

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

RFP No. 25-17
Vending Machine Upgrade
Addendum Two

To: See Email Distribution List

From: Shannon Stewart
Manager of Contract Administration

Date: September 4, 2025

No Pages: 3 plus Appendix A-B

This addendum is issued on September 4, 2025, prior to the proposal due date to add, delete, modify, clarify and/or to respond to questions submitted by eligible Offerors regarding the work included in the above referenced solicitation.

CHANGES TO RFP DOCUMENT

1. **Section I-13 of the RFP Document:** I-13 of the RFP Document has been revised, please see below:

The proposal should include the Offeror's Philadelphia Commercial Activities License (formerly Business Privilege License) number and the Offeror's Federal Tax ID number. If the Offeror does not currently have a Philadelphia Commercial Activity License, it must obtain one no later than five business days after notification of selection. If the Offeror does not believe that it needs a Philadelphia Commercial Activities License, an explanation with references to statute and/or the Philadelphia Code should be included with the proposal.

~~In Philadelphia, a food safety certificate is required for food businesses, including vending machines, to operate. Offerors must provide certificate in **Tab B** of their proposal. To obtain this certificate, you must complete a food safety course approved by the Philadelphia Department of Public Health. After completing the course, you'll need to apply for the certificate and pay the associated fee.~~ **If applicable, Offerors must submit any licenses/certifications required by local, state and federal laws to provide vending machines in Tab B of their proposal.**

<https://www.phila.gov/media/20250423121833/Food-Safety-Certification-Training-Course-Providers-April-2025.pdf>

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. Offerors must submit in **Tab B** of their proposal the record from the PA Department of State's website at <https://file.dos.pa.gov/search/business>.

CHANGES TO ADDENDUM #1

1. **Appendix A of Addendum #1:** Appendix A of Addendum #1 has been revised, please see Appendix A of this addendum.

2. **Appendix C of Addendum #1:** Appendix C of Addendum #1 has been revised to include additional pictures of locations, please see Appendix B of this addendum.

QUESTIONS

1. **Question:** Is a food safety certification absolutely necessary? The vending machines I use don't contain food that needs to be stored at a certain temperature. I only sell prepackaged drinks and snacks.

Response: This requirement has been removed, however, section I-13 of the RFP document has been revised, please see "Changes to RFP Document" section of this addendum.

2. **Question:** When will the changeover take place? When would be the removal of old equipment and who will be removing it, who will be taking care of prepping the space? Cleaning the areas?

Response: The current vendor will be removing the old equipment within 30 days of the fully executed agreement, unless more time is needed by the awarded Contractor. The Authority will prep the space to ensure it is ready for the delivery of new equipment.

3. **Question:** What is the population daily on space that micromarket is intended on being placed?

Response: The Authority would like the Offerors to propose which locations micro markets should be placed.

4. **Question:** Regarding Key personnel – do you need information on just the Project Managers, or as well as the delivery reps coming to each space.

Response: Only project managers.

5. **Question:** Revenue-sharing – industry standard is net minus the city mandated taxes – is this something that can be modified as opposed to gross?

Response: Please see response to Question 5 in Addendum #1.

6. **Question:** Is there any type of strong cellular signal in these spaces, or will a wifi router need to be provided? Breakdown of each location.

Response: As stated in section 2.C. of IV-2 of the Work Statement, the selected Offeror must provide all WiFi, cellular, internet connectivity, etc. required for the vending machines at all locations. The Authority will only provide electricity at each location.

7. **Question:** Is QR code payment an option?

Response: Currently, QR code payment is not an option, but we are open to offering a QR code if possible.

8. **Question:** When will this be rewarded?

Response: Please see section I-18 of the RFP document.

9. **Question:** Aramark will remain the ownership of vending units (only leasing) – is the PPA with the understanding that units will be leased by the contractor awarded the business?

Response: The Authority will not purchase or lease any vending machines as a result of this solicitation.

10. **Question:** Confirming you are looking for a provider of full service, not just partial with providing equipment only?

Response: Confirmed, please review the Work Statement for a description of the goods, services and requirements required for this RFP.

11. **Question:** Do you currently own the vending machines or does RDS?

Response: The Authority does not own any of the vending machines.

12. Question: The 95k in sales – is that pre commission payout or post commission payout?

Response: As listed in the total row of the sales data chart, \$95,384.10 is the total gross sales for the 6 locations listed in the chart. The Authority currently has vending machines at 10 spaces across our locations and intends to add 4 additional locations as a result of this RFP. The sales data contained in Appendix B of Addendum #1 is the only sales data available.

