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PHILADELPHIA PARKING AUTHORITY
MAINTENANCE, REPAIR AND REPLACEMENT SERVICES FOR
FENCING AND GATES
BID NO. 25-28
- - -

TRANSCRIPT OF MEETING, taken by and before
CATHERINE S. RIVERA, Professional Reporter and
Notary Public, at the offices of THE PHILADELPHIA
PARKING AUTHORITY, 6801 ESSINGTON AVENUE,
PHILADELPHIA, PA 19153, on Tuesday, January 13,
2026, commencing at 11:16 a.m.

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A P P E A R A N C E S:

SHANNON STEWART

Philadelphia Parking Authority

TYLER LAW

Philadelphia Parking Authority

JOE GIEDEMANN

Philadelphia Parking Authority

TIM COSTELLO

Philadelphia Parking Authority

ANTHONY KUCZYNSKI

Philadelphia Parking Authority

JEROME TRZASKA

Philadelphia Parking Authority

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By: MR. GIEDEMANN	20

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(No exhibits marked.)

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2 P R O C E E D I N G S

3 - - -

4 MS. STEWART: Good morning, everyone.
5 My name is Shannon Stewart I am the manager for
6 contract administration for the Philadelphia
7 Parking Authority. And this is the mandatory
8 pre-bid meeting for Bid No. 25-28: Maintenance,
9 Repair and Replacement Services for Fencing and
10 Gates.

11 In a moment, we'll start with
12 introductions. I ask that you state your full
13 name, spell your last, and then the company that
14 you're here representing. So again, I'm Shannon
15 Stewart, S-T-E-W-A-R-T, Philadelphia Parking
16 Authority.

17 MR. MILLER: I'm Bruce Miller,
18 M-I-L-L-E-R. I represent All State Fence from
19 Lynchburg, Virginia.

20 MR. GIEDEMANN: Joe Giedemann,
21 Philadelphia Parking Authority,
22 G-I-E-D-E-M-A-N-N.

23 MR. MICHELINI: Chris Michelini, EB
24 Fence, M-I-C-H-E-L-I-N-I. Thank you.

1 MR. COSTELLO: Tim Costello, manager
2 of PPA facilities, C-O-S-T-E-L-L-O.

3 MR. KUCZYNSKI: Anthony Kuczynski
4 K-U-C-Z-Y-N-S-K-I, director of enforcement,
5 Philadelphia Parking Authority.

6 MS. LAW: Tyler Law, L-A-W,
7 Philadelphia Parking Authority.

8 MR. TRZASKA: Jerome Trzaska,
9 T-R-Z-A-S-K-A, fleet operations manager, Parking
10 Authority.

11 MS. STEWART: Thank you. All right.
12 There is a court reporter present, so if you
13 have any questions during this portion of the
14 meeting, just state your name before asking so
15 she knows who is speaking. There will be no
16 questions during the site visit, but you can
17 take notes, take pictures, take videos.

18 From this point forward, I will be the
19 sole contact regarding this solicitation.
20 However, if you have any current engagements
21 with the Authority, those conversations are
22 permissible so long as you do not talk about
23 this bid.

24 As I stated, this is a mandatory

1 meeting. However, I will allow late arrivals so
2 long as they join the meeting before this
3 portion ends. So if we end this portion and
4 they come for the site visit, they're not
5 eligible. They have to be here for this
6 portion.

7 Today I'm just going to go through the
8 bid document. Not word for word, but I'm going
9 to call attention to a few administrative
10 requirements, how you need to submit your bid
11 and the format, the cost, things of that nature.
12 So if you have the document and you'd like to
13 follow along, that's what we'll be going over
14 today.

15 If you haven't already done so, please
16 register using the bidder registration form.
17 You can find that link on the notice to bidders.
18 If you -- if you haven't received this, just
19 shoot me an email and I can send that to you.
20 You can also find the link in the bid document
21 as well as on our website.

22 This is posted to our website. And
23 that website posting for this particular bid
24 will be updated throughout the process. So the

1 attendance -- the attendance sheet for today
2 will be posted to the website usually within two
3 to three business days. That -- you'll find any
4 important documents. You'll find the bid
5 document, the Word version of the Bid Form, the
6 registration link, the notice to bidders. So
7 it's really a good source of information.

