

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

RFP No. 25-20

Vehicle Glass and Windshield Replacement Services
Addendum Two

To: See Email Distribution List

From: Shannon Stewart
Manager of Contract Administration

Date: August 5, 2025

No Pages: 1 plus Appendix A

This addendum is issued on August 5, 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, August 12, 2025 at 1:00 PM.

QUESTIONS

1. **Question:** Will the RFP document and minutes be available online after this meeting so we can go through it and submit questions?

Response: Yes, the RFP document is available on the Authority's website and the Pre-Proposal Meeting minutes are attached as Appendix A of this addendum.

END OF ADDENDUM TWO

RFP No. 25-20 Addendum #2

Appendix A - Pre-Proposal Meeting Minutes

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PHILADELPHIA PARKING AUTHORITY
VEHICLE GLASS AND WINDSHIELD REPLACEMENT SERVICES
RFP NO. 25-20

- - -

TRANSCRIPT OF MEETING, taken by and before
CATHERINE S. RIVERA, Professional Reporter and
Notary Public, at the offices of THE PHILADELPHIA
PARKING AUTHORITY, 701 MARKET STREET, SUITE 5400,
PHILADELPHIA, PA 19106, on Tuesday, July 22, 2025,
commencing at 11:09 a.m.

Magna Legal Services

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A P P E A R A N C E S:

SHANNON STEWART

Philadelphia Parking Authority

CHYNAH GRABE

Philadelphia Parking Authority

AMANI WEST

Philadelphia Parking Authority

JEROME TRZASKA

Philadelphia Parking Authority

JOHN PIETRAFITTA

Philadelphia Parking Authority

I N D E X

PAGE

By: MS. STEWART

4, 25

By: MR. TRZASKA

23

- - -

E X H I B I T S

PAGE

NUMBER

DESCRIPTION

MARKED

(No exhibits marked.)

1 - - -

2 P R O C E E D I N G S

3 - - -

4 MS. STEWART: All right. Good
5 morning, everyone. We're going to go ahead and
6 get started. My name is Shannon Stewart. I am
7 the manager of contractor administration for the
8 Authority. And this is the mandatory
9 pre-proposal meeting for RFP No. 25-20: Vehicle
10 Glass and Windshield Replacement Services.

11 In just a moment, we will start with
12 introductions. I'll start with those in the
13 room, and then I'll move to the assigned caller
14 numbers. Please state your full name, spell
15 your last, and then the company that you are
16 here representing. Again, I am Shannon Stewart,
17 S-T-E-W-A-R-T, Philadelphia Parking Authority.

18 MR. TRZASKA: My name's Jerome Trzaska
19 T-R-Z-A-S-K-A. I am the fleet operations
20 manager here for the Parking Authority.

21 MR. PIETRAFITTA: I'm John Pietrafitta
22 P-I-E-T-R-A-F-I-T-T-A; director of support
23 services for the Parking Authority.

24 MS. STEWART: Could you just state

1 your full name, spell your last, and the company
2 that you're here representing?

3 MS. PATHAMMAVONG: Jasinda
4 Ray-Pathammavong, P-A-T-H-A-M-M-A-V-O-N-G, for
5 Team Auto Glass.

6 MS. STEWART: Thank you.
7 Introductions: Full name, spell last, company.

8 MS. WEST: Amani West, W-E-S-T; the
9 Philadelphia Parking Authority.

10 MS. STEWART: Thank you. Caller
11 number 1?

12 MR. MACAULEY: Hello. My name's Louis
13 Macauley. I represent Clearshield Auto Glass,
14 M-A-C-A-U-L-E-Y.

15 MS. STEWART: Okay. Caller number 2,
16 Karen? You're muted, Karen.

17 MS. DEVINE: Hi. Karen -- Karen
18 Devine, D-E-V-I-N-E; State Road Auto Glass.

19 MS. STEWART: Thank you. Caller
20 number 3, Shelley?

21 MS. DeVAULT: Hi. I'm Shelley DeVault
22 from All State Auto Glass.

23 MS. STEWART: Could you spell your
24 last name?

1 MS. DeVAULT: Sure. It's D-E

2 V-A-U-L-T.

3 MS. STEWART: Okay. Caller number 4,

4 Brandon? Caller number 4, Brandon?

5 MS. NEPOMUCENO: Hello? Did you say

6 caller 7?

