

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

**Bid No. 23-08**  
**Uniform Supplier**  
**Addendum One**

To: See Email Distribution List

From: Shannon Stewart  
Manager of Contract Administration

Date: June 2, 2023

No Pages: 1

This addendum is issued on June 2, 2023, prior to the bid due date to add, delete, modify, clarify and/or to respond to questions submitted by prospective bidders regarding the work included in the above referenced solicitation.

**QUESTIONS**

1. **Question:** Previously, bids had to be in binders, do they still have to be in binders?

**Response: No, please refrain from using binders, staples, and/or special binding. The Authority prefers bids be submitted using binder clips to hold bids together.**

2. **Question:** Regarding financial statements, we are a private company, instead of providing financial statements to the Authority, can we send a letter from the bank stating that we are in good standing?

**Response: The financial statement requirement remains unchanged. Please refer to Part II-9 of the bid document.**

3. **Question:** Regarding the portal, we have to wait for employees to send us orders? In the past, we had received spreadsheets from the department managers and they would send us the spreadsheet and we would process the orders that way. If we're going to move to the portal system for each individual employee, then there's going to be hundreds and hundreds of invoices.

**Response: As referenced on page 12 of the RFP document, during the original implementation phase, from the start of the contract through January 31<sup>st</sup>, 2024, all orders will be processed via email using an order form. Orders will be composed by each department and submitted to the vendor. The order form will be developed by the awarded bidder and approved by the Authority at the kickoff meeting. Beginning on February 1<sup>st</sup>, 2024, each employee will be submitting their own orders directly through the online portal.**

4. **Question:** Is there a cut-off date for employees to send us orders into the portal?

**Response: No, there is no cut-off date. Orders will be placed year-round, with the bulk of them taking place in February/March and June/July.**

**END OF ADDENDUM ONE**