

THE PHILADELPHIA PARKING AUTHORITY

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ON-CALL PARKING LOT ASPHALT REPAIRS

BID NO. 25-29

- - - -

THURSDAY, FEBRUARY 5, 2026

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Meeting held virtually via Microsoft Teams and in person 701 Market Street, Suite 5400, Philadelphia, PA, commencing at 1:00 p.m. on the above date before Gina Zukowski, Professional Reporter in and for the Commonwealth of Pennsylvania.

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TAXICAB AND LIMOUSINE DIVISION  
2415 SOUTH SWANSON STREET

PHILADELPHIA, PENNSYLVANIA 19148  
(215) 683-9400

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

THE PHILADELPHIA PARKING AUTHORITY:

SHANNON STEWART  
CHYNAH GRABE  
KEVIN McClAIN  
TIM COSTELLO  
JOE GIEDEMANN  
ALLAN MOORE

BIDDERS:

HAZE GALLAGHER, HARRISON PAVING  
BOB LEBOFFE, GESSLER CONSTRUCTION CO.  
JON PRINZ, JPC GROUP, INC.  
ARTEM STRELKOV, HAINES & KIBBLEHOUSE, INC.

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1 MS. STEWART: Okay. We're going to  
2 get started. My name is Shannon Stewart, and  
3 this is Bid No. 25-29, On-Call Parking Lot  
4 Asphalt Repairs.

5 We're going to start with  
6 introductions. I'll start with those in the  
7 room, and then I'll move to the assigned  
8 callers. I ask that you state your full name,  
9 spell your last, and the company that you are  
10 here representing.

11 Again, my name is Shannon Stewart,  
12 S-T-E-W-A-R-T. I'm with the Philadelphia  
13 Parking Authority.

14 MR. McCLAIN: Kevin McClain,  
15 Philadelphia Parking Authority, M-C-C-L-A-I-N.

16 MR. COSTELLO: Tim Costello,  
17 C-O-S-T-E-L-L-O, Philadelphia Parking Authority,

18 Facilities Maintenance.

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

22 MR. GALLAGHER: Harrison Paving. My  
23 name is Haze Gallagher, G-A-L-L-A-G-H-E-R.

24 MR. MOORE: Allan Moore, M-O-O-R-E,

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1 Philadelphia Parking Authority.

2 MS. STEWART: Caller number one?

3 MR. LEBOFFE: Bob Leboffe,  
4 L-E-B-O-F-F-E, Gessler Construction.

5 MS. STEWART: Thank you. Caller  
6 number two, Jon.

7 MR. PRINZ: Jon Prinz, P-R-I-N-Z, JPC  
8 Group.

9 MS. STEWART: Thank you. Caller  
10 number three.

11 MR. STRELKOV: Artem Strelkov,  
12 S-T-R-E-L-K-O-V, representing Haines &  
13 Kibblehouse, Inc.

14 MS. STEWART: All right. For those

15 that are on the call, so we have all your  
16 information, can you please put your first and  
17 last name in the chat so that we have it in the  
18 record. There is a court reporter on the call,  
19 so if you have any questions during the meeting  
20 please state your name while speaking so she  
21 knows who is asking the question.

22 At this time I ask all virtual  
23 attendees to mute your phone or computer to  
24 reduce any feedback.

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1 This is a mandatory meeting. However,  
2 I will allow late arrivals so long as they.

3 If you have not done so, please  
4 register using the Bidder Registration Form.  
5 You can find the link to the form in the bid  
6 document as well as on our website.

7 I am the sole contact regarding this  
8 solicitation. However, if you have any existing  
9 commitments with the Authority, those  
10 conversations are permissible so long as they  
11 don't have anything to do with this bid.



