PHILADELPHIA PARKING AUTHORITY MAINTENANCE, REPAIR & REPLACEMENT FOR GARAGE DOORS

RFP NO. 25-10

- - -

TRANSCRIPT OF MEETING, taken in reference to the above matter, by and before JAMES J. GALLAGHER, JR., Professional Reporter and Notary Public, at IMPOUND LOT 7, 6801 Essington Avenue, Philadelphia, Pennsylvania, on Thursday, December 4, 2025, commencing at 11:02 a.m.

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1 APPEARANCES: 2 SHANNON STEWART 3 Philadelphia Parking Authority 4 TYLER LAW Philadelphia Parking Authority 5 JEROME TRZASKA 6 Philadelphia Parking Authority 7 JOHN PIETRAFITTA Philadelphia Parking Authority 8 TIM COSTELLO 9 Philadelphia Parking Authority
SHANNON STEWART 3 Philadelphia Parking Authority 4 TYLER LAW Philadelphia Parking Authority 5 JEROME TRZASKA 6 Philadelphia Parking Authority 7 JOHN PIETRAFITTA Philadelphia Parking Authority 8 TIM COSTELLO
3 Philadelphia Parking Authority 4 TYLER LAW Philadelphia Parking Authority 5 JEROME TRZASKA 6 Philadelphia Parking Authority 7 JOHN PIETRAFITTA Philadelphia Parking Authority 8 TIM COSTELLO
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9 Philadelphia Darking Authority
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10 JOSEPH GIEDEMANN
Philadelphia Parking Authority
11
JACOB GREEN
12 Premier Warehouse Solutions
13 WILL KNIGHTON
Premier Warehouse Solutions
14
MARK GALLAGHER
15 Abstract Overhead Door Company
16 BRANDON McMONAGLE
Delaware Valley Overhead Door 17
JENNIFER SEYMORE 18 Door and Gate USA
19 ELIZA MANCINI
American Best Garage Doors
20
21
22
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	Page 4
1	MEETING MINUTES
2	
3	MS. STEWART: Good morning,
4	everyone. My name is Shannon
5	Stewart. I am the manger of
6	contract administration for the
7	Philadelphia Parking Authority, and
8	this is the mandatory pre-proposal
9	meeting for RFP Number 25-19,
10	Maintenance, Repair and Replacement
11	Services for Overhead Garage Doors.
12	In a moment we will go
13	around the room and do
14	introductions. I ask that you
15	state your full name, spell your
16	last name, and the company that
17	you're here representing.
18	So, again, I'm Shannon
19	Stewart, S-T-E-W-A-R-T,
20	Philadelphia Parking Authority.
21	MR. GIEDEMANN: Joe
22	Giedemann, G-I-E-D-E-M-A-N-N,
23	Philadelphia Parking Authority.
24	MR. GALLAGHER: Mark



	Page 5
1	Gallagher, Abstract Overhead Door
2	Company.
3	MS. STEWART: Could you
4	spell you last name?
5	MR. GALLAGHER:
6	G-A-L-L-A-G-H-E-R.
7	MS. STEWART: Thank you.
8	MR. GREENE: Jacob Greene,
9	G-R-E-E-N-E, Premier Warehouse
10	Solutions, a division of Lift,
11	Incorporated.
12	MR. KNIGHTON: William
13	Knighton, K-N-I-G-H-T-O-N, Premier
14	Warehouse Solutions, a division of
15	Lift, Incorporated.
16	MS. LAW: Tyler Law, L-A-W,
17	Philadelphia Parking Authority.
18	MR. COSTELLO: Jim
19	Costello, C-O-S-T-E-L-L-O,
20	Philadelphia Parking Authority.
21	MR. TRZASKA: Jerome
22	Trzaska, T-R-Z-A-S-K-A, fleet
23	operations manager for the
24	Philadelphia Parking Authority.





get on the record today, you'll





Services for Overhead Garage Doors.