8 MR. MICHELINI: Addendums?

9 MS. STEWART: Addendums will also be
10 posted to that website.

11 MR. MICHELINI: Okay.

12 MS. STEWART: Okay. So some important
13 dates for this solicitation: It was released
14 Tuesday, December 30th, 2025. The pre-bid
15 meeting is being held today, Tuesday,
16 January 13th, 2026, and we started at
17 approximately 11:10 a.m.

18 Questions will be due Friday
19 January 23rd, no later than 12:00 p.m. And bids
20 will be due, publicly opened, and read aloud at
21 our headquarters on Friday, February 6th, 2026
22 at 1:00 p.m. The bid opening is open to the
23 public, so you are more than welcome to stay for
24 that, that opening, and hear the bid amounts.

1 If you would like to request an
2 extension of the due date or the question
3 period, the time to do that is during the
4 question period. So submit it as a question,
5 allow the Authority to respond, and then all
6 bidders would get that extension.

7 Your bids must be delivered to my
8 attention in a sealed package or envelope by a
9 recognized overnight courier service such as
10 UPS, FedEx, USPS, or you can hand deliver it.
11 Whether you mail or hand deliver, your package
12 or envelopes must display your company name and
13 must boldly and clearly handwritten have "Bid
14 No. 25-28: Maintenance, Repair and Replacement
15 Services for Fencing and Gates."

16 We are not the only office in our
17 building, so it is important that you have my
18 name on the box and the bid number. Please do
19 not do like a typewritten label. Labels fall
20 off of boxes and in transit, it can fall off and
21 then it won't get to me in time. And I would
22 hate to see your bid rejected -- rejected
23 because of that.

24 Bids must be presented with one

1 original and six copies, individually numbered,
2 as well as an electronic version consisting of
3 one PDF file on a USB drive. Please do not
4 password protect the files on the USB or the USB
5 itself.

6 A little bit about this bid. The
7 Authority is seeking bids to provide
8 maintenance, repair, and replacement services
9 for fencing, vehicular gates, and pedestrian
10 access systems across Authority properties.

11 At the bottom of page 3, you will find
12 the question submission process. All questions
13 must be in a Word format and uploaded using the
14 Question Submission Form. That link will be
15 activated after today's meeting, as we only
16 accept questions from eligible bidders. So we
17 have to have this meeting in order to determine
18 who the eligible bidders are before we accept
19 questions.

20 You'll just click that link. It'll
21 take you to a very brief form where you'll put
22 your name, company name, your phone number,
23 email, and then you upload the form.

24 If you're having any issues either

1 accessing the form, uploading your documents, or
2 completing the form, please reach out to me and
3 we'll try and work through those technical
4 issues. Only questions submitted via the
5 Question Submission Form by registered bidders
6 will be addressed.

7 Responses to all questions and
8 clarification questions will be provided through
9 a written addendum that will be emailed to all
10 eligible bidders and posted to the Authority's
11 website. So that's why it's important that you
12 register with the bidder registration form so we
13 have the email address that you want the
14 addendum to go to.

15 But as final step, I suggest checking
16 our website, making sure that you've received
17 any and all addenda that are issued. Things
18 happen with emails. They get caught in
19 firewalls, spam folders. So just check our
20 website as a final step.

21 If there's any changes to like the Bid
22 Form or requirements or any changes to the work
23 statement, they'll all be addressed via
24 addendum. So it is very important that you

1 receive them, you review them, and you
2 acknowledge that you received them.

3 If you are using a courier service to
4 deliver your bid package, please allow time,
5 like a day or two, if there's any third party
6 carrier shipping delays. I've seen a lot of
7 times where people use FedEx or UPS next
8 business day guaranteed by 10:00 a.m. and it
9 doesn't show up until 2:00 p.m. And then by
10 that point, you're past the deadline and I'll
11 have to reject your bid. So just make sure you
12 build in a cushion there just in case.

13 The Authority is always looking to
14 increase our participation with small and small
15 diverse businesses. In order to be considered a
16 small or small diverse business, you do need to
17 be certified by the Pennsylvania Department of
18 General Services. If you are already certified
19 by the City as a disadvantaged or minority
20 business, you will need to self-certify. Being
21 registered with the City does not meet our
22 requirement. So there is a link at the bottom
23 of page 4 that you can use to self-certify.

24 And although we encourage small and

1 small diverse business participation, this
2 solicitation is open to all eligible -- eligible
3 bidders. You do not need to be a small or small
4 diverse business to participate.