9 information to bidders. Your bids must be  
10 delivered to my attention in either a sealed  
11 envelope or sealed package. You can use UPS,  
12 FedEx, USPS, or you can hand-deliver it.  
13 Whether you mail or hand-deliver your package,  
14 it must display your company name as well as  
15 "Bid No. 25-29 On-Call Parking Lot Asphalt  
16 Repair Services." Please do not like type up a  
17 label or even write on a label. Labels fall  
18 off, and we are not the only office in the  
19 building. So if your package is not properly  
20 labeled, it could delay the package getting to  
21 me, and I would hate to reject someone's bid for  
22 something like that. So make sure you use a  
23 Sharpie and handwrite your company name and the  
24 bid number and title.

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1 All bids must be presented with one  
2 original and five copies individually numbered  
3 as well as an electronic version on a USB drive  
4 with one file. Please do not pass-word protect  
5 the USB drive or the file on the USB drive.

6                   A little bit about this bid: The  
7 Authority is seeking bids to provide on-call  
8 parking lot asphalt repair services across  
9 multiple Authority locations in the city of  
10 Philadelphia. The Authority may award multiple  
11 contracts as a result of this solicitation.

12                   All questions and clarification of  
13 instructions must be submitted using the  
14 Question Submission Form. You will put your  
15 questions in a word document and then upload  
16 that file using the Question Submission Form.  
17 The link to that form can be found on page  
18 three as well as on our website. If you are  
19 having issues completing or accessing the form,  
20 please e-mail me. I normally respond in the  
21 same business day. So if I don't answer you,  
22 please try giving me a call. Your e-mail may  
23 have went to my junk or stopped by our firewall.  
24 So if you don't hear from me either the same

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1 business day or the next business day, then  
2 please call.

3                                    Only questions submitted via the  
4                                    Question Submission Form by a registered bidder  
5                                    will be addressed. Response to all questions  
6                                    and clarification requests will be provided  
7                                    through written addendum that will be e-mailed  
8                                    to all eligible bidders and posted to the  
9                                    Authority's website. As I stated, e-mails can  
10                                   get stuck in junk folders or blocked by  
11                                   firewalls. So as one of the final steps in  
12                                   preparing your bid, I suggest you check our  
13                                   website and make sure that you received any and  
14                                   all addenda that were released. If there are  
15                                   any changes to the bid document, if there are  
16                                   any waivers given, those will all be sent via  
17                                   addendum. So make sure you check the website  
18                                   that you received any and all of them.

19                                   If you are using a courier service to  
20                                   deliver your bid package, USPS, FedEx, UPS,  
21                                   please allow time for a third-party carrier. So  
22                                   even if you are using, you know, services that  
23                                   like guarantee next-day-by-ten-a.m. -- I have  
24                                   seen recently that they do not get here by then,



1 and I do not want to see your package get  
2 rejected because of FedEx or UPS not getting it  
3 here on time. So I suggest building in a day or  
4 two to allow any potential delays.

5 The Authority is always looking for  
6 opportunities to engage with small and small  
7 diverse businesses. If you are a small or small  
8 diverse business, you need to include your Small  
9 and Small Diverse Business Certificate issued by  
10 the Pennsylvania Department of General Services.  
11 If you are currently certified by any other  
12 agency, the City of Philadelphia, the state of  
13 New Jersey, you will need to self-certify with  
14 the Pennsylvania Department of General Services.  
15 And although the Authority encourages small and  
16 small diverse business participation, this  
17 solicitation is open to all eligible bidders.  
18 You do not need to be a small or small diverse  
19 business to participate.

20 Your bids must signed where all  
21 signatures are required, and we will accept wet  
22 or electronic signatures.

23 Attached as Appendix C are the  
24 insurance requirements that the awarded bidder

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1 or bidders will be required to meet. You will  
2 need to submit with your bid a sample  
3 Certificate of Insurance from a recent project  
4 that meets the requirements. Or, if you do not  
5 currently carry the level of insurance that we  
6 are requiring, you can submit a letter from your  
7 insurance broker stating if awarded a contract,  
8 they will supply those coverages for you. The  
9 Authority needs to see that if you currently  
10 don't carry them, that you are able to get them.

