

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

# CITY OF PHILADELPHIA

Mary E. Stitt  
Procurement Commissioner

March 24, 2015

**BID NUMBER:** S5YT1020  
**TITLE:** Auto Upholstery Services  
**DEPARTMENT:** OFFICE OF FLEET MANAGEMENT-SHOP OPERATIONS  
**DATE TO OPEN:** March 30, 2015 at 10:30 AM

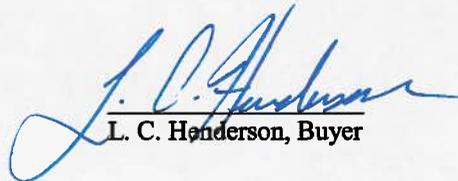
## ADDENDUM # 1

**TO ALL BIDDERS:**

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

The opening date and bid title on the cover page for the subject bid has been corrected. Please see the attached corrected cover page.

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. C. Henderson, Buyer

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
FIRM NAME (PRINT)

\_\_\_\_\_  
DATE

LCH/dr



# Auto Upholstery Services

## S5YT1020

Issued by: **CITY OF PHILADELPHIA PROCUREMENT DEPARTMENT**  
Required by: Office Of Fleet Management-Shop Operations

**Bid Opening Date:** March 30, 2015  
**Bid Opening Time:** 10:30 AM Philadelphia Local Time  
**Location for Bid Opening:** MUNICIPAL SERVICES BUILDING - ROOM 170A  
1401 JFK BOULEVARD, PHILADELPHIA PA 19102  
**Buyer:** L. C. Henderson  
**Spec. Writer:** J. Washington

This Invitation and Bid with your quotations must be received prior to the above cited bid opening date and time.

**BIDDER AGREES TO COMPLY WITH ALL CONDITIONS OF THIS BID. UNSIGNED BIDS WILL NOT BE ACCEPTED. BIDDER MUST COMPLETE THE INFORMATION BELOW:**

**NAME AND ADDRESS OF FIRM:**

**FEDERAL EIN/SOCIAL SECURITY NUMBER:**

**BID QUESTIONS**  
All questions concerning this Invitation and Bid, including specifications and conditions, must be presented prior to the bid opening date and time. Contact the Procurement Department Customer Service Unit by emailing [Bid.Info@phila.gov](mailto:Bid.Info@phila.gov) or by calling (215) 686-4720 with questions.

### Bid is Best and Good Faith Efforts.

#### GENERAL INFORMATION

This Invitation and Bid and Contract is issued under the Antidiscrimination Policy described in the Mayor's Executive Order 03-12. While there are no ranges for the participation of Minority (MBE), Woman (WBE) or Disabled (DSBE) Owned Business Enterprises (collectively, M/W/DSBEs) projected for this Bid, bidders are prohibited from discriminating in their selection of subcontractors and are encouraged to use their Best and Good Faith Efforts to solicit quotes from M/W/DSBEs on an equitable basis with other firms. See the Office of Economic Opportunity (OEO) Instructions and Form which is part of this Invitation and Bid and Contract.

**FOR PROCUREMENT USE ONLY. DO NOT MAKE ANY MARKS IN THIS BOX.**

Bid Security Fee	<input type="checkbox"/> Yes <input type="checkbox"/> No	Method (if paid with bid) _____	Check or M/O # _____
Bid Processing Fee	<input type="checkbox"/> Yes <input type="checkbox"/> No	Method _____	Check or M/O # _____

Mary E. Stitt  
Procurement Commissioner