5 Your bids must be signed in all spaces
6 where signatures are required. And we do accept
7 wet and electronic signatures.

8 Attached as Appendix C are our
9 insurance requirements. These are the insurance
10 requirements that you will be required to meet
11 if you are selected for contract award. You
12 will need to submit with your bid either a
13 sample certificate of -- of insurance that meets
14 the insurance requirements from a recent
15 project. Or if you do not currently carry the
16 levels of coverage that we are requiring, you
17 can submit a letter from your insurance broker
18 stating if awarded a contract, they will supply
19 those coverages for you. And the purpose of
20 that letter is so that we know that you are able
21 to get the coverages that we require.

22 If you would like to request a relief
23 or a waiver of any of our required coverages or
24 if you would like to take exception to any of

1 the language in our insurance requirements, the
2 time to do that is during the question period.
3 We will not negotiate insurance requirements
4 after bids are due.

5 So you are welcome to submit requests
6 to have coverages lowered or eliminated or
7 language changed in our insurance requirements.
8 You just need to do it at the appropriate time,
9 and that is during that question period. This
10 way, if there's any requests that are granted,
11 all bidders get that relief, as well. There is
12 a financial implication to adding insurances.
13 So to be fair and transparent, that is why we do
14 not negotiate the insurance requirements after
15 bids are due.

16 Also attached as Appendix B is the
17 sample contract. This is the contract that you
18 will be asked to execute if you are selected for
19 contract award. My suggestion is if you have a
20 legal department, send this to them right away,
21 have them look at it. If they have any
22 requested changes or exceptions, they must be
23 listed in your bid in order to be considered
24 during contract negotiations.

1 Our legal team does prefer a redlined
2 version if you have quite a bit of changes. If
3 you only have one or two, you can just kind of
4 type those up and just reference a section. But
5 preferably a red line.

6 If you intend to use any
7 subcontractors, you must identify them in your
8 bids. Your bids must include your Philadelphia
9 Commercial Activity License number as well as
10 your federal tax ID number. If you do not
11 currently have a Philadelphia Commercial
12 Activity License, you will need to obtain one no
13 later than five days after notification of
14 selection. If you do not believe you need a
15 Philadelphia Activity License, an explanation
16 with references to a statute and/or the
17 Philadelphia Code must be included with your
18 bid.

19 You will also need to provide in Tab B
20 of your proposal proof of current registration
21 with the Philadelphia Department of State's
22 Bureau of Corporations and Charitable
23 Organizations. You can just submit the search
24 record from the link supplied in Part I, section

1 13.

2 The Authority will study and evaluate
3 all the bids that are received and determine the
4 lowest responsive responsible bidder. And we
5 will notify all other bidders of the award
6 within 60 days after the date bids are opened.
7 So right now, as long as no extensions are
8 requested and granted, 60 days would be
9 approximately April 6th. That is when we should
10 have a decision, just to give you a heads up.
11 If for some reason we need additional time on
12 top of that 60 days, I will reach out to the
13 bidders, ask you to hold your pricing. And it
14 will be a mutual type of thing.

15 Current prevailing wages and benefits
16 for industry and trade must be paid at all times
17 for the duration of this project.

18 During the bid review, the committee
19 may request that you provide complete financial
20 statements for the last three years which have
21 been audited or reviewed by an independent
22 certified public accountant who is not an
23 employee of the bidder. If that is going to be
24 an issue for you, it's not a hard requirement

1 upon submission. However, we may request it.

2 So if that is something that you're
3 not able to produce, ask relief for it during
4 the question period. Even though it's not a
5 requirement, it could happen during review. So
6 I don't want to get to that stage and then at
7 that point, you're like, "We don't have publicly
8 audited financials." Ask for relief. Offer a
9 substitute for audited financials that you can
10 provide if requested.

11 All bidders must meet the
12 qualification standards by certifying that it
13 participates directly or through its labor for
14 each trade or craft in an approved
15 apprenticeship program which is currently
16 registered with the U.S. Department of Labor and
17 a state agent -- or a state apprenticeship
18 agency for each craft or trade that will be
19 engaged in work.

20 Does anyone have any questions on
21 Part I? Okay. There being none, I'll move on
22 to Part II.

23 Part II is a very important section.
24 This is the format that your proposal must be

1 submitted in. It's a tabbed format. There are
2 six tabs. And you do need to use extended tabs
3 that go beyond the 8 1/2 by 11 paper. Please do
4 not just do a cover page that says "Tab A, Tab
5 B." We do need the extended tabs.