7 MS. STEWART: No. Caller number 4,

8 Brandon?

9 MS. NEPOMUCENO: 4.

10 MR. WIMBERLY: Brandon Wimberly, owner

11 operator of B & Son's Auto Glass. It's

12 W-I-M-B-E-R-L-E-Y.

13 MS. STEWART: Caller number 5, Adam?

14 MR. RUSHTON: Adam Rushton,

15 R-U-S-H-T-O-N, owner and operator of Adam's Auto

16 Glass.

17 MS. STEWART: Thank you. Caller

18 number 6? Roxanne?

19 MS. NEPOMUCENO: Sorry. I thought I

20 was 7. Roxanne Nepomuceno. Last name is N as

21 in Nancy, E-P-O, M as in Mary, U-C-E, N as in

22 Nancy, O. That's Nepomuceno from CR Auto Glass.

23 MS. STEWART: Thank you. Caller

24 number 7, Hakim? It looks like Hakim -- we'll

1 get back to Hakim. It looks like he may have
2 lost the call.

3 Caller number 8, Father and Son Auto
4 Glass? If you do not have a microphone, please
5 put your full name and the company that you're
6 here representing in the chat. All right.
7 We'll go back to Father and Son Auto Glass. You
8 do need to introduce yourself if you would like
9 your attendance to be recorded for this meeting
10 and be considered an eligible offeror.

11 At this time, I ask that everyone mute
12 your phones or computers to reduce any feedback
13 that we hear. There is a court reporter
14 present. So this meeting will not be recorded,
15 however, it will be recorded by the court
16 reporter. If you would like the request the
17 meeting minutes, please submit it as a question.

18 This is a mandatory meeting. However,
19 I will allow late arrivals as long as they join
20 the call or join us in person before I
21 officially close out the meeting.

22 If you haven't already done so, please
23 register before 2:00 p.m. today using the
24 offeror registration form. You can find the

1 link on our website or in the notice of offerors
2 or the RFP document.

3 Some important dates for this
4 solicitation: It was released on Monday,
5 July 14th, 2025. The mandatory pre-proposal
6 meeting is being held today, Tuesday, July 22nd,
7 2025 and we started at approximately 11:10 a.m.
8 Questions will be due Tuesday, July 29th, 2025
9 at 12:00 p.m., and proposals will be due Friday,
10 August 8th, 2025 at 1:00 p.m. If you would like
11 to request an extension for the question period
12 or the due date, the time to do that is during
13 the question period and allow the Authority to
14 respond.

15 For this meeting, I will be going
16 through the RFP document, not word for word but
17 just highlighting some important things that I
18 want to call your attention to. However, it
19 will be your responsibility to review and
20 familiarize yourself with all of the information
21 in the RFP document.

22 Part I is just going to go over some
23 administrative requirements. Your proposals
24 must be delivered to my attention in a sealed

1 package or envelope via mail by overnight
2 courier service such as UPS, FedEx, or you can
3 use UPS, or you can hand deliver it no later
4 than, again, Friday, August 8th by 1:00 p.m.

5 Whether you mail or hand deliver, your
6 package or envelope must display your company
7 name and must boldly and clearly be handwritten.
8 Please do not like type up a label and affix
9 that to the package or envelope. Labels fall
10 off and then your package won't make it to me.
11 So it's very important that, you know, in
12 Sharpie, either write on the envelope or the --
13 the side of the box, my name, RFP No. 25-20:
14 Vehicle Glass and Windshield Replacement
15 Services. We are not the only business in this
16 building, so writing that on your envelope or
17 package ensures that it gets to me.

18 You must submit one original with five
19 copies individually numbered as well as an
20 electronic version consisting of one PDF file
21 via a USB drive. Please do not submit I think
22 a file for each tab like Tab A, Tab B. Merge it
23 all into one file, and do not password protect
24 the file or the USB drive. We do not accept

1 submissions via email at this time. We only do
2 it by mail or hand delivery.

