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

# CITY OF PHILADELPHIA

Hugh Ortman
Procurement Commissioner

June 4, 2014

**BID NUMBER:** S5YQ0640

**TITLE:** Tiller Ladder

**DEPARTMENT:** OFFICE OF FLEET MANAGEMENT-VEHICLE PURCHASES

**DATE TO OPEN:** June 27, 2014 at 10:30 AM

ADDENDUM # 1

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

**Please delete page 2, section 1.2.**

**It is hereby replaced with the following:**

1.2 CONTRACT TERM: 7/1/14 to 6/30/15 ("Initial Term"), with an option to renew for up to THREE (3) additional ONE (1) year periods, ("the Renewal Term") exercisable, at the City's sole discretion, as of the expiration of the Initial Term or the current Renewal term. The City may, at its sole discretion, renew the contract for up to three (3) months at the beginning of each renewal period(s) (the "Additional Performance Period"), if a decision has been made not to renew the contract for an entire year.

**Please delete page 4, sections 1.8.1 to 1.8.6 and 1.8.8**

**It is hereby replaced with the following:**

1.8 BID SUBMISSION:

1.8.1 All bids submitted to the City of Philadelphia must adhere to the bid submission requirements. It is the bidder's responsibility to ensure all bid submission requirements are met. Failure to adhere to these instructions may result in the bid being disqualified.

1.8.2 Advertised sealed bids shall be received and opened publicly at 10:30 AM Philadelphia local time in Room #170A, 1st Floor of the Municipal Services Building, located at 1401 JFK Boulevard, Philadelphia, Pennsylvania 19102, on the bid opening date.

1.8.3 Vendors must submit their bid to the City of Philadelphia **no later than 10:30 AM** on the date that the bid opens. **BIDS MUST BE PLACED IN THE BID BOX** (slot located outside of Room 170A) prior to the bid opening. Bids that are not in the bid box prior to the bid opening may be disqualified.

1.8.4 It is the bidder's responsibility to ensure that the bid is submitted in a timely manner and placed in the bid box prior to the bid opening.

If the bid is being sent by courier or mailed, it is recommended that the bid be sent early. The bid should arrive at least one business day before the bid opens to ensure timely receipt.

1.8.5 All bids **must** be placed in a **sealed** envelope. **The Bid Number, Opening Date and Company Name MUST be clearly labeled on the envelope.** If the bid is being delivered by courier or express mail, the bid **must** be in a **separate** sealed envelope inside the courier's envelope or express mail. This is to ensure that all bids conform to the sealed bid process of the City of Philadelphia. Failure to do so may result in the bid being disqualified.

1.8.6 Vendor's bid should be complete and include ALL information required as described in the various paragraphs of the bid specifications. All pricing must be completed on the forms provided and must be in **ink or typed**. The bid must be complete as to required bid signatures and corporate seal, and fully accept the terms and conditions contained in the bid.

1.8.8 **BID PROCESSING FEE:**

All bids submitted where the bid total is greater than $32,000 must be accompanied by the proper Bid Processing Fee. The fee shall be in the form of a separate check or money order in accordance with Paragraph 3 of the "Terms and Conditions of Bidding and Contract".

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.

J. Manton, Buyer

_____
AUTHORIZED SIGNATURE

_____
FIRM NAME (PRINT)

_____
DATE

JM/BB