

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

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

Addendum Four

To: See Email Distribution List

From: Shannon Stewart
Manager of Contract Administration

Date: August 24, 2023

No Pages: 1

This addendum is issued on August 24, 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, August 31, 2023 at 12:00 PM.

CHANGES TO ADDENDUM TWO

1. **The response to question #4 of Addendum Two has been revised to:**

Question: As far as who's getting into your buildings here, are there places for them to park or is there certain criteria for them to get into the building being that it's government?

Response: Parking will be validated at our garage facilities. To enter our Headquarters' building, the Contractor will need to sign in with the front desk in the building's lobby and will be escorted by Authority personnel throughout the offices to perform the carpet cleaning services. All other locations access will be granted by a designated Authority personnel. This process will be finalized at the kickoff meeting.

2. **The response to question #5 of Addendum Two has been revised to:**

Question: Are badges required to enter each location?

Response: Yes, the Authority will designate an employee at each location to escort the contractor and grant access to secure locations, badge access will not be given to the Contractor.

END OF ADDENDUM FOUR