



THE PHILADELPHIA PARKING AUTHORITY
701 MARKET STREET – SUITE 5400
PHILADELPHIA, PA 19106

MANAGED PRINT SERVICES
RFP No. 25-11

NOTICE TO OFFERORS

The Authority is seeking proposals from highly qualified vendors to provide services and repairs necessary to ensure optimal operation of all Managed Print Services devices now in service and any new devices installed. Offeror must be able to provide a web portal that will allow real-time data, efficient communication and current documentation with the Authority regarding devices, supplies, service records, repair status and preventative maintenance schedules.

Sealed proposals will be received until **1:00 PM on Wednesday, May 7, 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 **Tuesday, April 22, 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: 245 827 639 362

Passcode: 3Nf9DN9r

Dial in by phone

[+1 929-346-7319, 311166894#](#) United States, New York City

[Find a local number](#)

Phone conference ID: 311 166 894#

Offerors must attend 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 **Monday, April 28, 2025 at 12:00 PM**. Please submit all questions via the Question Submission Form using the link below:

<https://app.smartsheet.com/b/form/18594b0c213b4259838947207339118c>

Only questions submitted in writing will be considered. Any addenda issued will be emailed to all eligible Offerors and posted to the Authority’s website at www.philapark.org.