11 If you need to request a waiver or  
12 relief from insurance requirements during the  
13 question period, submit it as a question, allow  
14 the Authority to respond. Insurance  
15 requirements will not be negotiated after the  
16 bids are due, so please do not include  
17 exceptions to our insurance requirements in your  
18 bid. They will not be addressed, and you will  
19 be required to meet the insurance requirements  
20 in order to move forward with the contract.

21 Also attached as an appendix, Appendix

22 B, is the sample contract. This is the contract  
23 that you will be expected to execute if you are  
24 selected for contract award. Please have your

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1 legal department review it carefully and submit  
2 any exceptions or requested changes in your bid  
3 package. If you are selected for contract  
4 award, the only exceptions or requested changes  
5 that will be negotiated are those that are  
6 included in your bid, and we do prefer a  
7 redlined version.

8 Your bids should include your  
9 Philadelphia Commercial Activities License  
10 number as well as your Federal Tax ID Number.  
11 If you do not currently have a Philadelphia  
12 Commercial Activities License, you will be  
13 required to obtain one no later than five  
14 business days after notification of selection.  
15 If you feel you do not need a Philadelphia  
16 Commercial Activities License, an explanation  
17 with references to statute and/or Philadelphia  
18 code must be included in your bid. You will

19 also need to submit proof of current  
20 registration with the Pennsylvania Department of  
21 State's Bureau of Corporation and Charitable  
22 Organizations. We're just asking for you to  
23 provide a printout of the search record from the  
24 website. You can find a link to their website

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1 in Part 1, Section 13.

2 Any use of subcontractors must be  
3 identified in your bid along with a description  
4 of the services that they will provide, and subs  
5 must meet all requirements of the contract. For  
6 example, insurance requirements, prevailing  
7 wage, et cetera. The contractor will be  
8 responsible for ensuring all subs are compliant  
9 with all requirements.

10 The Authority will study and evaluate  
11 all bids that are received and determine the  
12 lowest, responsive, responsible bidder or  
13 bidders and notify all other bidders of the  
14 award within 60 days after the date the bids are  
15 opened. So the bid opening is scheduled for

16 Tuesday, March 3rd. Sixty days after that you  
17 will receive a letter from me letting you know  
18 who was awarded a contract.

19 If, after this meeting, you decide  
20 that you will not be submitting a bid, I do ask  
21 that you take a couple minutes, provide as much  
22 feedback as you can using our Bid Decline Form.  
23 We do review the feedback that is provided, and  
24 we apply it where we can in future

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1 solicitations.

2 You will need to pay current  
3 prevailing wages and benefits for the industry  
4 and trade at all times during the contract term.  
5 All bidders must meet the qualification  
6 standards by certifying that it participates  
7 directly or through its labor for each craft or  
8 trade in an approved apprenticeship program  
9 which is currently registered with the U.S.  
10 Department of Labor or a state apprenticeship  
11 agency for each craft or trade that will be  
12 engaged in work. This is a requirement. So if

13 you do not participate in a certified  
14 apprenticeship program, your bid will be  
15 rejected.

16 If requested during the bid review  
17 process by an evaluation committee, bidders may  
18 be required to provide complete financial  
19 statements for the last three years which have  
20 been audited or reviewed by an independent  
21 certified public accountant who is not an  
22 employee of your company. Complete financial  
23 statements must include, at a minimum, a balance  
24 sheet, income statement, reconciliation of

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1 equity and a cash flow statement. Financial  
2 statements do not need to be submitted with your  
3 bid; however, we may reach out for review and  
4 ask you to supply them. If meeting the  
5 requirements of the financial statement is  
6 something you're not able to do, please ask for  
7 relief during the question period and provide an  
8 alternative of what you can provide if we were  
9 to request financial statements.

10 Does anyone have any questions on Part  
11 1?

12 There being none, I'll move on to Part  
13 2. Part 2 is outlining the format of your bids.  
14 So you'll submit your bids in a tabbed format  
15 using tabs that extend beyond the  
16 eight-and-a-half-by-11 paper.