6 Tab A will be a -- it's just a cover
7 letter signed by an individual with the
8 authority to bind your company that provides an
9 overview of your bid as well as the name, title,
10 and email address of the person to whom I may
11 direct any questions to. The second paragraph
12 under Tab A is going to be removed via addendum
13 number 1, so you can just ignore that for right
14 now.

15 Tab B is where you will list your
16 qualifications and experience. You must have a
17 minimum of ten years experience in providing
18 maintenance, repair, and replacement services
19 for fencing and gates as described in the work
20 statement. We're also asking you to describe
21 your areas of specializations. Identify a staff
22 member and a qualified substitute to represent
23 your company for the entire term of the
24 contract. And then lastly, Tab B is where you

1 will insert the search record from the
2 Pennsylvania Department of State's Bureau of
3 Corporations and Charitable Organizations.

4 Tab C, you will insert Appendix A
5 which is the Bid Form in its entirety with the
6 exception of the last page, which is the Bid
7 Decline Form. Obviously, if you're submitting a
8 bid, you're not going to fill out the Bid
9 Decline Form.

10 Tab D is where you will insert either
11 your sample certificate of insurance that meets
12 our requirements from a recent project or the
13 letter from your insurance broker stating if
14 awarded a contract, they will provide those
15 coverages for you. Again, that is not binding
16 that insurance broker to provide the coverages
17 if you're awarded. We just need to see that
18 you're able to get our insurance levels.
19 You're -- you're welcome to go with a different
20 insurance company after the fact.

21 And again, if you would like to
22 request any waivers, reliefs from any coverages,
23 or changes to any of the language in our
24 insurance requirements, the time to do that is

1 during the question period. Submit it as a
2 question. Allow the Authority to respond.

3 Tab E is where you will insert your
4 proposed amendments, requested changes to the
5 sample contract. Again, a redlined version is
6 preferred.

7 And then lastly, Tab F is where you
8 will provide a summary and the status of any
9 current legal actions pending with any
10 government agency with which you have had or
11 currently have a contractual relationship. If
12 you do not have any legal actions pending, a
13 statement to that effect will suffice for
14 that -- that tab.

15 Does anyone have any questions? Okay.
16 So it's just six tabs. Hope it's not too
17 overbearing.

18 If you have any questions, please
19 submit the question, no matter how small you
20 think it is. I would hate to see you not submit
21 a bid because you think it's too cumbersome or
22 the paperwork is too much. A lot of times
23 people look at these documents and get a little
24 bit overwhelmed.

1 But truly, Part II is the meat. It's
2 how you have to submit your -- your proposal.
3 And then Part IV, which I'll get to in just a
4 minute, is the services and goods we're asking
5 you to provide. So those are two very important
6 sections that you should focus on as well as the
7 appendices.

8 Part III just describes the criteria
9 for selection. There are three mandatory
10 responsiveness requirements that the Authority
11 will consider to be non-waiveable. That is that
12 the bid is submitted by an eligible bidder who
13 was present at today's meeting -- that is a
14 requirement that will not be waived; so if
15 someone were to reach out to me and ask to waive
16 that, the answer would be no -- that your bid is
17 received by the due date and time, and that is
18 it is properly signed.

19 Does anyone have any questions on
20 Part III? Okay. There being none, for Part IV,
21 I'm going to pass it off to Joe to briefly go
22 over the -- the work statement.

23 MR. GIEDEMANN: Okay. The Authority
24 is seeking bids from highly qualified bidders to

1 provide on call maintenance, repair, replacement
2 services of all our fencing, vehicular gates,
3 and pedestrian access systems across multiple
4 Authority locations.

5 The contractor must ensure operational
6 reliability, safety, and regulatory compliances
7 for all systems. The contractor must field,
8 verify all Authority fencing, gate systems,
9 motors, railings throughout the Authority
10 locations. Types of fence such as cyclone,
11 chain link, vertical support, stairwell
12 railings, handrails, estate fencing are at each
13 location, are identified in Section 1.

14 The contractor must provide all labor,
15 tools, materials, equipment, supervision for
16 maintenance, repairs, and replacement.
17 Contractor must respond to the Authority's
18 request for routine, preventative, and emergency
19 services.

