

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

Bid No. 24-06

**Ticket and Receipt Rolls for Parking Access Revenue Control Systems at Center City
and PHL Garages
Addendum One**

To: See Email Distribution List

From: Shannon Stewart
Manager of Contract Administration

Date: May 28, 2024

No Pages: 3 plus Appendix A

This addendum is issued on May 28, 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 THE BID DOCUMENT

1. **Sample Due Date:** The Sample Due Date has been extended to Friday, June 28, 2024 at 12:00 PM.
2. **Cost Form:** The Cost Form has been updated, please see Appendix A of this addendum.

QUESTIONS

1. **Question:** Can we see the art for the one printed item?
Response: The proof for each custom printing can be found in the Work Statement.
2. **Question:** Where can I find how many rolls in a case for both bid items?
Response: Pay Station/Exit Station = 36 rolls per case, Entry Station = 4 rolls per case and Cashier Station = 30 rolls per case.
3. **Question:** How many rolls are per case for the Center City Garages?
Response: Please see response to Question 2.
4. **Question:** Will fiber be acceptable instead of plastic regarding the core material for Philadelphia International Airport Garaged & Economy Lot?
Response: Yes, however, the core material cannot be damaged during shipping.
5. **Question:** Can you please provide a copy of previous bid tabulations?
Response: A previous bid tabulation does not exist. This is first bid the Authority has released for these ticket and receipt rolls.

6. **Question:** Are we able to receive a sample roll of each product for review?

Response: Yes, bidders may request samples by submitting a refundable deposit in the form of a check made out to the Philadelphia Parking Authority in the amount of \$100.00 for Airport samples and \$150.00 for Center City samples. Bidders must complete the Sample Request Form using the link below.

Samples will be sent overnight to the bidder using the address provided on the Sample Request Form once the deposit check is received.

Authority samples must be returned to the Authority no later than Friday, June 28, 2024 at 12:00 PM to have the deposit check returned to the bidder.

Checks must be mailed to the following address:

Philadelphia Parking Authority
Attn: Shannon Stewart
701 Market Street, Ste 5400
Philadelphia, PA 19106

Sample Request Form: <https://app.smartsheet.com/b/form/1b377076ab234daca09e36a1b0f26e30>

7. **Question:** Please advise packaging requirements. How many rolls per carton? – or – Can you change your overall quantities indicated on the Bid Form to rolls rather than cases? *Packaging can differ between manufacturer/suppliers and there are no specifications noted within Part IV Work Statements or Appendix E / Appendix D printer specifications.*

Response: Please see response to Question 2.

8. **Question:** Can you add/outline the specifications for “Cashier Station Rolls” for A. Center City Garages? *These details are missing from Part IV Work Statement*

Response: 3-inch width and 2.5-inch diameter.

9. **Question:** Can you correct/uniform the item names indicated on the Work Statement to match the item names indicated in the Bid Form? *i.e. Entry Station or Entry Ticket Rolls. i.e. Cashier Terminal Paper or Cashier Terminal Receipt Rolls*

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

10. **Question:** Can you advise the Roll Diameter? (Also known as Max Roll OD) for

A. Center City Garages:

1. Pay Station/Exit Station Receipts - X56 Paper Rolls 140g

2. Entry Stations - X56 Paper Rolls 140g 3.

As well as the missing “Cashier Station Rolls” for A. Center City Garages

Response: Pay Station/Exit Station Receipts - X56 Paper Rolls 140g 2 ¼ x 3 ¼ with a 1-inch core – 60mm diameter.

Entry Stations - X56 Paper Rolls 140g 3. 40,8mm X 270mm – 60mm diameter.

Cashier Station Rolls for A. Center City Garages - 3in width 2.5in diameter.

11. **Question:** Can you please provide Roll specifications for the Cashier Station Rolls for the Center City Garage?

Response: Please see response to Question 8.

12. Question: On the Tab H (Ownership/ Lease Verification) If the press is owned and not leased can we just specify the equipment used to manufacture the rolls?

Response: If equipment is owned, purchase documents for each piece of equipment must be submitted as required by 62 Pa. C.S. § 535.

END OF ADDENDUM ONE

**Bid No. 24-06 Ticket and Receipt Rolls for PARCS Equipment
Addendum #1 – Appendix A – Updated Cost Form**

5. **Cost Form:** Bidder agrees to provide ticket stock 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.

It is anticipated that multiple contracts may be awarded as a result of this IFB. Bidders are not required to bid on both locations.

Center City Garages			
Item	Approximate One Year Quantities	Unit Price	Total Amount
Entry Station Rolls	256 rolls	\$	\$
Pay Station and Exit Rolls	1440 rolls	\$	\$
Cashier Station Rolls	1200 rolls	\$	\$
Total bid amount:			

Philadelphia International Airport			
Item	Approximate One Year Quantities	Unit Price	Total Amount
Cashier Terminal Rolls	750 rolls	\$	\$
Entry and Exit Rolls	750 rolls	\$	\$
Total bid amount:			