17 Tab A is just a cover letter signed by  
18 an individual with the authority to bind your  
19 company which provides an overview of your bid  
20 as well as the name, title, e-mail address and  
21 phone number of the person to whom I may direct  
22 questions concerning your bid. You must  
23 identify a staff member and a qualified  
24 substitute to represent the company for the

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1 entire term of the contract.

2 Tab B is where you will list your  
3 qualifications and experience. You must have a  
4 minimum of ten years' experience in providing  
5 asphalt repair services as described in the Work  
6 Statement. And this is also where you will

7 include the record for current registration with  
8 the Pennsylvania Department of State's Bureau of  
9 Corporation and Charitable Organizations.

10 Tab C is where you will insert your  
11 completed bid form with the exception of the Bid  
12 Decline Form.

13 Tab D we're asking you to provide any  
14 certifications and licenses required by local  
15 and state law to perform the asphalt repair  
16 services as described in the Work Statement.

17 Tab E is where you will insert either  
18 your sample Certificate of Insurance or your  
19 letter from your insurance broker stating if  
20 awarded a contract, they will provide the  
21 coverages for you. Again, if you would like a  
22 waiver or relief from any of our coverages, the  
23 time to do that is during the question period.  
24 Also if there is any language in our insurance

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1 requirements that you are taking exception to,  
2 you must submit it as a question and allow the  
3 Authority to respond. Otherwise, if we receive

4 no waiver or relief request, the insurance  
5 requirements will stand, and in order to move  
6 forward with the contract, you will need to meet  
7 the insurance requirements.

8 Tab F is where you will submit your  
9 redlined version of our sample contract. If you  
10 have no exceptions or requested changes, a  
11 statement to that effect will suffice for this  
12 tab.

13 Lastly, Tab G, we're asking you to  
14 provide the summary and status of any current or  
15 ongoing legal actions pending with any  
16 governmental agency with which you have had or  
17 currently have a contractual relationship. If  
18 there are none, a statement to that effect will  
19 suffice.

20 Are there any questions on Part 2?

21 Part 3 goes over the Criteria for  
22 Selection. There are three mandatory  
23 responsiveness requirements that the Authority  
24 will consider to be non-waivable. Those are

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1 that the bid is submitted by a bidder who is  
2 represented at today's meeting. So if a company  
3 is not represented at today's meeting, they will  
4 not be eligible to submit a bid. The bid also  
5 has to be received by the due date and time, and  
6 it must be properly signed. The Authority  
7 reserves the right in its sole discretion to  
8 waive any other technical or immaterial  
9 nonconformities.

10 Does anyone have any questions on the  
11 Criteria for Selection?

12 Okay. Moving on to Part 4, Part 4 I'm  
13 going to pass it to Tim to go over the Work  
14 Statement very briefly.

15 MR. COSTELLO: The Philadelphia  
16 Parking Authority is soliciting bids to provide  
17 on-call parking lot asphalt repair services at  
18 multiple Authority locations throughout the city  
19 of Philadelphia. The selected contractor will  
20 be responsible for providing all labor,  
21 supervision, equipment, tools, materials,  
22 transportation and services necessary to  
23 complete asphalt paving and related site work in  
24 accordance with project specifications and

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1 applicable industry standards.

2 Services include, but are not limited  
3 to, site preparation such as clearing debris and  
4 vegetation, excavation, grading, proof rolling,  
5 stabilization of unsuitable subgrade material.  
6 Work also includes base construction using  
7 PennDOT 2A aggregate or approved recycled  
8 crushed concrete followed by proper compaction  
9 and grading drainage.

10 Asphalt paving services include  
11 furnishing and placing hot mix asphalt in  
12 required lifts, applying tack or prime coats,  
13 constructing ramps and transitions, completing  
14 finishing work such as striping, pavement  
15 markings, installation of wheel stops or  
16 bollards when required.

