

The Philadelphia Parking Authority
701 Market Street, Suite 5400
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RFP No. 26-15
Immobilization Equipment
Addendum One

To: See Email Distribution List

From: Shannon Stewart
Manager of Contract Administration

Date: July 7, 2026

No Pages: 4

This addendum is issued on July 7, 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:** The RFP and Philadelphia Traffic Code 12-2401 define a "boot" as a device attached to the wheel of a motor vehicle. Will the Authority consider windshield-based immobilization devices that achieve the same enforcement outcome through an alternative mechanism — noting that such devices are already in active use by public parking enforcement agencies in Pennsylvania and nationally? If so, will the Authority confirm in writing that Philadelphia Traffic Code Chapter 12-2400 permits their use by the PPA for on-street enforcement, and what documentation would the Authority require from the offeror to confirm compliance?

Response: At this time, we cannot consider an alternative method that is different from a device that attaches to the wheel of a vehicle due to the Philadelphia Traffic Code specifically defining a boot.

2. **Question:** According to Part IV-1. General Work Statement, the Authority's solicitation requires a (1) Boot. A device consisting of metal clamps or jaws and a padlocking device which, when attached to the wheel of a motor vehicle, prevents the vehicle from being driven.

Please confirm that the Authority will only consider proposals for immobilization equipment that is attached to a wheel and prevents a vehicle from being driven, regardless of the manner in which it could be driven (i.e., motorists sticking their heads out the driver's side window or sunroof, motorists driving in reverse and looking through the rear window or rearview mirror, etc.).

Response: See response to Question 1.

3. **Question:** Section IV-1 requires boots fitting wheels under 255mm and over 255mm. Must an offeror provide two distinct products to be considered responsive, or will the Authority consider a single product that effectively immobilizes vehicles across the full range of wheel and vehicle sizes?

Response: Offerors must provide two distinctive products.

4. **Question:** Must submitted samples physically demonstrate wheel attachment to be evaluated, or will the Authority evaluate any immobilization device on its functional merits, including deployment speed, real-time tamper alerts, GPS capability, and release mechanism?

Response: Samples must demonstrate wheel attachment.

5. **Question:** Section IV-2 requests optional boots with a spike or tire-shredding component. Will offerors who cannot provide this optional item be penalized in scoring, or is it evaluated entirely separately from the core proposal?

Response: Offerors must provide this option in their proposal.

6. **Question:** By what date does the Authority anticipate issuing the written addendum in response to questions submitted by the June 29 deadline? This will help offerors plan adequate time to incorporate the Authority's responses into their proposals prior to the July 27, 2026 submission deadline.

Response: The Authority may release addenda up to seven (7) days prior to the proposal due date. However, the Authority will release the addendum as soon as it becomes available.

7. **Question:** Will the Authority consider proposals that include more than one immobilization solution or product type — for example, a traditional wheel boot alongside an alternative windshield-based device — allowing the Authority to evaluate and potentially adopt multiple approaches under a single contract?

Response: The Authority is only looking for a wheel immobilization solution at this time.

8. **Question:** Given the questions raised above, and the time required for the Authority to issue a formal addendum response, would the Authority consider extending the proposal submission deadline beyond July 27, 2026?

Response: No, the due date will not be extended.

9. **Question:** According to Part II-5. Product Description, Installation and Repair Instructions (Tab D), Provide a detailed description for each [boot] model proposed. Is the Authority willing to consider self-releasing SmartBoot models that attach directly to wheels, preventing vehicles from physically moving until scofflaws pay outstanding parking fines and booting fees to obtain a code to remove the boot, or until enforcement personnel arrive and perform an assisted release?

Response: Yes, if the device is a wheel immobilization device.

10. **Question:** According to Part II-10. Financial Statements (Tab 1), the solicitation offeror must provide audited financial statements for the last three years completed by an independent Certified Public Accountant firm not affiliated with or employed by the Offeror.

We are a privately owned company with nearly twenty years of experience providing immobilization services to government clients. Since we are not publicly traded, we do not publish audited financial statements. However, we can supply any requested financial documents, accompanied by a letter from a CPA firm affirming the accuracy of our finances and financial controls, including a letter from our parent company demonstrating our financial stability.