20 MS. STEWART: Okay. I just want to
21 point out a few things. The selected contractor
22 is going to need to keep replacement strikers on
23 hand throughout the contract; you'll see in B-5.
24 That striker is at our Ben Franklin Bridge

1 location. It does go down often, so you need to
2 keep those on hand because they are replaced
3 quite often.

4 MR. MICHELINI: How many, would you
5 think?

6 MS. STEWART: Can you state your name?

7 MR. MICHELINI: Oh. Chris Michelini,
8 EB Fence. How many strikers would you like us
9 to keep on hand?

10 MR. GIEDEMANN: One, two -- there's
11 four. There's four gate entrances there;
12 correct, Tim?

13 MS. STEWART: We don't have to answer
14 right now. We can check with --

15 MR. GIEDEMANN: Okay. All right.

16 MS. STEWART: So we'll respond to
17 that --

18 MR. MICHELINI: Yeah.

19 MS. STEWART: -- in addendum number 1.

20 MR. MICHELINI: That's fine. Perfect.
21 Should I submit that question, also, or just?

22 MS. STEWART: No, it -- it's on the
23 record.

24 MR. MICHELINI: Okay.

1 MS. STEWART: Mm-hm. And then I do
2 just want to point out response times. So
3 hours -- all regular service will be performed
4 during normal business hours which we have
5 defined as Monday to Friday, 8:00 a.m. to
6 5:00 p.m. That is a requirement that will have
7 to be followed. That's how the hourly rate will
8 be. We won't pay, you know, overtime inside
9 those hours.

10 If you would like to request a change
11 to that, that would be something that you do
12 during the question period. Doesn't mean we'll
13 approve it, but at least ask the question before
14 you just don't respond.

15 And then response time to any
16 Authority calls: So we have defined in
17 Section H our response times. So there's two
18 different response times. There's the initial
19 response time which is just you acknowledging
20 that we've made a request. You must do that
21 within one hour of any call that we place by
22 calling the project manager back. Then the
23 arrival response time, that is so we've -- we've
24 now made the call. You've called us back within

1 one hour. From that acknowledgment, basically,
2 you must arrive within 24 hours or an agreed
3 upon time approved by the Authority -- I just
4 wanted to point that out.

5 And then Section I, page 13 of the
6 work statement and 14, you're going to find all
7 of our locations as well as the fencing type,
8 the gate type, and gate motor if it applies to
9 that location.

10 And please keep in mind the locations
11 may be added and/or removed during the term of
12 the contract. Right now, the Authority is
13 continuously growing. So we listed all of our
14 current locations, but more may be added
15 throughout the contract term.

16 MR. MICHELINI: Quick question again,
17 Chris Michelini. For the arrival time, are we
18 arriving within 24 hours to do the repair? Are
19 we coming to see what needs to be repaired?

20 MS. STEWART: We'll -- we'll respond
21 to that.

22 MR. MICHELINI: Okay.

23 MS. STEWART: If we acquire any new
24 locations, the pricing submitted in your bid

1 will be used to determine a fair and reasonable
2 cost for any installation, repair, maintenance,
3 and emergency services for the new location's
4 fencing and gates. Electric will be provided by
5 the Authority, but the contractor will be
6 responsible for connecting the electric to the
7 gate motor if necessary.

8 Any questions? Any additional
9 questions on the work statement? If there's
10 anything in the work statement that, you know,
11 makes you raise your eyebrow or, you know, you
12 want to offer an alternative way to do it,
13 submit it as a question. Just, you know,
14 reference the -- the section and then the
15 subsection of the work statement that you're --
16 you're asking to change or -- or ask relief for.

17 Part V of the bid document, it just
18 goes over the contract terms and conditions.
19 The term of this agreement will commence upon
20 award of a contract by the Authority's board at
21 a public meeting and execution of the contract
22 by the executive director and will end one year
23 thereafter. There are extensions at the sole
24 option of the Authority for up to four

1 additional one-year terms.

2 Any questions on Part V? All right.
3 Appendix A, the Bid Form: If you recall when I
4 was going through Part II, this is going to
5 be -- this entire thing with the exception of
6 page 12 is what you're going to insert in page C
7 of your -- of your bid package.

8 This -- the Bid Form is just where
9 you -- you're going to acknowledge any and all
10 addenda that you receive in Section 3 on page 1.
11 And then the rest of this which I'm going to go
12 through are signature pages, the cost form, and
13 a couple other forms. Shouldn't take too much
14 to fill it out. And there is a Word version
15 posted to our website so that you can go in and
16 fill it in if you need to.