17 All work must be performed in  
18 compliance with OSHA requirements and applicable  
19 ASTM, AASHTO and PennDOT standards, including  
20 proper traffic control and safety measures.

21 All new work will be issued through  
22 Authority-approved task orders. A contractor

23 must begin work within ten calendar days of  
24 issuance unless an extension is granted. The

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1 contractor must maintain detailed daily  
2 documentation including labor, equipment,  
3 material usage and delivery tickets and submit  
4 required logs to the Authority's project manager  
5 within three business days of completion.  
6 Regular hours of operation are Monday through  
7 Friday 8:00 a.m. to 5:00 p.m. Projects of  
8 \$25,000 or greater will require performance and  
9 payment bonds.

10 MS. STEWART: Any questions?

11 Okay. Part 5 is the contract terms  
12 and conditions. This will be a one-year  
13 contract with up to four additional one-year  
14 renewal terms at the sole option of the  
15 Authority. Does anyone have any questions on  
16 that?

17 Moving on to Appendix A, the bid form,  
18 Section 3 of the bid form is where you will  
19 acknowledge that you received and all addenda.

20 So you will write "Addendum Number One" and the  
21 date that you received it, and you can add lines  
22 to that section if necessary if we issue more  
23 than three addenda.

24 Page 2, Section 5, is the cost form.

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1 So we are asking you to provide the hourly rate  
2 for each position listed below. These are the  
3 only positions that the Authority will pay an  
4 hourly rate for. Please do not add any  
5 additional positions. Then we're asking you for  
6 an annual price escalation which may not exceed  
7 three percent for each year of the contract.  
8 The price escalation percentage will only apply  
9 to the hourly rates identified in Section A.

10 Section C is your materials and  
11 supplies. So materials and supplies will be  
12 billed at direct cost with a 15 percent markup.  
13 Subcontractors, the Authority will only  
14 reimburse a contractor for direct costs plus an  
15 eight percent markup for subs, and equipment  
16 will be billed at the rates established in the

17 rental rate blue book for construction equipment  
18 with no markup.

19 Low bidder will be determined by  
20 sample job with an hourly rate for two laborers  
21 at 32 hours each for a total of 64 hours, two  
22 operators at 16 hours each, totaling 32 hours,  
23 and one foreman at 16 hours. If we decide to  
24 move forward with multiple contract awards, we

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1 will go in order of lowest to highest in how we  
2 award.

3 Does anyone have any questions on the  
4 cost form?

5 The next few pages are signature  
6 pages. By signing Section 6, you agree to  
7 provide the services as specified in the Work  
8 Statement, any addenda, if issued, and in your  
9 bid.

10 Section 7, page four, again, signature  
11 requirement. By signing this section, you're  
12 agreeing to the insurance requirements as well  
13 as providing your final Certificate of Insurance

14 that meets the requirements within five calendar  
15 days of notification of contract award. What  
16 that means is you're going to submit a sample  
17 certificate with your bid or a letter from your  
18 insurance broker. The final Certificate of  
19 Insurance will be with all of the additional --  
20 listing the Authority as the certificate holder.  
21 That's what I mean by final.

22 Page five, Section eight, by signing  
23 this section, you're agreeing to pay prevailing  
24 wage and benefits throughout the term of the

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22

1 contract.

2 Section nine, page six, this one is a  
3 little different. It has two sections, but you  
4 will only complete one. If you are a  
5 corporation, you will complete the top section,  
6 and it does require two signatures. If you are  
7 a business entity other than a corporation, you  
8 will complete the bottom section, and that only  
9 requires one signature.

10 Section ten, page seven, is our

11 Affidavit of Non-Collusion. This is a very  
12 important document to the Authority, and we take  
13 it very seriously, the language that is  
14 contained in it, and it does require a notary,  
15 so please allow time to have it properly  
16 notarized. If it is signed but not notarized,  
17 it is not properly signed, and I'd hate to see  
18 your bid get rejected over something like that.  
19 So make sure you build in time to have it  
20 notarized.

