PROCUREMENT DEPARTMENT
Rm 120 Municipal Services Building
Philadelphia, PA 19102-1685
FAX: (215) 686-4716

CITY OF PHILADELPHIA

Hugh Ortman
Procurement Commissioner

June 24, 2013

BID NUMBER: S4QG8380

TITLE: Printing and Mailing of Various Tax Coupon Booklets

DEPARTMENT: REVENUE DEPARTMENT-REVENUE COLLECTION DIVISION

DATE TO OPEN: July 08, 2013 at 10:30 AM

ADDENDUM # 1

TO ALL BIDDERS:
You are hereby notified of the following changes to the above mentioned bid:

Paragraph 1.6.2 is replaced with below:

Bids Opening July 1, 2013 through June 30, 2014
Bidders may qualify for the Master Bid Security Program described above for **July 1, 2013 – June 30, 2014** by submitting a check in the amount of **$140.00** made payable to the City of Philadelphia. The check should be submitted, under separate cover, to the Bid Unit Supervisor at least one day prior to the first bid that the bidder wants covered under the program and is *non-refundable.* Or if, and only if, the bidder chooses to submit the check for the Master Bid Security Program with their bid, the check **MUST** be in the form of a Certified, Treasurer's or Cashier's Check, Bank or United States Postal Money Order and is non-refundable.

Attached, please find the correct form for Master Bid Security Application.

Below, please find questions from vendors and the answers from Procurement.

Q1. Are there samples available to view or take with us?
A1. Samples are for viewing ONLY.

Q2. When and where would these be available?
A2. Samples will be available in the Public Information Unit. Please call (215) 686-4720 for additional information.

Q3. #2.1.6: Are there bar codes and would the bar codes have consecutive numbering in them or not?
A3. There are bar codes that the vendor shall put on the coupons as well as the cover sheet of the coupon book that can be displayed in windows of envelopes. The Using Agency does not believe they are consecutively numbered however.

Q4. #2.3: In what format will the City be providing the data in?
A4. The format the City will provide is a Fixed Length File.

Q5. #2.9: What is the required binding of the coupon booklet? Stapled and taped or just stapled?
A5. The binding of the coupon book is stapled with a glued black binding holding them together. They are also perforated for easy tear-off.

Q6. #2.10.1: How would the City like these packages to be wrapped and what quantities per pack? (paper band; string, etc…)
A6. The vendor shall deliver booklets directly to the post office for mailing.

Q7. #2.10.2: What would the window size be on the custom window envelopes?
A7. Attached are copies of the envelopes currently being used for mailing out booklets and for returning coupons (front and back of the return envelope). Samples can be obtained in the Public Information Unit or the attached can be printed out (at 78.4%) for true to life sizing.

Q8. #2.11: Could we please get clarification on the mention of additions for each group of coupons?
A8. Additions refer to supplemental coupon books mailed throughout the year for new taxpayers and those who have changed their mailing address. Across the board the total is approximately 2,500.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

L. Kugel, Buyer

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

LAK/bws

CITY OF PHILADELPHIA

Procurement Department
120 Municipal Services Building
Philadelphia, PA 19102-1685
(215) 686-4720
(215) 686-4716 Fax

Hugh Ortman
Procurement Commissioner

Master Bid Security Program for Service, Supplies and Equipment Bids
Period of Coverage: July 1, 2013 – June 30, 2014

(Bids for Professional Consulting Services, Public Works, Construction and Demolition [wrecking and building removal] *are not* covered under the Master Bid Security Program)

Dear Vendor:

The Philadelphia City Charter requires that each bid submission over $30,000 be accompanied by a certified check in the amount specified in the bid invitation. This requirement can be met for most bids if the Bidder is covered under the City's Master Bid Security Program. This program provides bid security coverage for Service, Supply and Equipment bids that have a total dollar value of over $30,000 up to $500,000.

To file for coverage under the Bid Security Program, for the period **July 1, 2013 to June 30, 2014**, complete the enclosed application and return it with a check for **$140.00.** Make the check payable to "**City of Philadelphia**". It is **non-refundable.** To clarify the precise use of the check, enter the words "**Bid Security Program**" **2013 – 2014** on the face of the check.

If you do not become a participant in the program at this time, you may still submit bids. However, they must be accompanied by a certified check in the amount specified in the Terms and Conditions of Bidding.

For additional information or inquiries regarding this program, please contact: The Public Information Unit at (215) 686-4719, (215) 686-4720 or (215) 686-4721.

IF A RECEIPT IS REQUESTED, PLEASE ENCLOSE A SELF-ADDRESSED STAMPED ENVELOPE.

Forward Check with Application to
CITY OF PHILADELPHIA
MASTER BID SECURITY PROGRAM
170A Municipal Services Building
Philadelphia, PA 19102-1685

Company Name: _____

Fed EIN/SSN: _____

Street Address: _____

City, State, Zip: _____

Contact Person: _____

E Mail Address: _____

Telephone No: (___)_____ **Fax No:** (___)_____

☐ A. Check payable to the City of Philadelphia in the amount of $140.00 for 7/1/13 to 6/30/14

DO NOT SEND CASH. NO PERSONAL CHECKS.

Internal Use Only

Rcvd. ___/___/___	Pymt. Type _____	Ck. Amt. $ _____	Ck.# _____

PHILADELPHIA REVENUE DEPARTMENT
PO BOX 1018
PHILADELPHIA PA 19105-1018

DID YOU SIGN AND ENCLOSE YOUR RETURN?
SIGN YOUR CHECK

IMPORTANT
Address MUST show through window.

Please do not fold or attach any documents with staple or paper clips.

NAME

STREET ADDRESS

CITY STATE ZIP CODE

☐ PAYMENT ENCLOSED

☐ NO PAYMENT/NO TAX DUE

Save Time and Effort — Pay By Mail

PROCUREMENT DEPARTMENT
Rm 120 Municipal Services Building
Philadelphia, PA 19102-1685
FAX: (215) 686-4716

CITY OF PHILADELPHIA

Hugh Ortman
Procurement Commissioner

July 3, 2013

BID NUMBER: S4QG8380

TITLE: Printing and Mailing of Various Tax Coupon Booklets

DEPARTMENT: REVENUE DEPARTMENT

DATE TO OPEN: July 8, 2013 at 10:30 AM

ADDENDUM # 2

TO ALL BIDDERS:
You are hereby notified of the following changes to the above mentioned bid:

The bid opening has been postponed until further notice.

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

L. Kugel, Buyer

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

LK / im