



THE PHILADELPHIA PARKING AUTHORITY
701 MARKET STREET – SUITE 5400
PHILADELPHIA, PA 19106
ON-CALL CATERING SERVICES
RFP No. 25-06

NOTICE TO OFFERORS

The Authority is seeking proposals from professional food service providers capable of providing catering services for at least fifty (50) people on an as-needed basis. The Authority intends to award multiple contracts as a result of this solicitation.

Sealed proposals will be received until **1:00 PM on June 23, 2025** by the Philadelphia Parking Authority (“Authority”), a body corporate and politic created under the laws of the Commonwealth of Pennsylvania in accordance with the Act of June 19, 2001, P.L. 287, No. 22, as amended, known as the “Parking Authority Law,” in the offices of the Authority, located at 701 Market Street, Suite 5400, Philadelphia, PA 19106.

Prospective Offerors must register using the [Offeror Registration Form](#) (control-click to follow link) prior to downloading the RFP document from the Authority’s website.

Prospective Offerors are required to attend a **mandatory Pre-Proposal Meeting** that will be held in the offices of the Authority, 701 Market Street, Suite 5400, Philadelphia, PA 19106 on **Thursday, May 29, 2025 at 11:00 AM**. Offerors may also attend virtually using the Microsoft Teams below:

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 267 893 184 032 7

Passcode: 4Sr9nt38

Dial in by phone

[+1 929-346-7319,,229743456#](#) United States, New York City

[Find a local number](#)

Phone conference ID: 229 743 456#

Offerors must be in attendance at this meeting in order to be considered an eligible Offeror.

Prospective Offerors who are having technical difficulties attending the meeting should contact Shannon Stewart regarding any connectivity issues at 215.837.9025.

Prospective Offerors are encouraged to submit questions until **Thursday, June 5, 2025 at 12:00 PM**. Please submit all questions via the Question Submission Form using the link below:

<https://app.smartsheet.com/b/form/f18eb88cd36b4ff497894b32277ae75c>