

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

**Bid No. 23-25  
Regulation Signs, Decals and Graphic Film  
Addendum One**

To: See Email Distribution List

From: Shannon Stewart  
Manager of Contract Administration

Date: February 26, 2024

No Pages: 4 plus Appendix A-B

This addendum is issued on February 26, 2024, 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.

**CHANGES TO BID DOCUMENT**

1. **Part IV – Work Statement:** Revisions have been made to the Work Statement, please see Appendix A of this addendum for the revised Work Statement.
2. **Appendix A – Cost Form of the Bid Document:** The Cost Form has been revised, please see Appendix B of the addendum and include the revised cost form in your bid.

**QUESTIONS**

1. **Question:** For the prevailing wages, would that be applicable to this if we're not doing any type of installation work, just manufacturing the product?

**Response: The Authority will not require the Contractor to pay prevailing wages to employees engaged in the performance of this contract.**

2. **Question:** Referenced in Part IV of the Work Statement, you have 63 or 80 gauge would that be depending on the size? When you typically have 12 by 18s and smaller, we do 73 gauge, but the larger signs would be thicker, so it would be both, because the bid pages stated 63. The price page the whole thing stated 063.

**Response: Yes, it would be just 63 gauge.**

3. **Question:** Is the sheeting requirement MUTCD type 4?

**Response: Yes.**

4. **Question:** Referring to Part IV of the Work Statement, Section C. - Scotchal Graphic Film, the 2-inch-wide rolls call for the Series 3650 which is a non-reflective film. Should this be reflective?

**Response: Yes. The graphic film must be reflective. The current reflective film used is 3M High Intensity Prismatic Reflective Sheeting Series 3930.**

5. **Question:** For the decals, there's no sizes given. If we're overlaying like an "8AM" that's this big on the sign or if you're overlaying just the "MON" for Monday the sizes are all 1 to 2 inches?

**Response: The decals range in size, from 1 to 4 inches. The Authority will indicate the size of the decals when placing an order.**

6. **Question:** When shipping, are we shipping it straight to Authority's Headquarters or to multiple different locations?

**Response: There are 2 delivery locations, 701 Market Street, Philadelphia, PA 19106 and 2415 S. Swanson Street, Philadelphia, PA 19148. The delivery location will be identified when the order is submitted.**

7. **Question:** Referring to Part IV of the Work Statement, Section 5. Pricing – it states, "Pricing will be submitted by size and color combination. Additionally, prices will be submitted for each silk screen cutting." Is there any further clarification on what the silk screen is?

**Response: The price per sign must include all colors and digital printing of the sign. Silk screen has been removed from the Work Statement, please see Appendix A of this addendum.**

8. **Question:** You're not requesting a silk screen from us. You just want the finished product?

**Response: Yes.**

9. **Question:** Are these supposed to be silk screen, all these?

**Response: The signs, decals and Scotchal Graphic Film must meet the MUTCD requirements. Signs must be digital prints.**

10. **Question:** Both silk screening and digital printing meet the requirements for MUTCD. Typically, our business practice for a small quantity is to digitally print and for large quantities of the same size, we silk screen it. Can both be used?

**Response: Please see the response to Question 9.**

11. **Question:** For the samples, can we submit six of our choosing?

**Response: No, bidders must submit a sample of each sign listed in the Work Statement. There are 13 samples provided and bidders must provide one sample of each.**

12. **Question:** For the samples, would you like completed signs or would you accept decals?

**Response: Samples must be completed signs.**

13. **Question:** On the sign bid page, there's a 12 by 24 where they have the same size sign, but two different quantities. I don't know if it was just an oversight but there's a quantity, I think it was 1300, and then it was like 400 of the same size?

**Response: Please see Appendix B of this addendum for the updated Cost Form.**

14. **Question:** Is there any wiggle room on the screen printing versus digital printing? If there is a change to the legends, we will have to make a whole new screen and it will cut close to the lead time. Whereas a digital print, we could set that up very quickly and you have clear overlay which gives the signs UV protection and anti-graffiti, so it is actually better quality.

**Response: Please see response to Question 9.**

15. **Question:** If we submitted insurance stuff to the Authority ahead of time, would you say, "Okay, that looks good"?

**Response: No, sample certificates of insurance will not be accepted prior to the bid due date. Please refer to II-6 of the bid document.**

**16. Question:** If we want to ask questions, you say there's a website on here or a link in the bid document?

**Response:** Yes, please refer to I-3 of the bid document for the link to the Question Submission Form, this link can also be found on the Authority's website.