	Page 10
1	immediately following this meeting.
2	So we'll look at a garage door
3	here. We will also go to the
4	airport where we have some garage
5	doors. We will provide
6	transportation from here to the
7	airport. Then we'll come back here
8	and you guys will get in your own
9	vehicles, we have directions, and
10	we'll meet at our TLD offices very
11	promptly after we leave here.
12	Please go directly there. Because
13	if you're not present for the
14	entire site visit then you're not
15	an eligible offeror. So please
16	make sure you get there as soon as
17	possible. We expect it to take two
18	hours, but it probably will take
19	much less.
20	If you haven't already done
21	so, please register for this
22	opportunity using the offeror
23	registration form. Any addenda
24	that are released will be emailed





	Page 12
1	accepted from eligible offerors.
2	You'll put your questions in a Word
3	document and upload it to the form.
4	If you're having any issues
5	accessing or completing the form,
6	please let me know and we'll try
7	and get that situated for you.
8	Only questions submitted
9	via the question submission form
10	will be addressed. And all
11	responses to questions and
12	clarification requests will be
13	provided through a written addendum
14	that will be emailed to all
15	attendees at this meeting as well
16	as posted to our website. My
17	suggestion to you as a final step
18	in preparing your proposals is
19	check our website and make sure
20	that you receive any and all
21	addenda, because you do need to
22	acknowledge it in your proposal
23	form. And I just don't want you
24	guys to miss any information











time to do that is during the





that you take a few minutes to

complete our proposal decline form,

23

	Page 19
1	just letting us know why you
2	decided not to. We do look at your
3	feedback; and if it's something,
4	you know, that what's wrong with
5	the work statement or anything like
6	that, that you decided not to even
7	ask the question for, when we go
8	back out for this in a couple
9	years, we go back, we look at it
10	and we see how can we make that
11	more advantageous for your side.
12	So it is important and we do value
13	your feedback.
14	If requested, you may be
15	required to provide complete
16	financial statements for the last
17	three years which have been audited
18	or reviewed by an independent
19	certified public accountant who is
20	not an employee of your company.
21	You don't have to submit them with
22	your proposal, but if during
23	evaluation we decide that we want
24	to review them, we may request



	Page 20
1	them, so just make sure if you do
2	not have a publicly audited
3	financial set you need to ask for
4	relief from this during the
5	question period. Don't wait until
6	we request it to let us know that
7	you guys don't get a certified
8	public accountant to do your
9	financials.
10	Current prevailing wages
11	and benefits for the industry and
12	trade will be paid at all times for
13	the duration of this project.
14	Does anybody have any
15	questions on Part I?
16	MR. GALLAGHER: I think you
17	mentioned you need to be
18	registered
19	MS. STEWART: Can you state
20	your name?
21	MR. GALLAGHER: Gallagher
22	Mark.
23	MS. STEWART: Uh-huh.
24	MR. GALLAGHER: You need to



	Page 21
1	be registered today by 2:30?
2	MS. STEWART: Our offeror
3	registration form, yeah.
4	MR. GALLAGHER: All right.
5	MS. STEWART: And that's
6	just so we have your correct
7	contact information.
8	MR. GALLAGHER: All right.
9	MS. STEWART: Is Mark on
10	the registration form?
11	MR. GALLAGHER: I don't do
12	this end, so
13	MS. STEWART: Someone
14	registered for you.
15	MR. GALLAGHER: All right.
16	MS. STEWART: Any other
17	questions on Part I?
18	(No response.)
19	MS. STEWART: Okay. Moving
20	on to Part II. Part II is going to
21	outline the format of your
22	proposal. So it will be a tab
23	format. An electronic version of
24	the proposal form is available on