21 Page eight, section 11, we're asking  
22 you to list a minimum of three references to  
23 whom similar services were provided within the  
24 last three years. We do reach out to the

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1 references via e-mail and we ask them to  
2 complete a very short form. It has like, I  
3 believe, five questions. You can submit more  
4 than three references, but an e-mail address  
5 must accompany each reference. So if you don't  
6 have a valid e-mail address, you can't include  
7 that reference.



5                   The last page of the bid form does not  
6                   need to be submitted with your bid if you are  
7                   submitting a bid, because it is the Bid Decline  
8                   Form. Again, if after this meeting you decide  
9                   you will not be submitting a bid, I do ask that  
10                  you take the time to complete the form and  
11                  provide us with as much feedback as possible.

12                   Does anyone have any questions on the  
13                  bid form?

14                   Appendix B is the sample contract.  
15                  Again, please have your legal department review  
16                  that, and if there are any requested changes or  
17                  exceptions, have them redline it.

18                   Appendix C is our insurance  
19                  requirements. Does anyone have any questions on  
20                  the insurance requirements or the process to  
21                  request relief or a waiver?

22                   Appendix D is the Authority's standard  
23                  task order form. This is how work will be  
24                  assigned. The Authority will issue a scope of

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1                  work to the awarded contractors, and then the

2 most advantageous task order will be selected  
3 for that job.

4 Then Appendix E is the daily ticket  
5 log. This is detailed in the Work Statement,  
6 what information has to be on here, what  
7 additional paperwork needs to go along with your  
8 daily ticket logs.

9 Does anybody have any questions on the  
10 task order form or on the daily ticket log?

11 Does anyone have any questions on the  
12 document, the process?

13 MR. GALLAGHER: How about the work,  
14 what kind of work you got?

15 MS. STEWART: That would have been a  
16 question for the gentlemen before they left.

17 MR. GALLAGHER: The parking lot, big  
18 parking lots, how many square feet? If there's  
19 like cars in the parking lot, who tows them?  
20 Who is responsible for towing them?

21 MS. STEWART: We'll answer that via  
22 addendum.

23 One last thing before I let you guys  
24 go. Addenda will be issued via e-mail as

1           stated. Just make sure you are keeping an eye  
2           out for e-mails from me. If there are any  
3           changes to the dates, that will be in an  
4           addendum. If there are any changes made as a  
5           result of a bidder asking for relief of a  
6           requirement or maybe like for the cost form or  
7           -- we have three positions listed: Labor,  
8           operator, foreman. If there are any other  
9           positions that you would like to consider for  
10          this kind of work, you have to submit the  
11          question and ask if we will consider that  
12          position.

13                         MR. GALLAGHER: What about truck  
14          deliveries?

15                         MS. STEWART: Submit it as a question,  
16          then if that is allowed, the cost form will be  
17          updated, and the new cost form will be issued  
18          via addendum, and you have to use the new cost  
19          form.

20                         The addenda are very important and  
21          contain very important information. So make  
22          sure if they are issued, when they are issued,  
23          that you review them carefully.

24

Any other questions?

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It's not as bad as you think. It sounds like a lot, but, honestly, when you really look at the document, the biggest bulk is -- if you want to focus on Appendix A, put your cost. Then Part 4 is really descriptive on the services, what we are looking for. I can't remember if Tim stated this, but currently we have 44 community lots and five impound lots that may require service during the contract term.

So make sure you review the bid document, and, if, after reviewing the bid document, you still have questions, submit them and allow the Authority to respond.

Does anyone have any questions before I let you guys go? All right. Thank you, everyone, for attending.

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(Whereupon the meeting concluded.)

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C E R T I F I C A T I O N

I hereby certify that the proceedings and evidence are contained fully and accurately in the stenographic notes taken by me upon the foregoing matter on February 5, 2026, and that this is a correct transcript of same.

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GINA ZUKOWSKI,  
Court Reporter

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

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