

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

**RFP No. 26-07
Online Auctioneering Services
Addendum Two**

To: See Email Distribution List
From: Shannon Stewart
Manager of Contract Administration
Date: May 6, 2026
No Pages: 4

This addendum is issued on May 6, 2026, 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.

QUESTIONS

1. **Question:** Since we are an out of state company it is taking a little time to register our company in PA and obtain required licensing and certification. Is it possible to extend the deadline by a few weeks?

Response: No.

2. **Question:** Regarding the first paragraph of IV-1, will the Agency please clarify what is meant by the terms “combinations” and “loads” listed in the asset description?

Response: Tractor trailers, semi-trucks, trailers and the loads (equipment, goods, other vehicles) left in and on such impounded vehicles.

3. **Question:** Would the Philadelphia Parking Authority be willing to allow the Offeror to submit a response to RFP# 26-07 without the SOC 2 Type 2 audit? With a finalization of SOC 2 Type 2 audit before the start of work on RFP# 26-07?

Response: No. Part IV of the RFP document specifically states, “Offerors must be SOC 2 Type 2 compliant and provide a current and valid compliance audit in Tab I of their proposal”.

4. **Question:** Once the contract is awarded, will the Philadelphia Parking Authority provide a 30–60 day transition period to allow the selected contractor to properly set up and align the system with PPA requirements?

Response: Any length of a transitional period would be discussed upon contract award. IV-2.B.1.c. specifically states “The website must have the ability to integrate with the Authority’s database and enforcement system which is currently managed by Duncan Solutions” it would be anticipated that transition should not take long.

5. **Question:** To qualify for the Small and Small Diverse Business participation. Does the business need to be a Small Business or a Small Diverse Business or both?

Response: To qualify for Small and Small Diverse Business participation, the business must be either a Small Business or a Small Diverse Business, both are not required.

6. **Question:** Can PPA please provide sales history for the past two years including sales price and details of items?

Response: This amount of detailed information is not readily available.

7. **Question:** Can PPA please provide the schedule of auctions for the past two years – how many auctions and when they were hosted?

Response: Auctions were primarily held on Tuesdays and Thursdays each week and 105 auctions were held in 2024, and 105 auctions were held in 2025. Unless a holiday occurred during that week at which time, the day(s) of the auction would change for that week. The Auction Department schedules auctions up to three months in advance. For example, in May, the Contractor would already know the auction schedule for May through July.

Month	Year	Monday	Tuesday	Wednesday	Thursday	Friday
January	2024		4		4	1
	2025		4	1	4	
February	2024		4		4	
	2025		4		5	
March	2024		4		4	
	2025		4		4	
April	2024		5		4	
	2025	1	4		4	
May	2024		4	1	4	
	2025		4		5	
June	2024		4	1	3	
	2025		5	1	3	
July	2024		5	1	4	
	2025		5	1	3	
August	2024		4		4	
	2025		4		5	
September	2024		5		4	
	2025		4		4	
October	2024		4		5	
	2025		5		5	
November	2024	1	2	2	3	
	2025		3	2	3	
December	2024	2	5		3	
	2025	2	3		4	

8. **Question:** Are a Buyer’s Premium or any other fees to the winning bidder allowed?

Response: No, see response to Question 9 of Addendum #1.

9. **Question:** Can we please get a little more clarity on the titling process? For example, who will field questions on titles and other paperwork needed?

Response: The Authority's Auction staff handle title statuses post vehicle auction.

10. **Question:** II-1 – Are “tabs that extend beyond the 8.5” x 11” paper” required on all 7 proposal packets or just the one original response?

Response: Tabs that extend beyond the 8.5” x 11” paper are required on all seven (7) proposal packets, including the original.

11. **Question:** IV-2, A.4 – PPA mentioned the need to access to our credit card portal to handle chargebacks. If we, the vendor, take all responsibility for chargebacks, would this requirement still be needed?

Response: Yes, for auditing purposes.