3 The purpose of this RFP is the
4 Authority is seeking proposals from professional
5 vehicle glass providers capable of performing
6 windshield and window replacement services on an
7 as needed basis. The Authority intends to award
8 multiple contracts as a result of this
9 solicitation. And as a request for proposals,
10 this is not an invitation to bid. And although
11 price is important, there are other pertinent
12 factors that will be taken into consideration.

13 If you have any questions during this
14 process, they are due, again, Tuesday, July 29th
15 by 12:00 p.m. You must submit your questions
16 via the Question Submission Form. You can find
17 that link at the bottom of page 3 of the RFP
18 document. It's part 1, Section 3.

19 You must put your -- your questions in
20 a Word document and then upload the Word
21 document to the form. If you're having any
22 issues accessing the form or completing the form
23 or uploading your -- your Word document, please
24 reach out to me via email and I'll try and

1 troubleshoot those issues.

2 Only questions submitted via the
3 Question Submission Form will be addressed. And
4 responses will be provided through a written
5 addendum that will be emailed to all eligible
6 bidders which -- I'm sorry, eligible offerors
7 who are in attendance at today's meeting as well
8 as posted to the Authority's website.

9 My suggestion to you is as a final
10 step before you submit your proposal, check our
11 website. Make sure you've received any and all
12 addenda. Sometimes emails get caught up in spam
13 or firewall and you don't want to miss an
14 addendum. That's where we will issue if there's
15 any changes to the RFP or the proposal form or
16 if there's any requirements that are lifted. So
17 the addenda is where we'll -- we'll address any
18 of those things, so you want to make sure that
19 you receive and review all of them.

20 From this point forward, I will be the
21 sole contact regarding this RFP. However, if
22 you have any current engagements with the
23 Authority, those conversations will be
24 permissible as long as you do not discuss this

1 RFP.

2 As I stated, your proposals are due no
3 later than Friday August 8th, 2025 by 1:00 p.m.
4 Your packages must be delivered and received by
5 myself prior to the due date and time in order
6 to meet the mandatory responsiveness requirement
7 of received timely as described in Part III of
8 the RFP document which we'll go over in just a
9 few minutes.

10 Delayed deliveries will not be
11 accepted if they're received after 1:00 p.m. on
12 August 8th. So if you are mailing your proposal
13 package and you're using UPS, FedEx, USPS, allow
14 time for any third party shipping delays. I've
15 seen in the past RFPs, people would do like
16 guaranteed by 10:00 a.m. the next business day
17 and it doesn't show up here for two or three
18 days and I'm not able to accept it. So please
19 allow time, an extra day or two, just to allow
20 for any third party shipping delays.

21 The Authority is always looking to
22 grow opportunities with small and small diverse
23 businesses. To receive the points during
24 scoring, you must identify your status as a

1 small and small diverse -- or small diverse
2 business by completing the Small and Small
3 Diverse Business Participation Submittal Form
4 which you will find in Appendix A of the
5 proposal form, and we will review that shortly.

6 You can self-certify using the link at
7 the bottom of page 4. And although we encourage
8 small and small diverse business participation,
9 that solicitation is open to all eligible
10 offerors. So you do not have to be a small or
11 small diverse business to participate, but we do
12 encourage the participation.

13 If you currently hold a disadvantaged
14 business certification with the City, you will
15 need to self-certify. We are a State agency, so
16 we go by the State, and the State does small and
17 small diverse, not just disadvantaged
18 designations, so make sure you review that. And
19 in order to get the points during scoring, you
20 will need to show your small business
21 procurement initiative certificate issued by the
22 Pennsylvania Department of General Services.

23 Your proposal must be signed in all
24 areas where signatures are required. And we do

1 accept wet or electronic signatures.

2 Attached as Appendix C of the RFP
3 document are the insurance requirements for this
4 RFP. You must submit either a sample
5 certificate of insurance from a recent project
6 that meets the requirements, or if you do not
7 currently carry the level of insurances that we
8 are requiring, you must submit a letter from
9 your insurance broker stating if awarded a
10 contract, they will provide the coverages for
11 you.