**17. Question:** When is the due date to ask the questions?

**Response:** Questions are due Friday, February 23, 2024 no later than 12:00 PM

**18. Question:** If we give you a 3M decal that you're going to overlay an Orafol sign, is that going to be an issue?

**Response:** No, as long as the 3M decal is reflective.

**19. Question:** As long as we're doing a Type 4 overlay, it doesn't matter?

**Response:** Please see response to Question 9.

**20. Question:** We also did bring a couple samples of the digital print we can leave here with the Authority, if you want the, so you can see what that digital print process is.

**Response:** No, samples will not be accepted prior to the bid due date.

**21. Question:** Do you need a W-9 form?

**Response:** W-9 forms do not need to be submitted with your bid.

**22. Question:** Can we get the current bid tabulations?

**Response:** The Authority's current contract for signs was obtained through a cooperative contract and not a public bid, therefore a bid tabulation is not available.

**23. Question:** Can we get the minutes and attendees of the pre-bid meeting from 02-14-24?

**Response:** The Pre-Bid meeting attendance list is posted to the Authority's website. The Pre-Bid Meeting minutes are not available at this time.

**24. Question:** Can you advise an estimated number of orders you would place in a year and what the average size is per order?

**Response:** The Authority is unable to provide an estimated number of orders per year as the Authority's needs can increase/decrease depending upon changes in the Authority's operations.

**25. Question:** Will you accept digitally printed signs on small orders or for multi color signs? These would have an 1170 Clear EC Film applied to protect the face per 3M company standards. This would not void their warranty.

**Response:** Please see response to Question 9.

**26. Question:** Will there be any larger orders placed and would you allow more time than the seven days to produce larger orders?

**Response:** There will be large orders placed for our designated stock signs and the expected delivery timeframe will be 7 days from when the Authority places the order. If the selected bidder will not be able to meet the delivery timeframe of 7 days, the selected bidder would need to notify the Authority immediately with the expected date of delivery.

**27. Question:** Regarding Section A, 1. Materials of the Work Statement, should the White High Performance Vinyl be Type IV Reflective Sheeting?

**Response:** Please see response to Question 4.

**28. Question:** Are you looking for .063 or 0.080 Gauge Aluminum for completed Signs? Specification says it can be either .063 or .080 Gauge but price sheet is requesting all .063 which is not a standard gauge for sign larger than 12"x18".

**Response: Please see response to Question 2. The current orders are all for .063 Gauge aluminum and will continue to be accepted at that.**

**29. Question:** Regarding Section C of the Work Statement, please confirm if the film should be ScotchLite 3930 HIP, Red – 3932, Green – 3937, White – 3930, Blue – 3935 and confirm they are to be 2” wide.

**Response: The Scotchal Graphic Film specifications have been updated to 3M High Intensity Prismatic Reflective Sheeting Series 3930 and it must be 2 inches wide.**

**30. Question:** How many samples must be submitted with the bid?

**Response: Please see response to Question 11.**

**31. Question:** Will this contract require prevailing wage? We would only be manufacturing and delivering the requested material no installation is required.

**Response: Please see response to Question 1.**

**END OF ADDENDUM ONE**

Bid No. 23-25 Regulation Signs, Decals & Graphic Film  
Addendum #1 - Appendix A  
Revised Work Statement

# PART IV

## WORK STATEMENT

### IV-1. General.

The Authority is seeking bids from contractors to provide regulation signs, decals, and graphic film for the Authority On-Street Department. The On-Street Program is designed to promote safety, expedite traffic flow, and assist commercial enterprises and residential neighborhoods. All regulation signs, decals, and graphic film must be compliant with the Manual on Uniform Traffic Control Devices.

### IV-2. Specific.

The Contractor must be able to provide **digital prints of** ~~computer-generated silk screens for~~ various text including numbers, letters and symbols, as required using Highway Gothic series legends. A proof of *each* sign will be submitted for approval by the Authority prior to fabrication and must be aluminum. Signs that are currently used by the Authority will be available for inspection at the Pre-Bid meeting on **Wednesday, February 14, 2024 at 11:00 AM.**

#### A. Signs

The Contractor must be capable of providing **digital prints of** ~~computer-generated silk screens for~~ various text including numbers, letters and symbols, as required using Highway Gothic series legends.

##### 1. Materials

White High-Performance Vinyl

~~.063 or .080~~ Standard Aluminum

Blanks with radius corners and pre-drilled holes

##### 2. Colors

Blue – 286C

Red – 185C

Green – 341C

Yellow – 123C

White

Black

##### 3. Template

Contractor must create all artwork. After the first mock is created and approved by the Authority, the Contractor must provide an electronically generated template of the sign for future orders.

##### 4. Shape, Size, Color and Quantity

During the contract period, there may be a request for a minimum of three (3) colors and include up to eight (8) colors. The Contractor must be able to meet these requirements as needed.