12. **Question:** IV-2, A.4 – We allow bidders to pay for items via credit card, wire transfer, or check. To attract more bidders and get a higher selling price, would PPA allow more payment options than just credit card?

Response: No, credit card is the only payment method accepted.

13. **Question:** IV-2, A.5.g – Is a 14-day payout process acceptable terms for this RFP?

Response: No.

14. **Question:** IV-2, A.5.a & b – What is the “Authority’s procedures on vehicle pickup?” Would a 10-day pickup window after auction be acceptable?

Response: Vehicles are expected to be picked up same day by the vehicle purchaser immediately following the end of the auction. Customers who purchase vehicles must use private towing companies that are registered with the Authority’s Auction Department, to retrieve the vehicle from the Authority’s auction lot and tow the vehicle to the customer’s desired destination.

15. **Question:** IV-2, A.6 – Is the ability to have a backup solution of in-person auctions a must have requirement? Instead, could the auctioneer provide a hybrid solution where the vendor provides off-site storage, handles all aspects of the auction process, offers in-person inspections open to the public, and still hosts bidding through online public auction platform be acceptable?

Response: The RFP specifically states, “one backup solution must be an in-person auction option”.

16. **Question:** IV-2, A.6.ix and x – Can PPA please expand on how you currently handle no-sales?

Response: The section you are referencing is regarding continuity & backup operations. For the current online auctions, no sales are either relisted for a future auction or made available at a set minimum price during the auction, not after.

17. **Question:** IV-2, B.4.a – How often does PPA anticipate removing vehicles from auction after bidding has already started?

Response: Removing vehicles from an auction does not happen often but the functionality is required in the event it is needed.

18. **Question:** IV-2, B.6 – Are bid deposits required? What is the purpose of the bid deposit if they are required?

Response: Yes, bid deposits are required. The purpose is to hold the transaction, so that the likelihood of the vehicle sale being completed is higher and to also avoid improper bidding where someone has no real intention of purchasing the vehicle yet bids.

19. **Question:** How many times in the past 3 years have in-person auctions been held?

Response: There have been no in-person auctions in the last three years.

20. Question: Requested Exceptions to Insurance:

- a. 2.a)(6): Exclude Medical Expense from General Liability
- b. 2.b) Please clarify if the “General Aggregate must apply on a Per Location Basis, as applicable,” is applicable to this contract.
- c. 9. Remove section in its entirety.
- d. 10. “It is agreed that Contractor’s insurance will not be cancelled, ~~materially changed~~ or non-renewed without at least thirty (30) days written notice to The Philadelphia Parking Authority, 701 Market Street, Suite 5400, Philadelphia, PA 19106, ~~by Certified Mail-Return Receipt Requested.~~”
- e. 11. Add “~~d) The above terms do not apply to Crime Liability Insurance.~~”

Response: a. 2.a)(6): Exclude Medical Expense from General Liability - **Denied**

b. 2.b) Please clarify if the “General Aggregate must apply on a Per Location Basis, as applicable,” is applicable to this contract. - **Yes, it is applicable to this contract.**

c. 9. Remove section in its entirety. - **Denied**

d. 10. “It is agreed that Contractor’s insurance will not be cancelled, ~~materially changed~~ or non-renewed without at least thirty (30) days written notice to The Philadelphia Parking Authority, 701 Market Street, Suite 5400, Philadelphia, PA 19106, ~~by Certified Mail-Return Receipt Requested.~~” - **Denied**

e. 11. Add “~~d) The above terms do not apply to Crime Liability Insurance.~~” - **Denied**

- 21. Question:** Our company’s current Crime policy provides \$500,000 for Theft of Client Property and \$500,000 for Computer Fraud. Please confirm whether the Authority will require the full \$1,000,000 limit specifically for Employee Theft of Client Property or whether a combined \$1,000,000 limit across Theft of Client Property and Computer Fraud would satisfy the requirement?

Response: The coverage should be \$1,000,000 per claim under the policy, regardless of the classification.

END OF ADDENDUM TWO