12 If you would like to request a waiver
13 or reduction of any on our insurance
14 requirements, you must submit it as a question
15 and allow the Authority to respond via addendum.
16 We will not negotiate insurance requirements
17 after proposals are taken. They will not be
18 negotiated during contract negotiations. You do
19 need to submit a question and allow the
20 Authority to respond so that all offerors get
21 any waivers or reductions that are granted.

22 Also attached as an appendix to the
23 RFP document in Appendix B is a sample contract.
24 This is the contract that we will ask you to

1 execute if you are selected for contract award,
2 so please either you review or have your legal
3 department review that carefully. And if you
4 have any requested exceptions or changes to that
5 document, you will need to submit them with your
6 proposal. Only the exceptions and requested
7 changes listed in your proposal will be
8 considered during contract negotiations.

9 You must submit with your proposal
10 your Philadelphia commercial activities license
11 and your federal tax ID number. If you do not
12 currently have a Philadelphia commercial
13 activities license, you will be required to
14 obtain one no later than five business days
15 after notification of selection. If you do not
16 believe that you need a Philadelphia activities
17 license, an explanation with references to
18 statute and/or the Philadelphia code must be
19 included with your proposal.

20 You must also submit proof of current
21 registration with the Philadelphia Department of
22 State's Bureau of Corporations and Charitable
23 Organizations which authorizes the entity to do
24 business in the Commonwealth of Pennsylvania.

1 And we do provide the link to where you can --
2 you can just search your business name and
3 provide that screenshot of that search, just
4 showing that you have registered with the State.
5 That will suffice for that submission.

6 You may not assign or in any way
7 transfer any interest without prior written
8 consent of the Authority, nor shall you
9 subcontract any services without prior written
10 approval of the Authority. So subcontracting is
11 not permitted in this RFP unless approved by the
12 Authority in advance in writing.

13 The Authority will study and evaluate
14 all proposals that are received and will seek to
15 select an offeror and notify all other offerors
16 of award within 60 days after the date proposals
17 are opened. So we -- that's the goal, 60 days
18 from when we -- we receive proposals.

19 If after attending this meeting you
20 decide that you will not be submitting a
21 proposal, I do ask that you take a few minutes
22 just to complete our proposal decline form. In
23 Part I-21, you can find a link to the electronic
24 form or there is a hard copy in the proposal

1 form. I do go and look through your feedback,
2 and we do use it in future solicitations. So if
3 you decide not to submit, I do ask that you just
4 give us your reasoning for why, and that may be
5 able to help us in the future when we're writing
6 these RFPs.

7 Financial statements: If requested
8 you may be required to provide complete
9 financial statements for the last three years
10 that have been audited or reviewed by an
11 independent certified public accountant who is
12 not an employee of the offeror. You do not need
13 to submit it with your proposal. But if during
14 review the evaluation committee would like to
15 request them, you will have to supply them to be
16 considered.

17 Does anybody have any questions on
18 Part I of the RFP document? Okay. There being
19 none, I will move on to Part II.

20 Part II is how you are to format your
21 proposal. It will be a tab format using tabs
22 that extended beyond the 8 1/2 by 11 paper.
23 Please do not just do a cover page that says
24 "Tab A." We do need the tabs that extend.

1 Tab A is just a transmittal letter
2 signed by an individual with the Authority to
3 bind your company which provides an overview of
4 your proposal as well as the name, title, email
5 address, and phone number of the person to whom
6 I may direct questions to considering your
7 proposal, and include a statement accepting all
8 terms and conditions contained in the RFP.

9 Tab B is where you will list your
10 qualifications and experience. You must have a
11 minimum of three years experience providing
12 vehicle glass and windshield replacement
13 services. You must include a summary of your
14 experience in servicing organizations with fleet
15 sizes and operational scopes similar to the
16 Authority. You must also include proof of any
17 licenses and certifications required by law to
18 perform auto glass replacement services.

