

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

# CITY OF PHILADELPHIA

**Trevor Day**  
Procurement Commissioner

May 6, 2016

**BID NUMBER:** S7QG8489  
**TITLE:** Various Envelopes  
**DEPARTMENT:** REVENUE DEPARTMENT-REVENUE COLLECTION DIVISION  
**DATE TO OPEN:** May 18, 2016 at 10:30 AM

## ADDENDUM # 1

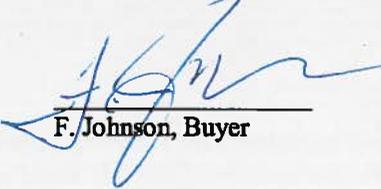
**TO ALL BIDDERS:**

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

**PLEASE REFER TO ATTACHED:**

1. Questions and Responses
2. Sign-in sheet from Non-Mandatory Pre-Bid Meeting of April 22, 2016.

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.

  
\_\_\_\_\_  
F. Johnson, Buyer

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

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

\_\_\_\_\_  
DATE

FJ/dr

**Printing of Mailing Envelopes  
Invitation & Bid No. #S7QG8489  
Non-Mandatory Pre-Bid Meeting of Friday, April 22, 2016  
Questions and Answers**

**Question #1**

Our Company had a have a few questions and comments concerning the wording of the percentage ranges.

After the MBE 15 %- 20 % the word "and "appears...should it be blank?

Our Company would like to know if we need to have all three.

After further looking at the projection of 15% - 20% MBE participation on this bid we find it hard to come up with more than 5% participation on this bid.

The items on this bid request are manufactured, printed and shipped from one location. In certain instances we use a van for "rush deliveries, but we would come nowhere near a 20% figure.

Just as an example; if this contract pricing comes in at \$350,000 a year in envelopes needed, how is it possible to "Breakout" or Come up with 70,000.00 which is 20% of the yearly figure?

***Response:***

*The ranges set for the above is MBE 15%-20 and WBE 10%-12%. There are availabilities to meet the set ranges for the project. Please review the antidiscrimination policy instructions that was attached to the project, the instructions will assist and guide you to meet the set ranges.*

Non-Mandatory Pre-bid Sign-In Sheet

Friday, April 22, 2016

MSB, 1401 J.F. Kennedy Blvd., Philadelphia, PA 19102

Name	Company/Department	Phone/Email
Andrew Magnus	BTC Envelopes & Printing LLC	215 852 9038 Andrew.m@bctcsolutions.com
Scott Magnus	BTC Envelopes & Printing LLC	610-306-4577 britten@bctcsolutions.com
MARJORIE CHANCE	DBO COMMIS	23-8080 MARJORIE.CHANCE@PHILA.GOV
THERESA WELLS	REVENUE	686-6410 Theresa.wells@phila.gov
Jeremy Mason	WB Mason Co	609-548-2850 jeremy.m@wbmason.com
SEAN C. LOMAX	REVENUE	686-6526 SEAN.LOMAX@PHILA.GOV
TANDY ROBINSON	COMMERCE	686-2083 TANDYROBINSON@PHILA.GOV
Kenneth Owens	RESURDEMENT	6-47730 Kenneth.Owens@Phila.Gov