Will the Authority accept dated and certified financial documents accompanied by a standing letter from a duly certified public accounting firm?

Response: No, financial statements as described in II-10 must be submitted.

11. **Question:** You mentioned maintaining 200 units in stock. Is that the minimum inventory level you expect us to maintain at all times?

Response: Yes.

12. **Question:** Would you be open to maintaining a slightly higher safety stock to ensure continuous product availability?

Response: No.

- 13. Question:** You mentioned ordering 200 units per quarter. How did you come up with the amount of 200 units?
720 Boots + 150 Boots = 870 Boots
870 Boots per year /4 quarters per year = 217 Boots per quarter

Response: The 200 would be a combination of devices that fit wheel sizes under 255mm and over 255mm (i.e. 150 under 255mm and 50 over 255mm). This information would be specifically listed in an order.

- 14. Question:** Is this an estimate based on historical usage, or is it a minimum commitment?

Response: The order quantity is based on historical usage.

- 15. Question:** Would you be able to guarantee a minimum annual purchase volume if we commit to maintaining inventory for you?

Response: As stated in IV-2.B. of the RFP document, "The Authority will place orders quarterly for 200 Boots which must be delivered within thirty (30) days of the Contractor's receipt of the Authority's order."

- 16. Question:** Once the contract is awarded, how long does it typically take before you place your first purchase order?

Response: Once the contract is approved by the Authority's board and the contract is fully executed, the Authority will place an order within 30 days.

- 17. Question:** Do you already have a target date for the first shipment?

Response: No.

- 18. Question:** Because our standard production cycle is approximately three months, would it be possible for the initial order to be less than 200 units—perhaps closer to 50 units? Would this approach be acceptable, or does the Authority expect the full 200 units to be available immediately upon contract award?

Response: This approach would be acceptable for the initial first order; however, every order thereafter, 200 devices must be pre-stocked and available upon request to be shipped.

- 19. Question:** At what point after the contract is awarded do you expect to begin ordering replacement parts?

Response: There is no set point of time for this as replacement parts are ordered on an as-needed basis.

- 20. Question:** Do you anticipate placing an initial order for replacement parts at the same time as the first boot order, or will those orders come later?

Response: Replacement part orders will be placed on an as-needed basis.

- 21. Question:** Do you have an estimate of the quantities you expect to purchase for replacement parts during the first year?

Response: No.

- 22. Question:** Should we expect replacement part orders to be placed on an as-needed basis, or do you anticipate ordering them on a regular schedule?

Response: See response to Question 20.

- 23. Question:** If no minimum inventory is expected, would replacement parts be ordered on an as-needed basis and delivered according to normal manufacturing lead times?

Response: Yes.

- 24. Question:** Could you share any historical usage data or annual consumption estimates for replacement parts?

Response: Please see list of parts, estimated quantities and order frequency below:

- a. Full Arm - Consume about 150 a year - Order about 100 twice a year.
- b. Bolts:
- c. Long/Straight Bolt - Consume about 200 a year - Order 50 quarterly.
- d. Bent Bolt - Consume about 200 a year - Order 100 twice a year.
- e. Flat Socket Cap - Consume about 300 a year - Order 100 quarterly.
- f. Sleeves - Consume about 250 a year - Order 100 twice a year.
- g. Felts for dish cover - Consume about 200 a year - Order 100 quarterly.

The Authority would like the manufacturer to maintain 300 - 500 of the parts in inventory for annual orders.

The Authority intends to order bolts on a quarterly basis and arms will be ordered biannually.

25. Question: Based on your historical experience, which replacement parts are ordered most frequently?

Response: See response to Question 24.

26. Question: Are there any minimum inventory levels you would expect us to maintain for replacement parts?

Response: The Authority would like the manufacturer to maintain an inventory of 300 - 500 of the parts listed in response to Question 24 for annual ordering.

27. Question: What lead time would you expect for replacement parts?

Response: Approximately 45 days. Offerors must indicate in their proposals if any parts require additional lead times and identify the lead times for each part that exceeds the 45 days.

28. Question: How would you like us to plan inventory for replacement parts if annual usage is unknown?

Response: See response to Question 24.

END OF ADDENDUM ONE