##### 5. Pricing

Prices will be submitted by size and color combination **and digital printing.** ~~Additionally, prices will be submitted for each silk screen cutting.~~

##### 6. Quantities

The quantities listed represent a minimum and maximum number required under the three (3) year contract.

## 7. Refurbished Signs

During the contract period, in the event that signs become faded, defaced, damaged, and/or removed, the Authority will request signs to be refurbished. All signs will be put to the side by size and picked up by the vendor for resurfacing of artwork. Refurbished signs will be at a discounted price.

Signs sent to the vendor for refurbishment that are not able to be refurbished must be returned to the Authority.

Shape	Size	Color	Minimum Quantity	Maximum Quantity
Rectangle	24 in. wide x 18 in high, x .063 gauge	Up to 8 Reflective Colors	500	1,000
	12 in. wide x 18 in high, x .063 gauge	Up to 8 Reflective Colors	10,000	30,000
	24 in. wide x 30 in high, x .063 gauge	Up to 8 Reflective Colors	400	600
	24 in. wide x 4 in high, x .063 gauge	Up to 8 Reflective Colors	200	500
	24 in. wide x36 in high, x .063 gauge	Up to 8 Reflective Colors	200	1,000
	12 in. wide x 6 in high, x .063 gauge	Up to 8 Reflective Colors	2,000	5,000
	24 in. wide x 8 in high, x .063 gauge	Up to 8 Reflective Colors	50	150
	24 in. wide x 12 in high, x .063 gauge	Up to 8 Reflective Colors	500	1,000
	12 in. wide x 24 in high, x .063 gauge	Up to 8 Reflective Colors	1,400	1,700
	<del>12 in. wide x 24 in high, x .063 gauge</del>	<del>Up to 8 Reflective Colors</del>	400	<del>2,500</del>
Square	24 in. wide x 24 in. high x .063 gauge	Up to 8 Reflective Colors	750	1,500
Refurbished	24 in. wide x 12 in high, x .063 gauge	Up to 8 Reflective Colors	400	2,500
	12 in. wide x 18 in high, x .063 gauge	Up to 8 Reflective Colors	1,000	3,000
	24 in. wide x 24 in high, x .063 gauge	Up to 8 Reflective Colors	50	150
	24 in. wide x 30 in high, x .063 gauge	up to 8 Reflective Colors	50	150
<b>Totals</b>			<del>17,550</del> <b>17,500</b>	<del>47,350</del> <b>48,250</b>

**B. Decals**

Decals are required to revise existing posted regulations. They may consist of “numbers”, “double arrows”, “days of the week”, “hr”, “am”, “pm”, etc. **Colors will be added.**

**1. Quantities**

The Authority estimates that approximately 22,500 decals will be used during the contract period. Additional letters, numbers, symbols and sizes not listed below may be requested during the contract period.

**2. Sizes**

The sizes of the decals will be determined by the Contractor and formatted to fit the requested size of the ordered sign(s). Size to be standard with State Code.

Decals – Size to be standard with State Code			
Text	Color	Text	Color
Double Arrow	Green/Red	12:00 AM	Green
Right Arrow	Green/Red	0 thru 12	Red on White
Left Arrow	Green/Red	5PM	Red
Mon	Red on White/Green on White	8AM	Red
Tues	Red on White/Green on White	3PM	Red
Wed	Red on White/Green on White	7AM	Red
Thurs	Red on White/Green on White	7:30 AM	Red
Friday	Red on White/Green on White	9AM	Red
Sat	Red on White/Green on White	9:30 AM	Red
Sun	Red on White/Green on White	3:30 PM	Red
0 thru 12	Green on White	4PM	Red
0 thru 12	White on Green	6PM	Red
2:00 PM	Green	6:30PM	Red
6:30 PM	Green	2PM	Red
9:30 AM	Green	7PM	Red
10AM	Green	8PM	Red
8PM	Green	9PM	Red
9PM	Green	10PM	Red
10PM	Green	12:00 AM	Red
<b>Estimated Minimum 22,500/Maximum 45,000</b>			

Times displayed may be written in different formats depending on the sign (ex. 10 PM, 10:00 PM, etc.). All signs must be MUTCD compliant. All signs and decals must be reflective.



**C. Scotchal Graphic Film™**

**3M High Intensity Prismatic Reflective Sheeting Series 3930**

~~Series 3650~~

2 inches wide

Thickness – 3mm – 4mm (0.08 to 0.10) with adhesive

Adhesive type – pressure sensitive

Strength – 5.5 pounds/inch at 73 degrees Fahrenheit

# REQUIRED SAMPLES WITH BID SUBMISSION

Sample #1



12X18

Sample #2



12X24

### Sample #3



12X6

### Sample #4



24X12

### Sample #5



24X18

Sample #6



24X24

Sample #7



24X24

Sample #8



24X18

Sample #9



24X24

### Sample #10



24X30

### Sample #11



24X36

Sample #12



24X18

Sample #13



12X18

Bid No. 23-25 Regulation Signs, Decals & Graphic Film  
Addendum #1 - Appendix B  
Revised Cost Form



5. **Cost Form:** Bidder agrees to provide regulation signs, decals and graphic film in accordance with the Work Statement for the prices stated below. Bid form may not be altered or changed, any alterations or changes may result in the bid being rejected by the Authority.