19 Tab B is where you will include the
20 search results from the PA Department of State's
21 website. And then also, we're just asking you
22 to highlight your experience managing both
23 routine and on demand replacement services and
24 large scale or high volume fleet service

1 contracts.

2 Tab C is where you will list your key
3 personnel. You must identify the primary
4 employee anticipated to be the project manager
5 for this contract. The project manager will be
6 responsible for all orders and estimating
7 requests. All key personnel information must be
8 kept current and on file with the Authority
9 during the term of the contract. And if you are
10 selected and there are personnel changes, you
11 must notify us throughout the contract term.

12 Tab D is where you will insert your
13 completed proposal form which is attached to the
14 RFP document as Appendix A, and we will go over
15 it shortly. Obviously, if you're submitting a
16 proposal, you do not need to submit the blank
17 proposal decline form. And all signature lines
18 must be executed.

19 Also in Tab D, you must identify the
20 fixed fee installation cost for each vehicle
21 class and glass type associated with performing
22 services as described in the work statement.
23 The Authority will pay list price for all parts.
24 No markups may be applied to the cost of parts.

1 However, you may offer the Authority a discount
2 percentage to be applied to the list price for
3 parts.

4 Tab E will be your technical response.
5 We are asking you to demonstrate a complete
6 understanding of the Authority's requirements,
7 demonstrate your ability to meet all
8 requirements, and outline a clear and concise
9 plan to meet the requirements. We're looking
10 for your approach to providing vehicle glass and
11 windshield replacement services to meet the
12 Authority's needs.

13 And then in your technical response,
14 you must indicate where services will be
15 performed, either at the Authority's location if
16 you'll come on site and perform services or if
17 you'll require the Authority to bring the
18 vehicles to you. For insurance purposes, the
19 Authority does not allow a third party to pick
20 up our vehicles. We will transport the vehicle
21 to your location if that's where you require
22 services to be performed.

23 Tab F is where you will submit either
24 your sample certificate of insurance or the

1 letter from your insurance broker. Again,
2 please review the insurance requirements in
3 Appendix C. My suggestion is as one of the
4 first steps in preparing your proposal, send
5 that over to your insurance broker and either
6 have them provide the sample certificate of
7 insurance or a letter stating that they will
8 provide any coverages that you do not currently
9 carry if you're selected for contract award.

10 And again, the time to ask for relief
11 or reduction from any of our insurance
12 requirements is during the question period.
13 Please do not submit exceptions in your
14 proposal. They will not be considered, and you
15 will be required to meet the insurance
16 requirements at they stand in Appendix C and
17 then any addenda that are issued.

18 Tab G is where you will list any
19 accepted -- any exceptions or requested changes
20 to the sample contract in Appendix B. Again, in
21 order for them to be considered, you must list
22 them in your proposal. If you do not have any,
23 just a statement that you do not have any
24 exceptions or proposed changes will suffice for

1 that tab.

2 And then Tab H is where you are going
3 to provide a summary and status of any current
4 or ongoing legal actions pending with any
5 governmental agency that you have had or
6 currently have a contractual relationship. If
7 there are none, just a statement to that effect
8 will suffice for that tab.

9 Does anybody have any questions on
10 Part II of the RFP document? Okay. There being
11 none, I'll move on to Part III.

12 Part III is the criteria for
13 selection. So there are three mandatory
14 responsiveness requirements the Authority will
15 consider to be non-waiveable. That is the
16 proposal must be submitted by an eligible
17 bidder -- I'm sorry, an eligible offeror. By
18 attending this meeting, you are an eligible
19 offeror. It must be received by the due date
20 and time, and it must be properly signed.

21 The Authority reserves the right in
22 its sole discretion to waive any other technical
23 or immaterial nonconformities, allow an offeror
24 to cure the nonconformity, or consider the

1 nonconformity during the evaluation of the
2 proposal.

3 Your proposals will be reviewed,
4 evaluated, and rated by an evaluation committee
5 consisting of Authority employees. And the
6 evaluation committee will recommend the proposal
7 or proposals determined to be the most
8 advantageous to the Authority as determined by
9 the criteria listed below.

