

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

**Bid No. 24-23  
Vehicle Power Washing Services  
Addendum One**

To: See Email Distribution List

From: Shannon Stewart  
Manager of Contract Administration

Date: November 18, 2024

No Pages: 2 plus Appendix A

This addendum is issued on November 18, 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. **Bid Form:** The Bid Form as been updated, please see Appendix A of this addendum. Specifically, section 5 of the Bid Form has been revised. Please use the revised Bid Form when submitting your bid.

**QUESTIONS**

2. **Question:** Are there any advantages given to SBEs?  
**Response: No, there are no advantages given to Small Diverse Businesses in an Invitation for bid, however the Authority encourages participation.**
3. **Question:** Regarding the time restrictions in Part IV - Work Statement, what do you do when it is 20 degrees outside, push it to the next week?  
**Response: If services are unable to be performed due to weather, services would be performed the following week.**
4. **Question:** Part IV - Work Statement, states bidder will wash all 70 trucks within three hours. How many trucks are we expected to wash each week?  
**Response: This information is not available. The number of vehicles that will require services will be dependent on the availability of the vehicles. Some vehicles may be in our Fleet department or deployed on the street and not require services. The number of vehicles requiring services each week may vary from 10-70 each week.**
5. **Question:** Are there any restrictions on how many crews and vehicles we can bring?  
**Response: No.**
6. **Question:** Regarding Part IV - Work Statement, if all 70 vehicles are at Lot 1 and we are not able to complete all 70, how does that work? How does the Authority currently handle this?

**Response: The Contractor will log each vehicle that receives services each week, any vehicles not completed would be moved to the following week.**

7. **Question:** Regarding IV-2 section 7, would the Authority consider providing the water supply? Providing the water supply would greatly affect the cost.

**Response: No, the Contractor must provide their own water supply to complete services.**

8. **Question:** Are we allowed to bring water tanker trucks?

**Response: Yes.**

**END OF ADDENDUM ONE**

Bid No. 24-23  
Addendum #1 - Appendix A  
Revised Bid Form

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

**VEHICLE POWER WASHING SERVICES**

**INVITATION FOR BID No. 24-23**

**BID FORM**

1. The undersigned submits this bid in response to the above referenced **Bid No. 24-23 Vehicle Power Washing Services** being familiar with and understanding the advertised notice of opportunity, General Information, Work Statement, Bid Form, Affidavit of Non-Collusion, and Addenda if any (the “Bid 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 bid is the “Bidder”.
2. The Authority reserves the right to withdraw and cancel this IFB prior to opening or to reject any and all bids after bids are opened if in the best interest of the Authority, in the Authority's sole discretion. If the Authority accepts Bidder’s offer, Bidder agrees to execute a contract memorializing the bid’s terms if the contract is delivered to Bidder within 60 days of the bid opening date. This provision will not be interpreted to preclude the execution of a contract related to this bid outside of that 60-day period.

3. Bidder acknowledges receipt of the following addenda:

Addendum	Date
_____	_____
_____	_____
_____	_____

4. **Term of Contract:** The term of the contract shall commence upon award of a contract by the Authority’s Board at a public meeting and execution of a contract by the Executive Director and will end one year thereafter, unless it is terminated earlier pursuant to the terms of the contract. The term of the contract may be extended by and at the sole option of the Authority for up to 4 (four) additional 1 (one) year terms.

5. **Bid Form:** Bidder agrees to provide mobile power washing services in accordance with the Work Statement, any addenda, if issued and their bid for the costs stated below.

**Current Authority Fleet:** The total cost based on the Authority’s current fleet as described in Appendix D will determine the lowest bidder. If vehicles are added to the Authority’s fleet throughout the contract term, the cost per cleaning and additional cleaning types identified below will apply to the vehicles added to the Authority’s fleet.

The Authority’s fleet identified in Appendix D does not currently contain any sedans, however, the Authority may add sedans during the contract term. Bidders must identify the cost per cleaning per cleaning type for sedans below.

Vehicle Type	Cost per Cleaning	Current Quantities	Total
Sedan	\$	0	\$
SUV	\$	7	\$
Pick Up Truck	\$	1	\$
Van	\$	9	\$
Tow Truck (light duty)	\$	57	\$
Box Truck	\$	1	\$
Tractor	\$	1	\$
Flatbed	\$	3	\$
Heavy Dump Truck	\$	1	\$
Heavy Duty Truck	\$	5	\$
Heavy Wrecker Tow Truck	\$	3	\$
<b>Overall Total</b>			\$

**Additional Cleaning Types:**

<b>Vehicle Type</b>	<b>Cost per Cleaning including interior cleaning</b>	<b>Emergency Cleaning Cost</b>	<b>COVID-Related Cleaning Cost</b>
Sedan	\$	\$	\$
SUV	\$	\$	\$
Pick Up Truck	\$	\$	\$
Van	\$	\$	\$
Tow Truck (light duty)	\$	\$	\$
Box Truck	\$	\$	\$
Tractor	\$	\$	\$
Flatbed	\$	\$	\$
Heavy Dump Truck	\$	\$	\$
Heavy Duty Truck	\$	\$	\$
Heavy Wrecker Tow Truck	\$	\$	\$

6. **Requirement Statement:** The undersigned Bidder agrees to provide vehicle power washing services as specified in the Work Statement, any Addenda, if issued and the bid submitted for the term of the contract.

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Signature

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Name  
(Please Print)

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Title

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Date

7. **Insurance Requirements:** The undersigned Bidder agrees to the insurance requirements as specified in Appendix C, *Insurance Requirements* and any Addenda, if issued.

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Signature

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Name  
(Please Print)

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Title

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Date



**9. Bidders Signatures:** Complete ONE section below.

**If bid 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, Assistant Treasurer, or Officer. If this form is not so signed, a corporate resolution authorizing form of execution must be attached to this bid form.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Business Name of Bidder

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/ZIP Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**If bid is by a business entity other than a corporation form must be dated and signed here:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Name of Bidder

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/ ZIP Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Type of Entity

**10. Affidavit of Non-Collusion:**

State of: \_\_\_\_\_  
County of: \_\_\_\_\_

Bid 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 bid and I have placed my signature below.

I state that:

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

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

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

(4) The bid 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 bid. 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 bid 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 bids / proposals for this contract.

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS \_\_\_\_ DAY  
OF 20\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

**11. Bidder's 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 Commercial Activities License Number:** \_\_\_\_\_

**e. Federal EIN Number:** \_\_\_\_\_

# Philadelphia Parking Authority

## SMALL DIVERSE BUSINESS PARTICIPATION SUBMITTAL

(Copy as needed)

**Bid Name and Number:** \_\_\_\_\_

**Bidder:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### BIDDER INFORMATION:

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

**This form must be completed and submitted with your proposal.** If you do not participate in the Small Business Procurement Initiative, please check the box for “No” and submit with your bid.

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



**Bid Decline Form: Bid No. 24-23 Vehicle Power Washing Services**

If you do not intend to submit a bid to the Authority for this solicitation, please return this form immediately.

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

Name: \_\_\_\_\_

- Work Statement too “tight” (explain below)
- Unable to meet time period for responding to this IFB
- We do not offer this product or service
- Our schedule would not permit us to perform
- Unable to meet Work Statement
- 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 Shannon Stewart, Manager of Contract Administration at [sstewart@philapark.org](mailto:sstewart@philapark.org). A link to the electronic version of this form can be found on our website or by clicking this link, <https://app.smartsheet.com/b/form/cdfbd51f47e24eb1ad1349cbf1b63815>.