

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

RFP No. 25-11
Managed Print Services
Addendum One

To: See Email Distribution List

From: Shannon Stewart
Manager of Contract Administration

Date: May 1, 2025

No Pages: 3

This addendum is issued on May 1, 2025, prior to the proposal due date to add, delete, modify, clarify and/or respond to questions submitted by eligible Offerors regarding the work included in the above referenced solicitation.

CHANGES TO THE RFP DOCUMENT

1. **Proposal Due Date:** The Proposal Due Date has been extended to Wednesday, May 21, 2025 at 1:00 PM.
2. **Question Due Date:** The Question Due Date has been extended to Monday, May 5, 2025 at 12:00 PM.

QUESTIONS

1. **Question:** Does the authority own, lease or rent the current equipment?
Response: The Authority owns all equipment.
2. **Question:** Who is responsible for any buyouts if applicable?
Response: N/A
3. **Question:** Who is responsible for any lease returns if applicable?
Response: N/A
4. **Question:** What is the Authority's timeline for awarding the contract and implementation?
Response: This is scheduled for a July award, followed by a contract kickoff meeting. The implementation timeline will be agreed upon by the Authority and selected contractor at the kickoff meeting.
5. **Question:** Is there an option to submit our RFP response online?
Response: No, submission requirements remain unchanged.
6. **Question:** We understand you currently have existing devices by various manufacturers. Predominantly RICOH. We were looking for configurations of those machines. Number of Paper trays? Faxing? Stapling? Etc.?
Response: This information is not available.
7. **Question:** Please explain additional devices, will the Authority bid new devices out, or will the awardee have an opportunity to provide those?

Response: The Authority will evaluate the incoming numbers based on the discount or markup provided. If the offer is highly competitive and the discount is significant, there may be an opportunity to purchase all the required devices through this contract. However, if the offer does not meet expectations, the Authority reserves the right to solicit three additional quotes, with the awarded Offeror included in that solicitation. Therefore, there is no guarantee of purchasing all new devices through this contract, as the Authority retains the discretion to either procure new equipment with this contract or seek alternative procurement options.

8. Question: Can you provide a report of all devices that includes:

- a. If the devices are leased or owned
- b. Purchase/lease start date (Age of the devices)
- c. Annual volume by device

Response: All devices are owned, and purchase dates are not available. Estimated quarterly volume will be provided in Addendum #2.

9. Question: Are you considering replacing all Ricoh copiers and some of the older HP desktop printers at the start of the contract?

Response: No. The Authority will purchase new equipment on an as-needed basis.

10. Question: Page 2 references: Offeror Registration Form, but the link is not active. Is this the same form that is on your Website at Philadelphia Parking Authority's Vendor Registration Form? If not, can you please provide the link or form?

Response: The Registration Form is closed and the link has been deactivated. If you have not registered, please email Shannon Stewart at sstewart@philapark.org.

11. Question: Regarding Part IV section 12, Service Credits refer to quarterly invoicing, while section 10, Invoice Requirements refer to monthly invoicing. Please clarify your invoicing preference.

Response: The intent of the RFP is monthly invoicing.

12. Question: May we have a two-week turnaround time from the time we receive answers to the bid due date, or a two-week extension from the current bid due date?

Response: The bid due date has been extended to Wednesday, May 21, 2025 at 1:00 PM.

13. Question: Can your current costs be provided including the cost per page?

Response: The Authority's current MSP contract (Ricoh, USA) can be located on the PA Treasury Website. <https://contracts.patreasury.gov/search.aspx>

14. Question: Regarding Part IV section 12, Service Requests section a., and b., is response contact or being on-site or a phone? Also under resolution time, please clarify service must begin the next day.

Response: Service requests should be acknowledged within 4 hours, preferably in the portal. Service must begin the next day.

15. Question: There were several functions required to be able to review Invoices, Toner Shipments, place supply orders, etc. We can provide access to these functions via our Management Utility and our User Portal. Is it ok that the capabilities would exist but you would need to utilize multiple tools?

Response: No, all functions the Authority will utilize must be done in the portal.

QUESTIONS TO BE ADDRESSED IN ADDENDUM #2

1. **Question:** Can the Authority please provide a detailed breakdown of average usage by model/location?
2. **Question:** Can volume information be provided on the devices that you have listed in Appendix D?
3. **Question:** Will the Data Collection Agent (DCA) provide a page coverage report or can we as the provider do that?
4. **Question:** Appendix D -Locations. Please provide a list of the models/devices at each location. This helps us understand deployment logistics and support requirements.
5. **Question:** Out of your fleet, how many are on the network and how many are non-networked devices? Can you please identify the non-networked devices and their locations?
6. **Question:** Can you please let us know what devices are local and which are networked?
7. **Question:** Would you be willing to consider a separate flat fee on the local devices?
8. **Question:** Regarding I-13, can you please clarify what is being requested by the language below and what bidders should include in their response? "Proof of current registration with the Pennsylvania Department of State's Bureau of Corporations and Charitable Organizations, which authorizes the entity to do business in the Commonwealth of Pennsylvania."
9. **Question:** Can volumes be provided for the last year or 6 months by device?

END OF ADDENDUM ONE