10 So in Part III, Section 4, this is the
11 scoring criteria. There are five categories,
12 each with a different weight. When you're
13 preparing your proposal, I suggest that you take
14 note of that so that you can work that into
15 your -- your proposal.

16 Does anyone have any questions? All
17 right. There being none, for Part IV, I'm going
18 to pass it off to Jerome to go over the work
19 statement briefly.

20 MR. TRZASKA: Basically on our work
21 statement, we're looking to get -- we have
22 roughly 360 vehicles in our fleet. We range
23 anywhere from a sedan, SUV, minivan, full size
24 van, medium size trucks, full tractor-trailer

1 style trucks, heavy duty. Basically any type of
2 glass on an automobile, mostly being
3 windshields; but at times it might also be
4 required for like a back window, side window, or
5 anything along that line.

6 If a windshield is replaceable, we
7 would need the existing inspection stickers
8 attached to the original piece of glass from
9 the -- removed from the vehicle, but just the
10 area around the stickers. We're required by
11 PennDOT to return them in that way. Do not
12 remove the stickers and put them on a piece of
13 paper. They have already told us they don't
14 want to accept it that way.

15 We also require if the service is
16 being performed, the area inside the vehicle and
17 outside is cleaned up from any broken shards of
18 glass properly. Let's see.

19 All related sensors involved with the
20 windshield glass need to be reinstalled and
21 calibrated to OEM requirements so everything
22 works as an option on the car properly. All
23 work must be performed in accordance to the --
24 in industry standards to make sure the right

1 adhesives are used to secure the glass in place.
2 Any moldings are replaced/reinstalled if they
3 need to be removed.

4 And that everything comes with the --
5 the certified warranty of any defects or
6 whatever from any glass being installed. We do
7 not fix chips or anything at the Parking
8 Authority. If we deem the glass needs to be
9 replaced, it would be a replacement, not a
10 repair on the glass.

11 At this point, I believe that's in a
12 nutshell where we're looking at for the work
13 statement.

14 MS. STEWART: Does anyone have any
15 questions regarding the work statement? All
16 right. There being none, I'll move on to
17 Part V.

18 Part V is the contract terms and
19 conditions. So the term of this agreement shall
20 commence upon award of a contract by the
21 Authority's board at a public meeting and
22 execution of a contract by the executive
23 director and will end one year thereafter unless
24 it is terminated pursuant to the terms of

1 contract. The term of the contract may be
2 extended by and at the sole option of the
3 Authority for up to four additional one-year
4 terms.

5 Does anybody have any questions on
6 Part V? Okay. There being none, I'll move on
7 to Appendix A, the proposal form.

8 So the proposal form is where you're
9 going to find all of your signature lines. I'm
10 just going to go over that briefly. Part --
11 page 1, Section 3 of the proposal form, this is
12 where you're going to acknowledge any addenda
13 that are released. So you'll write "addendum
14 number 1" and the date that you are
15 acknowledging you received it. If there's more
16 than one, then you'll just list them
17 consecutively.

18 Page 2 is where you will list your
19 cost. So we are asking for a fixed fee
20 installation cost for each type -- replacement
21 type for each vehicle class. So in the work
22 statement, we list the classification of
23 vehicles. So we have standard vehicles, vans
24 and trucks, and heavy duty vehicles. We took

1 our current fleet and dropped them into standard
2 classification: Vans and trucks, and then heavy
3 duty vehicles.

4 And then we're asking for the
5 replacement type for each of those. So what's
6 your standard installation cost for standard
7 vehicles windshield replacement or the side door
8 glass for the standard vehicles and then the
9 rear window for standard vehicles; same thing
10 for vans and trucks and heavy duty vehicles.

11 So please make sure you review the
12 work statement and look over the vehicles that
13 we have listed in each classification. That is
14 the cost that we'll go by. If you have any
15 questions about the classifications of the
16 vehicles, submit it using the Question
17 Submission Form.

