

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

**RFP No. 23-06**

**Interior Landscape Maintenance at Independence Mall Garage**

**Addendum Two**

To: See Email Distribution List

From: Shannon Stewart  
Manager of Contract Administration

Date: May 4, 2023

No Pages: 2

This addendum is issued on May 4, 2023, prior to the proposal due date to add, delete, modify, clarify and/or to respond to questions submitted by prospective offerors regarding the work included in the above referenced solicitation.

**CHANGES TO THE RFP DOCUMENT**

1. The Proposal Due Date has been extended to Thursday, May 11, 2023 at 12:00 PM.
2. An updated Cost Form is attached as Appendix A.
3. Section 6 of Part IV – Work Statement has been revised to the following language:

**6. Plant Replacements**

**Plant Replacement Guarantee:** The selected Offeror will be responsible for all plant replacements caused by, but not limited to, damage from Offeror's service that causes deterioration, and/or dying/dead plants at the Offeror's expense.

If the cause of any damaged or dead plants is from an outside source, such as vandalism, those replacements will be a billable cost to the Authority. The Authority will pay a discount/markup percentage from the cost of the damaged/deteriorated plant/flower as indicated on the selected Offeror's cost form.

The Authority, in its sole discretion, will determine when plant replacement is not within Offeror's control (a billable charge to the Authority). Replacements must be priced as a single price regardless of the level of damage or deterioration.

1. Either the Authority or the Company may make the decision to replace; upon request from the Authority, the Contractor will perform any such replacement(s).
2. All plant replacements will be made with the same species, size and grade plant(s) as was in place at the beginning of the service period: or, with another plant of comparable value which is approved by the Authority in advance.
3. Turnaround time for all replacements is a maximum of two weeks and may be less to maintain quality standards for the Authority at all times.

## **QUESTIONS**

- 1. Question:** Part III page 11 number 6. Plant replacement guarantee. You would like the price to include all replacements even if the damage is out of our control? This will increase the price. Can we also price replacements based on damage, deterioration of material within our control?

**Response:** The guarantee that the Offeror provides at their cost shall include, but is not limited to, damage from Offeror's service that causes deterioration, and/or dying/dead plants. If the cause of any damaged or dead plants is from an outside source, such as vandalism, those replacements will be a billable cost to the Authority. The Authority will pay a markup percentage from the cost of the damaged/deteriorated plant/flower as indicated the selected Offeror's proposal. The Authority, in its sole discretion, will determine when plant replacement is not within Offeror's control (a billable charge to the Authority). Replacements must be priced as a single price regardless of damage or deterioration.

**END OF ADDENDUM TWO**

5. **Cost Proposal:** Provide a monthly fee for each year of the contract that is all inclusive of all proposed goods/services and plant replacement as described in the Work Statement.

	Monthly Fee	Annual Total
Year One	\$	\$
Year Two	\$	\$
Year Three	\$	\$
Year Four	\$	\$
Year Five	\$	\$

**Plant Replacement Cost:** The Authority will pay for replacements outside of Offeror’s control on a cost plus basis, markup must not to exceed ten percent (10%). The Authority will require documentation of the Offeror’s cost of replacements when the invoice is submitted for payment. Offerors may also opt to offer a discount in lieu of a markup percentage or offer replacements at cost to the Authority. Please check only one of the options below and, where necessary, provide percentage.

Discount Percentage: \_\_\_\_\_%    or     Markup Percentage: \_\_\_\_\_%    or     At Cost