17 So page 2 is a very important page.
18 It's the cost form. We have it broken down into
19 three different sections. Section A: We're
20 asking you to provide the cost to perform annual
21 preventative maintenance at each location. So
22 it's a total cost; it's not like an hourly cost.
23 How much is the total for the annual PM at
24 Parkade on Eighth? And then you go down and

1 we're asking -- we're -- we're giving you the
2 ability to provide costs for each year of the
3 contract. So year one and then each potential
4 extension.

5 Then we're asking you to provide
6 hourly -- the hourly rates for installation and
7 repair services. Again, that is just regular
8 time. We're not doing any premium time. Again,
9 we're allowing you to do year one, two, three,
10 four, and five.

11 And then lastly, for parts, supplies,
12 materials, we are giving you the opportunity to
13 submit a markup percentage that cannot exceed
14 15 percent. So how we're going to handle parts,
15 supplies, and materials is we will reimburse the
16 contractor for actual out-of-pocket costs plus
17 the markup percentage. That is including but
18 not limited to any fencing, fencing accessories,
19 gates, motors, wires, et cetera. So you'll just
20 submit the invoice or bill that you received.
21 And then we'll -- we'll add the -- whatever
22 markup that you -- you bid. And that's how
23 parts, materials, supplies, all that will be
24 handled.

1 MR. MICHELINI: So there's no material
2 based -- no material based on any of this: It's
3 just markup afterwards?

4 MS. STEWART: Yeah. So it's --

5 MR. MICHELINI: Hourly rate, and then
6 whatever we use. If we replace 50 feet of fence
7 or we do 10 feet of fence, we get paid for that
8 material?

9 MS. STEWART: Yes, yes.

10 MR. MICHELINI: Got you. Okay.

11 MS. STEWART: Low bid: Because
12 there's, you know, so many levels to this, we
13 are going to determine the lowest bid by the
14 total year one cost for preventive maintenance
15 at all of the locations. So we'll tally that --
16 that column up as -- in addition to the total
17 hourly rate for a sample installation job at 28
18 hours and a direct cost of \$500 for parts and
19 materials, and then we'll apply the markup
20 percentage that you bid. And then whatever that
21 total is, whoever's lowest, that's how we'll --
22 we will award this contract. I understand
23 there's jobs that are probably going to be a
24 little bit more than 500.

1 MR. MICHELINI: Yeah.

2 MS. STEWART: But just for the
3 purposes of determining low bid --

4 MR. MICHELINI: Make it easy.

5 MS. STEWART: That's -- that's how
6 we're going to -- we're going to do it.

7 MR. MICHELINI: Chris Michelini again.
8 The hourly rate, is that per manhour or crew
9 hour?

10 MR. GIEDEMANN: That's up to you. I
11 mean, it's --

12 MS. STEWART: We'll respond to that
13 via addendum.

14 MR. MICHELINI: Okay.

15 MS. STEWART: It's -- it's a bid, so
16 we have to define it.

17 All right. So the next couple pages
18 in the Bid Form are signature pages. Section 6:
19 You're just agreeing to provide the goods and
20 services as specified in the work statement, any
21 addenda if issued, and your bid.

22 Section 7, page 4: By signing this
23 page, you're agreeing to meet our insurance
24 requirements and provide your final certificate

1 of insurance that meets the requirements within
2 five calendar days of notification of contract
3 award.

4 Section 8, page 5: By signing this
5 page, you are agreeing to pay prevailing wages
6 and benefits throughout the term of the
7 contract.

8 Section 9, page 6: You will see it
9 has two signature sections. You are only going
10 to complete one. If you are a corporation, you
11 will complete the top portion, and that does
12 require two signatures. If you are a business
13 entity other than a corporation, you will
14 complete the bottom section only and that only
15 requires one signature.

16 Section 10, page 7 is our Affidavit of
17 Non-collusion. This is a very important
18 document to the Authority. We take it very
19 seriously, bid colluding. And it does require a
20 notary, so allow time to have it notarized. If
21 it is not properly notarized, it is not properly
22 signed. And your bid being properly signed is
23 one of the three mandatory responsiveness
24 requirements. So please allow time to have it

1 properly notarized.

2 Page 8, section 11: We're asking you
3 to provide three references to whom similar
4 services were provided within the last three
5 years. And we do reach out to the references
6 via email with a reference questionnaire. So
7 please do not provide any references that you
8 don't have the email address for. We do need
9 their email address.

