

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

**RFP No. 25-19**

**Maintenance, Repair and Replacement Services for Garage Doors  
Addendum One**

To: See Email Distribution List

From: Shannon Stewart  
Manager of Contract Administration

Date: December 30, 2025

No Pages: 2

This addendum is issued on December 30, 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 THE RFP DOCUMENT**

1. **Proposal Due Date:** **The proposal due date has been extended to Tuesday, January 13, 2026 at 1:00 PM.**

**QUESTIONS TO BE ADDRESSED IN ADDENDUM #2**

1. **Question:** Are PMs being completed in one cycle? For example, all completed during one window of time or one location at a time.?
2. **Question:** Could you please provide a list of each location with the corresponding total number of doors we will be maintaining at each, as well as dimensions?
3. **Question:** Could you please provide details (model #, age) on the existing openers?
4. **Question:** Could you please let us know the amount of manual doors vs automatic doors?
5. **Question:** Are there any doors that will require immediate attention when the contract starts? If so, could you please provide details of the services expected to be needed?

**QUESTIONS**

1. **Question:** How often are PMs being completed? For example, once a year or quarterly. "...provide annual or as-needed preventive maintenance services..."?  
**Response: Preventative maintenance must be performed annually on all garage doors.**
2. **Question:** Could you please provide information on the invoicing process and payment terms?  
**Response: Please see section 3 of the sample contract.**
3. **Question:** Will any required electrical work be provided by a technician supplied by PPA, or will we be responsible for hiring a contractor for any electrical work we cannot cover?

**Response: The Authority will provide electrical power to all existing installations. The Contractor will be responsible for the power supply and wiring to the garage door equipment.**

**END OF ADDENDUM ONE**