18 Part B of the cost form is where you
19 will list your parts discount. So as I stated
20 earlier, the Authority will not pay markup for
21 parts, only list price. However, to make your
22 proposal more advantageous to the Authority, we
23 are asking for a parts discount.

24 If you will not be providing a parts

1 discount and you will just be doing list price,
2 just put zero. Or if you are offering a
3 discount, just indicate 5 percent, 2 percent,
4 whatever you're -- you're proposing. Those are
5 the only costs that will be paid for this -- the
6 services for this contract.

7 Page 3 is a signature page. By
8 signing this page, you're agreeing to provide
9 the services and goods as described in the work
10 statement, any addenda if issued, and in your
11 proposal.

12 Page 4, section 7, again, signature
13 page. By executing this page, you're agreeing
14 to the insurance requirements as specified in
15 Appendix C, any addenda if issued, and that you
16 will provide your certificate of insurance that
17 meets the requirements within 10 calendar days
18 of notification of contract award.

19 So if you do not carry a coverage that
20 we're requiring, we are not asking you to add
21 that prior to being awarded a contract because
22 there's a monetary implication there. But once
23 you are awarded a contract, you will need to add
24 the coverage and provide the updated COI that

1 meets the requirements within 10 business days
2 of the award letter that I will send you.

3 Page 5, Section 8: You will only
4 complete one section of page 5. If you're a
5 corporation, you will sign the top portion. And
6 that does require two signatures from either --
7 one of the signatures has to be a president or
8 vice president, and then the second signature
9 can be a secretary, assistant secretary,
10 treasurer, assistant treasurer, or officer. If
11 you are a business entity other than a
12 corporation, you will complete the bottom
13 portion, and that only requires one signature.

14 Page 6, section 9 is the Affidavit of
15 Non-collusion. This is a very important
16 document that the Authority takes very
17 seriously. It goes over bid rigging and
18 collusion. And it does require a notary, so
19 please allow time to have it notarized. If it
20 is not notarized, it is not properly signed. So
21 make sure you don't forget to have it notarized.

22 Page 7, section 10 is where you will
23 list your references. We're asking for a
24 minimum of three references to whom similar

1 services were provided within the last three
2 years. And we do contact references with a
3 reference questionnaire via email, so we do need
4 the email address. Please do not provide
5 references if you do not have their email
6 address.

7 Page 9 is the small and small diverse
8 business participation submittal. Regardless if
9 you are or are not a small or small diverse
10 business, this form must be submitted with your
11 proposal. If you do not participate, you'll
12 just complete the top section, RFP name and
13 number, your company name, contact name and
14 email and then just check the box "no" and
15 you're done with this form.

16 If you are a small or small diverse
17 business, you will complete the form in its
18 entirety. And then you will also need to attach
19 a copy of your small business procurement
20 initiative certificate issued by the
21 Pennsylvania Department of General Services.
22 And you will be required to maintain your status
23 as a certified small and/or small diverse
24 business throughout the entire term of the

1 contract.

2 Does anybody have any questions on the
3 proposal form? There will be a Word version of
4 the proposal form posted to our website if you
5 would like to download that and make it easier
6 for you to have it signed as well as completed.

7 Section B is the sample contract. We
8 do not have the attorney on the call. So if you
9 have any questions on the sample contract,
10 please submit it using the sample -- the
11 Question Submission Form, and we will respond
12 via addendum to any of those questions.

13 Appendix C is the insurance
14 requirements. And for the final time this --
15 this meeting, the time to -- to ask for relief
16 or reduction of any of our insurance
17 requirements is during the question period. No
18 matter how many times I say that during these
19 meetings, I still get exceptions with people's
20 proposals so that's why I go over it so many
21 times. Submit the question, allow the Authority
22 to respond to that. All offerors are able to
23 get that waiver or reduction.

24 Does anybody have any questions on the

1 Appendix C insurance requirements, the process
2 how to ask for relief of our insurance
3 requirements? Okay. Does anybody have any
4 questions on the process or any questions at all
5 that they would like to get on the record?