	Page 22
1	our website. Please do not alter
2	any of the forms. If there is
3	anything on any of our forms that
4	you are concerned about or want to
5	request a change, you need to do
6	that during the question period.
7	And then if we were to accept it,
8	we would issue an updated form via
9	addendum, and then all offers would
10	get that change.
11	Any forms that are altered
12	may be grounds for rejection of
13	your proposal. So that is
14	something we take very seriously.
15	I'm not saying you can't ask for
16	changes or, you know, exceptions to
17	things in our document, you just
18	have to do it in the question
19	period, that's all.
20	You do need to use tabs
21	that extend beyond eight and a half
22	by eleven paper. Tab A is just a
23	trasmittal letter signed by an
24	individual with the authority to



	Page 23
1	bind your company. That provides
2	an overview of your proposal as
3	well as the name, email address and
4	phone number of the person I can
5	direct questions to regarding the
6	proposal.
7	Tab B is where you will
8	list your qualifications and
9	experience. You must have a
10	minimum of three years experience
11	providing maintenance, repair and
12	replacement services as described
13	in the work statement. And this is
14	also where you will put your
15	registration with the state.
16	Tab C you must identify the
17	primary employee anticipated to be
18	the project manager and a qualified
19	substitute to represent your
20	company for the entire contract.
21	Tab D is where you will
22	insert the completed proposal form
23	with the exception of the proposal
24	decline form.



	Page 24
1	Tab E we're asking you to
2	provide a detailed explanation of
3	your ability to provide the goods
4	and services as detailed in the
5	work statement. You must also
6	indicate your response time and
7	time frame to be on site after
8	acknowledging a request for repair
9	and emergency repair.
10	Tab F is where you will put
11	either your sample certificate of
12	insurance or the letter from your
13	insurance broker.
14	Tab G is where you will
15	list any proposed changed or
16	exceptions to our sample contract.
17	If they are lengthy, please submit
18	a red line version instead of just
19	like listing any copying like
20	paragraphs from the contract. It's
21	just easier to see the red line
22	version, but if it's just a thing
23	here or there, you can just
24	reference the section of the















Appendix A is the proposal form.

	Page 31
1	Section 3 of the proposal form is
2	where you're going to acknowledge
3	any and all agenda. Page 2,
4	Section 5 is a cost form. So we're
5	asking you to provide hourly rates
6	to perform services. We're asking
7	for regular time, which regular
8	time is defined in the work
9	statement. I believe it's Monday
10	through Friday, 8:00 a.m. to
11	5:00 p.m. So all work will be done
12	during regular time, but we also
13	ask for your premium time hourly
14	rate. Only emergency repair and
15	replacement services will be done
16	during premium time, if need be.
17	We are asking for years one, two,
18	three and four and five for all
19	options of the contract term.
20	We are also asking for a
21	parts and materials discount. The
22	Authority will not pay markup for
23	parts, only list price, but to make
24	your proposal more advantageous you



	Page 32
1	could offer a discount percentage.
2	If there is no discount percentage
3	you can just put a zero there.
4	And then we're also asking
5	for a fixed fee for preventative
6	maintenance per door. So if your
7	preventative maintenance is a flat
8	fee of 300 bucks we would just pay
9	that for each PM that you do on the
10	doors for each door.
11	The rest of the proposals
12	forms are mostly signature pages.
13	So by signing Page 3 you agree to
14	provide the services as described
15	in the work statement, any addenda
16	and in your proposal.
17	Page 4, by signing this
18	page you're saying that you did a
19	site inspection for all of the
20	other doors other than the ones
21	we're going to see today. There
22	are other doors, but you can access
23	them on your own. We're only
24	seeing areas where it's either





our affidavit of non-collusion and

	Page 34
1	we do take this document very
2	seriously. It does require a
3	notary. If it is not properly
4	notarized, it is not properly
5	signed, and your proposal could be
6	rejected for not having it
7	notarized. So make sure you allow
8	time to have it notarized if you
9	don't have like an in-house notary.
10	Section 11 is where you
11	will list a minimum of three
12	references to whom similar services
13	were provided within the last three
14	years. We do reach out to them via
15	email with a form, so please do not
16	provide a reference if you don't
17	have email information for them.
18	Page 10 is the small and
19	small diverse business
20	participation submittal form.
21	Regardless of your status, if you
22	are or are not a small diverse
23	business, you need to complete this
24	form. If you are not a small or



complete the section, check the box

no, and then submit this with your

4 proposal. If you are or one of

5 your subs are, you'll complete it

6 in its entirety and attach your

7 small business procurement

8 initiative certificate issued by

9 PADGS.

10 Page 11 is the proposal

11 decline form. Again, you can

12 either fill this out and email it

to me or you can just click the

14 link and fill it out on the

15 computer, which is easier.