13. Question: LOT 2 – what is population/foot traffic (requested added location) – this was listed on original RFP but is not included on the questions answered for the additional requested spaces – is that no longer?

Response: Correct, Lot 2 was removed from the location list via Addendum #1.

14. Question: The breakdown of equipment – are the machines located in different spaces, or directly next to one another?

Response: Some machines are next to each other, and others are spaced out depending on the available space at the location. Please see Appendix B of this addendum for updated pictures of current vending machines and pictures of the available space at new locations where vending machines do not currently exist.

15. Question: Please provide pictures of new spaces requested.

Response: Please see Appendix B of this addendum.

16. Question: We understand Lot 1, 6 & 7 are open 24 hrs which allows our drivers to stock(service) at any time but will our drivers have the ability to stock (service) the other locations outside business hours. Can you let us know if our drivers will have access to stock(service) the other locations outside of normal business hours? What is the earliest they can gain access? If not, then please define the times at each location that our drivers can stock.

Response: Restocking at locations that are not 24 hours can be done during normal business hours, Monday-Friday, 7:00 AM to 5:00 PM.

17. Question: What is the standard PPA Net payment terms?

Response: Please see section IV-2. Revenue Sharing of the Work Statement and section 3 of the Sample Contract.

18. Question: Clarifying in “Right to Know” when referencing days – that is always referencing business days?

Response: No, business days will be explicit, otherwise it is calendar days.

19. Question: Is Powerpoint an acceptable format for the tabs?

Response: No, hard copies of proposals must be submitted, and the USB must contain one PDF file of your proposal.

20. Question: Is it acceptable to have the swipe deactivated on credit card readers?

Response: Yes, this is acceptable.

END OF ADDENDUM TWO

RFP No. 25-17 Addendum #2 - Appendix A

Revised Appendix A of Addendum #1

Revised Appendix D - Locations, Measurements and User
Information

RFP No. 24-17 Addendum #1 - Appendix A
Revised Appendix D - Locations, Space Measurements and User Information

Vending Machines				
Location	Soda	Food	Measurements	User Base and Traffic
Lot 1 - 2501 Weccacoe Avenue	1	1	7'6" L x 3'W x 8'3" H	Employees only - approximately 65 people
Lot 6 - 4601 Bath Street	1	1	4'L x 3' ½" W x 7'7" H	Employees only - approximately 50 people
Lot 7 - 6801 Essington Avenue	≥ 1	≥ 1	1 st - 8 ½' L x 4'W x 8'3" H	Customers only - approximately 50 people
			2 nd - 4'3"L x 4'W x 8'H	
			3rd - 3'6"L x 3'W x 8'H	
Booting/Pole Crew/Fleet - 6801 Essington Avenue	1	1	1st - 4'3"L x 4'W x 8'H	Employees only - approximately 100 people
			2nd - 3'6"L x 3'W x 8'H	
TLD - 2415 S Swanson Street	1	1	7 ½' L x 3'W x 8'6"H	Customers and Employees - approximately 40 people
Headquarters - 701 Market St 4th Floor	2	1	13'L x 3 ½' W x 8'H	Employees only - approximately 400 people
Headquarters - 701 Market St 5th Floor	2	1	11'8" L x 3'W x 8'1"H	Employees only - approximately 100 people
Headquarters - Subbasement	1	1	1st 35" deep 37 1/2" W 5'6"H	Employees only - approximately 45 people
			2nd 70"H X 32" deep x 46 1/2 " W	
Headquarters - 4 th Floor Addition - 701 Market Street (New Space)	2	1	Open area	Employees only - approximately 30 people
Headquarters - Auctions Neighborhood Enforcement - 701 Market Street (New Space)	1	1	9 ½' L x 3' W x 8'6" H	Employees only - approximately 25 people
BAA - 8th Street (New Space)	1	1	7 ½' L x 3'W x 7'H	Employees only - approximately 25 people
PVB - 8th Street (New Space)	1	1	1 st - 3'10"L x 3'4" W x 7'H	Employees only - approximately 11 people
			2 nd - 4'7"L x 3'W x 7'H	
RPP - 35 N 8th Street	1	1	9'4"L x 3'W x 8'H	Employees and Customers - approximately 50 people
Airport - 1 Main Toll Plaza	2	2	19'9"L x 3 ½'W x 7'10" H	Employees only - approximately 80 people
Total:	17	14		

RFP No. 25-17 Addendum #2 - Appendix B
Revised Appendix C of Addendum #1
Vending Machine Photographs