10 Jumping ahead a little bit, Section
11 13, page 10 is our certified apprenticeship
12 program participation form. Please make sure
13 you complete this and sign it.

14 And then lastly is our small and small
15 diverse business participation submittal.
16 Regardless of your status as a small or small
17 diverse business or neither, you still need to
18 complete this form. If you are not a small or
19 small diverse business, you will just complete
20 the top three lines -- well, four because the
21 email's in there -- check the box "no," and then
22 you're done with this form. Just submit it with
23 your bid.

24 If you or a sub that you are using is

1 a small or small diverse business, you'll
2 complete this in its entirety as well as attach
3 your or your sub's small business procurement
4 initiative certificate issued by the
5 Pennsylvania Department of General Services.
6 And you will be required or your sub will be
7 required to maintain their status as a certified
8 small diverse business through the entire time
9 of the contract.

10 And then lastly, if after today's
11 meeting you decide that you will not be
12 submitting a bid, I do ask that you take a few
13 minutes just to complete our Bid Decline Form.
14 You can do that by manually writing and
15 completing the form, scanning and emailing it to
16 me. Or there is a link to a virtual version,
17 electronical [sic] -- electronic version of the
18 form. I think it's like four or five questions,
19 really simple.

20 We do review your feedback, and we
21 apply it where we can in future solicitations.
22 So if you decide not to submit, I do ask that
23 you give us your feedback, see where we can
24 improve and make this more advantageous for you

1 to respond in the future.

2 Does anybody have any questions on the
3 Bid Form? All right.

4 We do not have the attorney present
5 so if you have any questions on the sample
6 contract, Appendix B, submit that via the
7 Question Submission Form and we'll -- we'll have
8 our legal team review it.

9 Appendix C is our insurance
10 requirements. Again, insurance requirements are
11 always without -- without fail an issue in
12 97 percent of my projects. So I really do ask
13 that you take the time to have those reviewed by
14 your insurance broker.

15 If there are any exceptions or
16 requested changes or requests for relief of our
17 insurance requirements, the time to do that is
18 during the question period, not submitting it as
19 a redlined version in your bid. It will not be
20 considered.

21 Any questions on insurance
22 requirements or the process to request relief
23 for changes to them? No? Any questions on the
24 bid document at all?

1 MR. MICHELINI: No.

2 MS. STEWART: Or the process?

3 MR. MICHELINI: Very simple.

4 MS. STEWART: All right. So before I
5 close out the meeting, again, no questions
6 during the site visit. So if you would like to
7 get any questions on the record, now is the time
8 to do so. If there are none, I will close out
9 this portion of the meeting. None? Good.

10 (At this time, a discussion was held
11 off the record.)

12 THE COURT REPORTER: Since there's
13 questions, you need this ASAP?

14 MS. STEWART: Yes, please. Thank you.

15 (Proceedings ended at 11:52 a.m.)
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C E R T I F I C A T I O N

I, Catherine S. Rivera, a Professional Reporter and Notary Public for the Commonwealth of Pennsylvania, do hereby certify that the foregoing is a true and accurate transcript of the stenographic notes taken by me in the aforementioned matter.

- - -

(The foregoing certification of this transcript does not apply to any reproduction of the same by any means unless under the direct control and/or supervision of the certifying reporter.)

DATED: JANUARY 13, 2026

Catherine S. Rivera

CATHERINE S. RIVERA



Magna

Key Contacts

Schedule a Deposition:
Scheduling@MagnaLS.com | 866-624-6221

Order a Transcript:
CustomerService@MagnaLS.com | 866-624-6221

General Billing Inquiries:
ARTeam@MagnaLS.com | 866-624-6221

Scheduling Operations Manager:
Patricia Gondor (E: PGondor@MagnaLS.com | C: 215-221-9566)

Customer Care:
Cari Hartley (E: CHartley@MagnaLS.com | C: 843-814-0841)

Director of Production Services:
Ron Hickman (E: RHickman@MagnaLS.com | C: 215-982-0810)

National Director of Discovery Support Services:
Carmella Mazza (E: CMazza@MagnaLS.com | C: 856-495-1920)

Billing Manager:
Maria Capetola (E: MCapetola@MagnaLS.com | C: 215-292-9603)

Director of Sales Operations:
Kristina Moukina (E: KMoukina@MagnaLS.com | C: 215-796-5028)

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