**A. Signs**

Shape	Size	Color	Minimum Quantity	Maximum Quantity	Unit Cost	Minimum Total	Maximum Total
Rectangle	24 in. wide x 18 in high, x .063 gauge	Up to 8 Reflective Colors	500	1,000	\$	\$	\$
	12 in. wide x 18 in high, x .063 gauge	Up to 8 Reflective Colors	<del>15,000</del> 10,000	30,000	\$	\$	\$
	24 in. wide x 30 in high, x .063 gauge	Up to 8 Reflective Colors	400	600	\$	\$	\$
	24 in. wide x 4 in high, x .063 gauge	Up to 8 Reflective Colors	200	500	\$	\$	\$
	24 in. wide x 36 in high, x .063 gauge	Up to 8 Reflective Colors	200	1,000	\$	\$	\$
	12 in. wide x 6 in high, x .063 gauge	Up to 8 Reflective Colors	2,000	5,000	\$	\$	\$
	24 in. wide x 8 in high, x .063 gauge	Up to 8 Reflective Colors	50	150	\$	\$	\$
	24 in. wide x 12 in high, x .063 gauge	Up to 8 Reflective Colors	500	1,000	\$	\$	\$
	12 in. wide x 24 in high, x .063 gauge	Up to 8 Reflective Colors	<del>1,300</del> 1,400	1,700	\$	\$	\$
	<del>12 in. wide x 24 in high, x .063 gauge</del>	<del>Up to 8 Reflective Colors</del>	<del>400</del>	<del>2,500</del>	\$	\$	\$
Square	24 in. wide x 24 in. high x .063 gauge	Up to 8 Reflective Colors	750	1,500	\$	\$	\$
Refurbished	24 in. wide x 12 in high, x .063 gauge	Up to 8 Reflective Colors	400	2,500	\$	\$	\$
	12 in. wide x 18 in high, x .063 gauge	Up to 8 Reflective Colors	1,000	3,000	\$	\$	\$
	24 in. wide x 24 in high, x .063 gauge	Up to 8 Reflective Colors	50	150	\$	\$	\$
	24 in. wide x 30 in high, x .063 gauge	up to 8 Reflective Colors	50	150	\$	\$	\$
<b>Totals</b>			<del>17,550</del> 17,500	<del>47,350</del> 48,250	\$	\$	\$

**B. Decals**

Price List For Decals			
Text	Color		
Double Arrow	Green/Red		
Right Arrow	Green/Red		
Left Arrow	Green/Red		
Mon	Red on White/Green on White		
Tues	Red on White/Green on White		
Wed	Red on White/Green on White		
Thurs	Red on White/Green on White		
Friday	Red on White/Green on White		
Sat	Red on White/Green on White		
Sun	Red on White/Green on White		
0 thru 12	Green on White		
0 thru 12	White on Green		
2:00 PM	Green		
6:30 PM	Green		
9:30 AM	Green		
10AM	Green		
8PM	Green		
9PM	Green		
10PM	Green		
		12:00 AM	Green
		0 thru 12	Red on White
		5PM	Red
		8AM	Red
		3PM	Red
		7AM	Red
		7:30 AM	Red
		9AM	Red
		9:30 AM	Red
		3:30 PM	Red
		4PM	Red
		6PM	Red
		6:30PM	Red
		2PM	Red
		7PM	Red
		8PM	Red
		9PM	Red
		10PM	Red
		12:00 AM	Red
<b>Decal Unit Cost: \$</b>		<b>Decal Total (estimated 22,500): \$</b>	

Times displayed may be written in different formats depending on the sign (ex. 10 PM, 10:00 PM, etc.). All signs must be MUTCD compliant. All signs and decals must be reflective.

**C. Scotchal Graphic Film:**

<b>Scotchal Graphic Film - <del>Series 3650</del> 3M High Intensity Prismatic Reflective Sheeting Series 3930</b>			
<b>Colors</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>
Red	30 Rolls	\$	\$
Green	30 Rolls	\$	\$
White	30 Rolls	\$	\$
Blue	30 Rolls	\$	\$

<b>TOTAL PROPOSED COST</b>	
<b>SIGNS</b>	\$
<b>DECALS</b>	\$
<b>SCOTCHAL GRAPHIC FILM</b>	\$
<b>TOTAL COST</b>	\$