Does anybody have any

17 questions on the proposal form?

18 (No response.)

MS. STEWART: All right.

We do not have the attorney

21 present, but Appendix B is the

22 sample contract. Again, if you

have any exceptions or requested

changes those must be indicated in



And then lastly, Appendix C is our insurance requirement. Again, if you have any issues with our insurance requirements, any language that you want to request changes to, the time to do that is during the question period. Please do not wait until you submit your proposal to include like a markup of our insurance requirements, they will not be considered. The reason we do that is because there are financial implications to getting insurance requirements. So if a company meets our insurance requirements and bills those costs into their proposal pricing and a company doesn't, well, then the company that doesn't can come in lower, so that's why we're very strict about that process. It's really to be fair and transparent.		Page
is our insurance requirement. Again, if you have any issues with our insurance requirements, any language that you want to request changes to, the time to do that is during the question period. Please do not wait until you submit your proposal to include like a markup of our insurance requirements, they will not be considered. The reason we do that is because there are financial implications to getting insurance requirements. So if a company meets our insurance requirements and bills those costs into their proposal pricing and a company doesn't, well, then the company that doesn't can come in lower, so that's why we're very strict about that process. It's really to be fair and transparent.	1	your proposal to be considered.
Again, if you have any issues with our insurance requirements, any language that you want to request changes to, the time to do that is during the question period. Please do not wait until you submit your proposal to include like a markup of our insurance requirements, they will not be considered. The reason we do that is because there are financial implications to getting insurance requirements. So if a company meets our insurance requirements and bills those costs into their proposal pricing and a company doesn't, well, then the company that doesn't can come in lower, so that's why we're very strict about that process. It's	2	And then lastly, Appendix C
our insurance requirements, any language that you want to request changes to, the time to do that is during the question period. Please do not wait until you submit your proposal to include like a markup of our insurance requirements, they will not be considered. The reason we do that is because there are financial implications to getting insurance requirements. So if a company meets our insurance requirements and bills those costs into their proposal pricing and a company doesn't, well, then the company that doesn't can come in lower, so that's why we're very strict about that process. It's	3	is our insurance requirement.
changes to, the time to do that is during the question period. Please do not wait until you submit your proposal to include like a markup of our insurance requirements, they will not be considered. The reason we do that is because there are financial implications to getting insurance requirements. So if a company meets our insurance requirements and bills those costs into their proposal pricing and a company doesn't, well, then the company that doesn't can come in lower, so that's why we're very strict about that process. It's	4	Again, if you have any issues with
changes to, the time to do that is during the question period. Please do not wait until you submit your proposal to include like a markup of our insurance requirements, they will not be considered. The reason we do that is because there are financial implications to getting insurance requirements. So if a company meets our insurance requirements and bills those costs into their proposal pricing and a company doesn't, well, then the company that doesn't can come in lower, so that's why we're very strict about that process. It's	5	our insurance requirements, any
during the question period. Please do not wait until you submit your proposal to include like a markup of our insurance requirements, they will not be considered. The reason we do that is because there are financial implications to getting insurance requirements. So if a company meets our insurance requirements and bills those costs into their proposal pricing and a company doesn't, well, then the company that doesn't can come in lower, so that's why we're very strict about that process. It's really to be fair and transparent.	6	language that you want to request
do not wait until you submit your proposal to include like a markup of our insurance requirements, they will not be considered. The reason we do that is because there are financial implications to getting insurance requirements. So if a company meets our insurance requirements and bills those costs into their proposal pricing and a company doesn't, well, then the company that doesn't can come in lower, so that's why we're very strict about that process. It's really to be fair and transparent.	7	changes to, the time to do that is
