assistant Secretary, Treasurer, or Assistant Treasurer, and (c) a corporate seal must be affixed. If this form is not so signed, a corporate resolution authorizing form of execution must be attached to this offer.

_____ Signature	_____ Signature
_____ Typed or Printed Name	_____ Typed or Printed Name
_____ Title	_____ Title
_____ Business Name of Offeror	
_____ Street Address	_____ SEAL:
_____ City/State/ZIP Code	
_____ Telephone Number	
_____ Date	

NAME OF PRIME OFFEROR.....

7. Affidavit of Non-Collusion:

State of: _____
County of: _____

RFP No. _____

I state that I am _____ (Title) of _____ (Name of my organization) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this proposal and I have placed my signature below.

I state that:

(1) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, Offeror or potential Offeror.

(2) Neither the price(s) nor the amount of this proposal, and neither the terms nor the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a Offeror or potential Offeror, and they will not be disclosed before proposal opening.

(3) No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal in response to this Proposal, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.

(4) The proposal of my organization is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal. I have read, understand and will abide by the Authority's Contractor Integrity Provisions.

(5) _____ (my organization's name) its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ (my organization's name) understands and acknowledges that the above representations are material and important and will be relied on by The Philadelphia Parking Authority when awarding the contract for which this proposal is submitted. I understand and my organization understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from The Philadelphia Parking Authority of the true facts relating to the submission of proposals / proposals for this contract.

Signature

SWORN TO AND SUBSCRIBED
BEFORE ME THIS ____ DAY
OF 20 ____

Printed Name

Notary Public
My Commission Expires: _____

NAME OF PRIME OFFEROR.....

8. Qualifications:

- a. **Type of business:** Individually owned
Check one Partnership
Corporation
Other

- b. **Number of employees:** Under 25
Check one Under 50
Under 100
Over 100

c. **If you have had previous contracts with the Authority, list date and product or service provided:**

i.....

ii.....

iii.....

d. **Philadelphia Business Activities License Number:** _____

e. **Federal EIN Number:** _____

NAME OF PRIME OFFEROR.....

LIST OF SUBCONTRACTORS
(copy page as needed)

Undersigned agrees, if notified of the acceptance of this proposal, that he will utilize the following subcontractors, for the following noted types of work. No substitutions shall be made in the employment of subcontractors without written approval from the Authority. The undersigned acknowledges that the Philadelphia Parking Authority reserves the right to reject any subcontractors listed below after proposals are opened at no additional cost to Authority.

SUBCONTRACTOR		
Company Name:		
Type of Work:		
Phone:	E-mail:	
Address:		
City:	State:	Zip
Union Affiliation (if any):		
Signature of Individual, Owner or Partner:		
Name and Title of Signer:		
Date:		
SUBCONTRACTOR		
Company Name:		
Type of Work:		
Phone:	E-mail:	
Address:		
City:	State:	Zip
Union Affiliation (if any):		
Signature of Individual, Owner or Partner:		
Name and Title of Signer:		
Date:		

Philadelphia Parking Authority

SMALL AND SMALL DIVERSE BUSINESS PARTICIPATION SUBMITTAL

RFP Name and Number: _____

Offeror: _____

Contact Name: _____ Email: _____

OFFEROR INFORMATION:

Does the Offeror hold a Small or Small Diverse Business Procurement Initiative certificate issued by the Pennsylvania Department of General Services? Yes No (MUST check one)

If yes, please identify each category that applies to your business:

1. _____.
2. _____.
3. _____.
4. _____.
5. _____.

The Offeror will need to attach a copy of their SBPI certificate. Offeror will be required to maintain their status as a certified Small and Small Diverse Business throughout the entire term of the contract.

**MANAGER CONTRACT ADMINISTRATION
THE PHILADELPHIA PARKING AUTHORITY
701 MARKET STREET, SUITE 5400
PHILADELPHIA, PA 19106**



Proposal Decline Form: RFP No. 18-17 – Multi-Space Meters 2018

If you did not submit an offer to the Authority for this solicitation, please return this form immediately.

The undersigned contractor declines to submit an offer for this project.

Name: _____

- Requirements too “tight” (explain below)
- Unable to meet time period for responding to this Proposal
- We do not offer this product or service
- Our schedule would not permit us to perform
- Unable to complete Work Statement
- Unable to meet Bond/Insurance Requirements
- Work Statement unclear (explain below)
- Unable to meet Insurance Requirements
- Unable to meet Contract Requirements (explain below)
- Other (specify below)

Comments:

Upon completion of this form, please email the form to Mary Wheeler, Manager of Contract Administration at mwheeler@philapark.org.