RFP No. 25-17 Vending Machine Upgrades

Addendum #1 – Appendix C – Vending Machine Photographs

Impoundment Lot 1



Lot 6 – Snack



Lot 6 – Beverage



Lot 7 – Snack



Lot 7 – Beverage



Lot 7 – Fleet – Snack



Lot 7 – Fleet – Beverage



Airport – Snack



Airport – Cold Food



Airport – Beverage - Pepsi



Airport – Beverage



Headquarters – Subbasement – Snack



Headquarters – Subbasement – Beverage



Headquarters – 4th Floor – All Vending Machines



Headquarters – 4th Floor - Snack



Headquarters – 4th Floor - Beverage



Headquarters – 4th Floor – Beverage - Pepsi



Headquarters – 5th Floor – All Vending Machines



Headquarters – 5th Floor - Snack



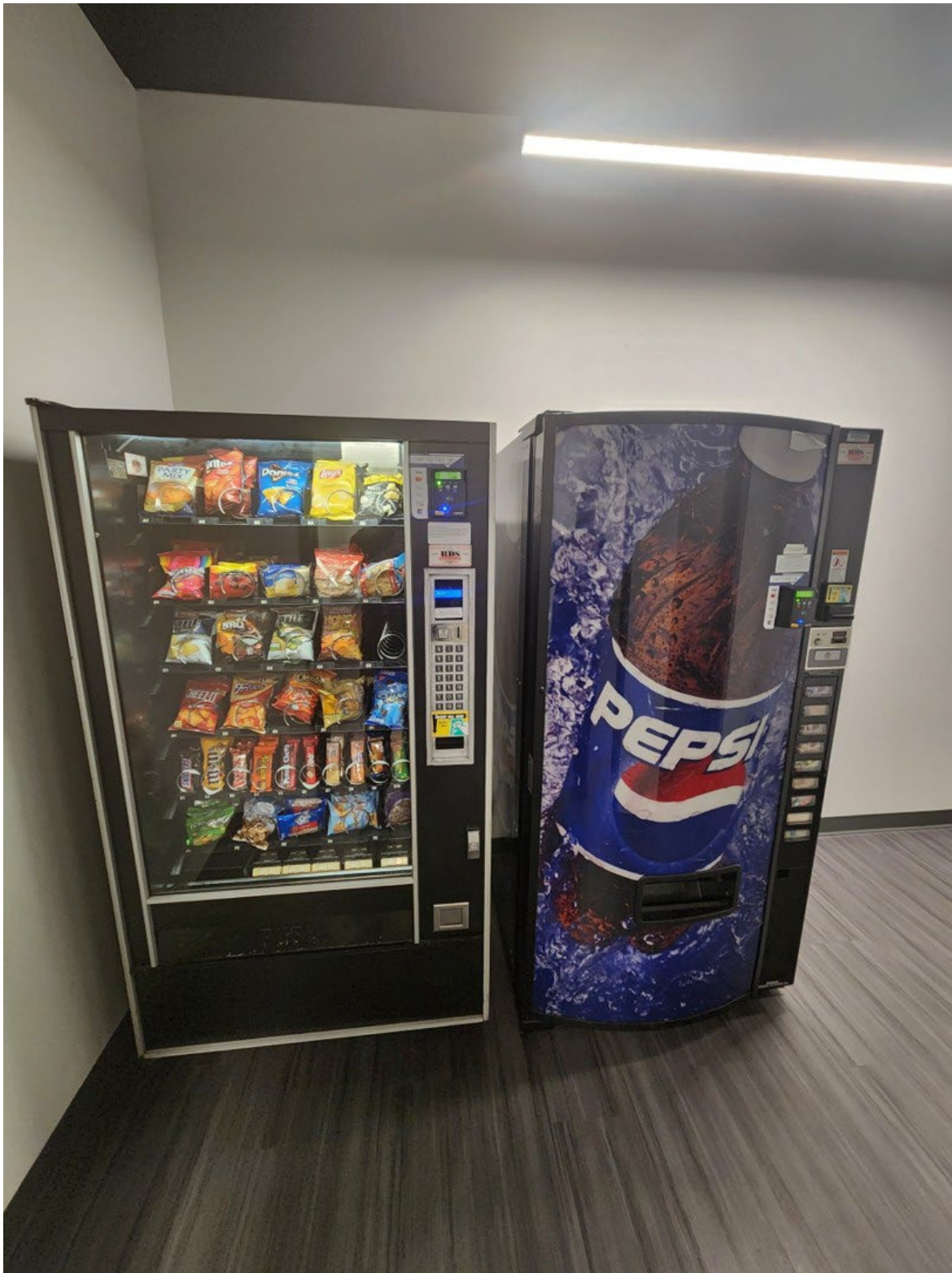
Headquarters – 5th Floor – Beverage



Headquarters – 5th Floor – Beverage – Pepsi



TLD – All Vending Machines



TLD - Snack



TLD - Beverage



HQ – Neighborhood Enforcement – New Space



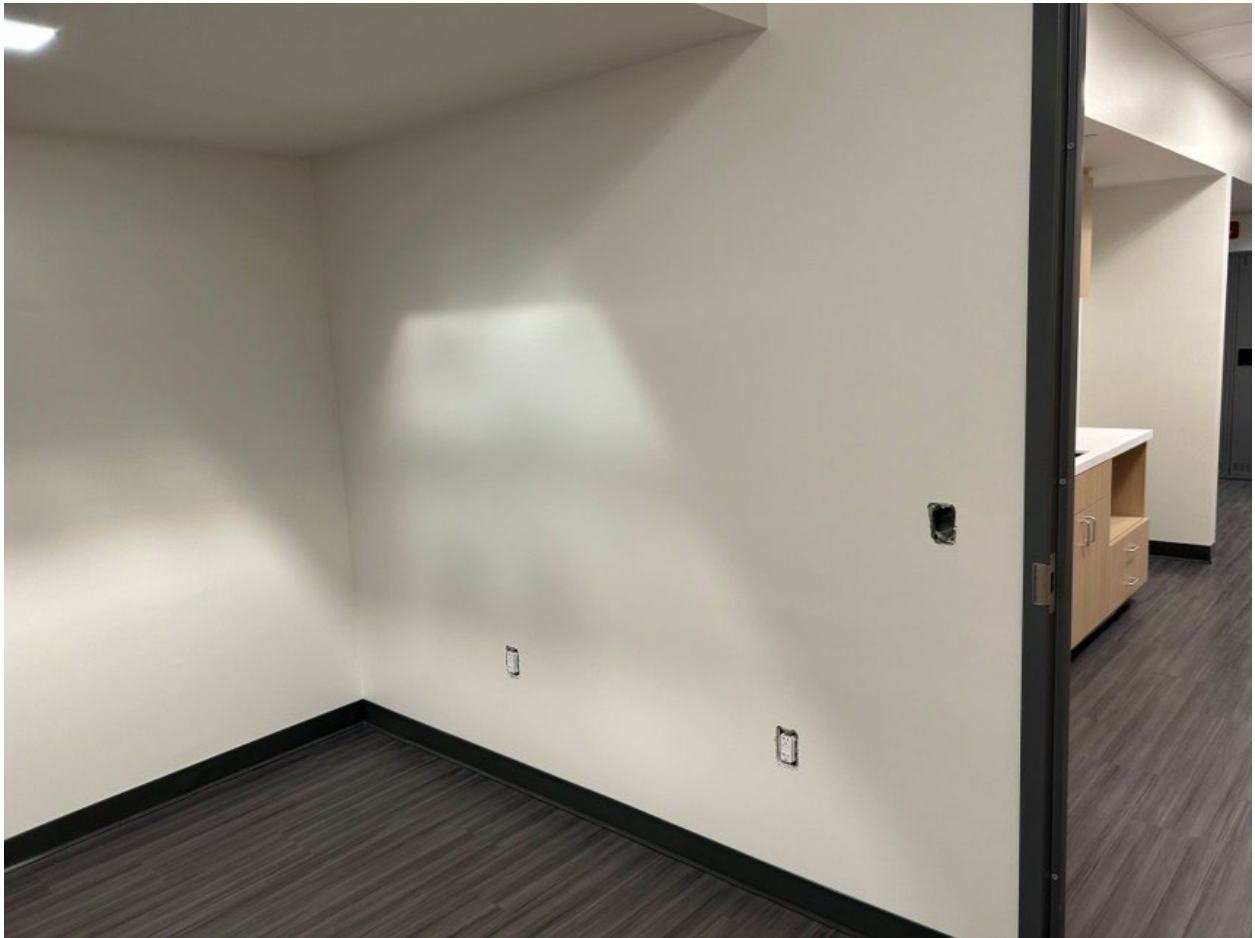
HQ – 4th Floor Addition – New Space



8th Street - RPP – New Space



8th Street – BAA – New Space



8th Street – PVB – New Spaces

