

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

**RFP No. 23-13
Carpet Cleaning Services**

Addendum Three

To: See Email Distribution List

From: Shannon Stewart
Manager of Contract Administration

Date: August 18, 2023

No Pages: 2

This addendum is issued on August 18, 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.

QUESTIONS

1. **Question:** Regarding I-7 Small Diverse Business Requirements, should the certificate be included as an exhibit or along with the Proposal Form itself?

Response: The Small Business Procurement Initiative certificate should be included in the Proposal Form, immediately after the Small Diverse Business Participation Submittal form.

2. **Question:** Regarding I-13 Business Licenses, should the business license and EIN confirmation be added as exhibits?

Response: Offerors may include their Philadelphia Commercial Activities License and EIN confirmation but they are not required; providing the number is sufficient.

3. **Question:** Regarding the Proposal Format, For Tabs A thru I – Should we include an Exhibit Page for each Tab, i.e., “TAB A – Transmittal Letter?”

Response: Offerors must use tabs that extend beyond the 8.5”x11” paper,

4. **Question:** What is the budget on the contract?

Response: This information is not available.

5. **Question:** Regarding the Supplemental Appendices, Should the recently added Appendices be added to the Proposal Package, namely Appendix 1, Appendix 2 and Appendix D – for purposes of a complete package?

Response: There are only appendices A-E in the RFP document. The only appendices that need to be included in your proposal are Appendix A – Proposal Form, completed and Appendix B – Sample Contract, a redlined version containing any requested changes or proposed changes to the sample contract. Please refer to Part II of the RFP document for instructions on how to format your proposal.

6. **Question:** For purposes of clarification, regarding the Proposed Amendments to Contract, Tab G, are the Offerors expected to complete the "Sample Contract," entering their company's name where indicated, red-line any proposed changes/additions, and sign where indicated? This question is presented to make sure we are in compliance with I-8 on Page 4.

Response: Signatures are not required on the sample contract only proposed changes and exceptions. It is preferred that proposed changes and exceptions to the sample contract be submitted as a red-lined version.

7. **Question:** Should the Authority's Contractor Integrity Provisions be included in the submitted Proposal?

Response: See response to question 5.

8. **Question:** Regarding the registration on the Prism website to acquire the Small Business Procurement Initiative Certificate. We started registration but was instructed that we needed a pin number, which was supposed to be sent to us by email at least 10 times. There was no email forthcoming, so we returned back to the prism website, which is now requesting an application number as well, in addition to the pin number, in order to proceed (both of which was supposed to be in the site's response email). We are at a loss in this regard. Any assistance you can offer will be greatly appreciated.

Response: The Authority does not oversee this website.

9. **Question:** Regarding the financial statements; is that able to be waived if we are a new business? We have only been operating for less than two years.

Response: Offerors must provide complete financial statements for the last three years, which have been audited or reviewed by an independent Certified Public Accountant who is not an employee of the Offeror. If an Offeror does not have complete financials for the last three years, Offerors may submit a letter of credit from their bank in addition to all financial statements currently available that meet the requirements in II-10.

END OF ADDENDUM THREE