proposal to include like a markup of our insurance requirements, they will not be considered. The reason we do that is because there are financial implications to getting insurance requirements. So if a company meets our insurance requirements and bills those costs into their proposal pricing and a company doesn't, well, then the company that doesn't can come in lower, so that's why we're very strict about that process. It's really to be fair and transparent.	8	during the question period. Please
of our insurance requirements, they will not be considered. The reason we do that is because there are financial implications to getting insurance requirements. So if a company meets our insurance requirements and bills those costs into their proposal pricing and a company doesn't, well, then the company that doesn't can come in lower, so that's why we're very strict about that process. It's really to be fair and transparent.	9	do not wait until you submit your
will not be considered. The reason we do that is because there are financial implications to getting insurance requirements. So if a company meets our insurance requirements and bills those costs into their proposal pricing and a company doesn't, well, then the company that doesn't can come in lower, so that's why we're very strict about that process. It's really to be fair and transparent.	10	proposal to include like a markup
13 we do that is because there are 14 financial implications to getting 15 insurance requirements. So if a 16 company meets our insurance 17 requirements and bills those costs 18 into their proposal pricing and a 19 company doesn't, well, then the 20 company that doesn't can come in 21 lower, so that's why we're very 22 strict about that process. It's 23 really to be fair and transparent.	11	of our insurance requirements, they
financial implications to getting insurance requirements. So if a company meets our insurance requirements and bills those costs into their proposal pricing and a company doesn't, well, then the company that doesn't can come in lower, so that's why we're very strict about that process. It's really to be fair and transparent.	12	will not be considered. The reason
insurance requirements. So if a company meets our insurance requirements and bills those costs into their proposal pricing and a company doesn't, well, then the company that doesn't can come in lower, so that's why we're very strict about that process. It's really to be fair and transparent.	13	we do that is because there are
company meets our insurance requirements and bills those costs into their proposal pricing and a company doesn't, well, then the company that doesn't can come in lower, so that's why we're very strict about that process. It's really to be fair and transparent.	14	financial implications to getting
requirements and bills those costs into their proposal pricing and a company doesn't, well, then the company that doesn't can come in lower, so that's why we're very strict about that process. It's really to be fair and transparent.	15	insurance requirements. So if a
into their proposal pricing and a company doesn't, well, then the company that doesn't can come in lower, so that's why we're very strict about that process. It's really to be fair and transparent.	16	company meets our insurance
company doesn't, well, then the company that doesn't can come in lower, so that's why we're very strict about that process. It's really to be fair and transparent.	17	requirements and bills those costs
company that doesn't can come in lower, so that's why we're very strict about that process. It's really to be fair and transparent.	18	into their proposal pricing and a
lower, so that's why we're very strict about that process. It's really to be fair and transparent.	19	company doesn't, well, then the
22 strict about that process. It's 23 really to be fair and transparent.	20	company that doesn't can come in
really to be fair and transparent.	21	lower, so that's why we're very
<u>-</u>	22	strict about that process. It's
So I'm not saying you can't ask for	23	really to be fair and transparent.
	24	So I'm not saying you can't ask for





	Page 38
1	CERTIFICATION
2	
3	
4	
5	I, James J. Gallagher, Jr.,
6	Professional Court Reporter and Notary
7	Public, do hereby certify that the
8	foregoing is a true and accurate transcript
9	of the stenographic notes taken by me in
10	the aforementioned matter.
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	DATE:
21	<u>James J. Gallagher</u>
22	James J. Gallagher, Jr.
23	Court Reporter
24	



A	acknowledging	agree	annual
	24:8	32:13	27:22
a	across	agreeing	anticipated
4:12 5:10,14 6:6,12 7:6,19 8:12 9:1,7,14	27:17	33:7,10	23:17
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accepted	38:10	4:5	approximately
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