6 All right. Before I close out the
7 meeting, I just want to -- it looks like we have
8 two -- two representatives that did not
9 introduce themselves. If you are having mic
10 issues, please put it in the chat. Looks like
11 we have Hakim from Auto Glass Care, last name
12 L-E-H-A-R-A-N-I.

13 And then Father and Son Auto Glass,
14 could you please put in the chat the first and
15 last name of the representative on the call
16 today? In order for your attendance to be
17 recorded, we do need the representative's name.

18 MS. FELICIANO: I'm sorry. What did
19 you say?

20 MS. STEWART: Could you please state
21 your first and last name and the company that
22 you're here representing?

23 MS. FELICIANO: Helena Feliciano,
24 Father and Son Auto Glass.

1 MS. STEWART: Could you spell your
2 last name?

3 MS. FELICIANO: F-E-L-I-C-I-A-N-O.

4 MS. STEWART: Okay. And then could
5 you just put it in the chat, as well, so we have
6 a -- a written record of it?

7 Roxanne, is -- you have a question?

8 MS. NEPOMUCENO: Yes.

9 MS. STEWART: I think she's frozen.
10 It looks like she might be frozen. Roxanne, do
11 you have a question? All right. I will --
12 Roxanne, if you have a question, please submit
13 it using the Question Submission Form. Okay.
14 Sorry about that.

15 So the question that Roxanne has is
16 the document that I went through today, will it
17 be available online after this meeting so you
18 can go through it and submit questions?

19 So the document I went through this
20 morning is the RFP document. That's available
21 on our website already. The -- the tabs that
22 are required, you'll find in Part II of -- of
23 the RFP document. And then we will -- once we
24 have the transcript of today's meeting, I'll

1 post it to the website, and it will also be part
2 of the addenda that we release.

3 It will be an an appendix to -- to
4 the -- either the first or second addendum
5 depending when we release the addenda. If we
6 have the meeting minutes available, we'll
7 release them with addendum number 1. Or if --
8 if there's a little bit of a delay on receiving
9 them, then we'll release it as soon as we
10 receive them.

11 It looks like we may have just had
12 someone join the call. Robert Santiago?

13 MR. SANTIAGO: Yeah. Hi. I'm sorry
14 I'm late.

15 MS. STEWART: Okay. I just ask that
16 you type your first, last, and company name in
17 the chat.

18 MR. SANTIAGO: Ah, okay. Very good.
19 Give me a second.

20 MS. STEWART: All right. If there's
21 no additional questions -- Robert, could you
22 just state your full name, spell your last, and
23 the company you're here representing?

24 MR. SANTIAGO: Yeah. It's Robert

1 Santiago. And I'm representing Father and Son's
2 Auto Glass.

3 MS. STEWART: Could you spell your
4 last name?

5 MR. SANTIAGO: Yeah, I apologize.
6 S-A-N-T-I-A-G-O.

7 MS. STEWART: All right. Thank you.
8 If there's no other questions, I -- I will close
9 the meeting. We look forward to your questions
10 and then your proposals.

11 If you have any questions when you're
12 going through the RFP document, please submit
13 them as soon as you receive them -- as soon as
14 you have them so that we can respond to them,
15 and then there would be the potential for you to
16 have follow-up questions.

17 Don't wait until the 29th to submit
18 your questions because then you won't be able to
19 ask any follow-up questions to our response to
20 those questions. So get your questions in as
21 soon as possible, and we'll get our responses
22 out as -- as quickly as we can to allow for any
23 additional follow-up.

24 All right. Well, thank you everyone

1 for joining the call this morning. I appreciate
2 your time and we look forward to receiving your
3 proposals. Have a great day.

4 (Proceedings ended at 11:50 a.m.)

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C E R T I F I C A T I O N

I, Catherine S. Rivera, a Professional Reporter and Notary Public for the Commonwealth of Pennsylvania, do hereby certify that the foregoing is a true and accurate transcript of the stenographic notes taken by me in the aforementioned matter.

- - -

(The foregoing certification of this transcript does not apply to any reproduction of the same by any means unless under the direct control and/or supervision of the certifying reporter.)

DATED: JULY 22, 2025

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CATHERINE S. RIVERA



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