

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

# CITY OF PHILADELPHIA

Hugh Ortman  
Procurement Commissioner

December 22, 2010

**BID NUMBER:** S1Z57230  
**TITLE:** Toilet tissue, paper towels & Feminine Hygiene Products  
**DEPARTMENT:** VARIOUS  
**DATE TO OPEN:** January 12, 2011 at 10:30 AM

## ADDENDUM # 1

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

**Attachment for SAMPLE SUBMITTAL FORM for Bid Package.**

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.

\_\_\_\_\_  
Buyer, L. Lewicki

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

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

\_\_\_\_\_  
DATE

LL/mv

Attachment

**SAMPLE SUBMITTAL FORM**  
**To be submitted with samples for**  
**Invitation and Bid: S1Z57230**

<b>PROCUREMENT SAMPLE SUBMITTAL</b>	<b>SUBMIT TO:</b> Procurement Department Procurement Buyer, Room 120 MSB Building 1401-J.F.Kennedy Blvd. Philadelphia, PA 19102
Vendor Name: _____ Bid Number: _____ Address: _____ Phone # : _____ Opening Date: _____ Contact Name: _____  Item Reference No. from Bid (Section5): _____  Manufacturers Brand and Number: _____	
Remarks:	

<b>REQUEST FOR TEST</b>	TO: <b>MATERIALS ENGINEERING LABORTORY</b> <b>Room 120 Municipal Services Building</b> 1401-J.F.Kennedy Blvd. Philadelphia, PA 19102	LAB NO.
SAMPLE NO.	MANUFACTURER	DATE
CONTRACT NO. OR JOB	LOCATION: Procurement Department, Rm. 120 Municipal Service s Bldg. Phila, PA., 19102	
DESCRIPTION OF SAMPLE		
INTENDED USE		
SPECIFICATION		
<input type="checkbox"/> MATERIALS NOW IN USE <span style="margin-left: 200px;"><input type="checkbox"/> MATERIAL SUBMITTED PRIOR TO USE</span>		
REMARKS		
SUBMITTING DEPT. AND UNIT PROCUREMENT	PHONE NO. (215) 686-4791	ENGINEER OR INSPECTOR (Signature) PRPI

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

# CITY OF PHILADELPHIA

Hugh Ortman  
Procurement Commissioner

January 7, 2011

**BID NUMBER:** S1Z57230  
**TITLE:** Toilet Tissue, Paper Towels & Feminine Hygiene Products  
**DEPARTMENT:** VARIOUS  
**DATE TO OPEN:** January 12, 2011 at 10:30 AM

## ADDENDUM # 2

### **TO ALL BIDDERS:**

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

Page 24, Item 5.3 "Recycled Paper Towels"

Basis weight has been changed from 24-28lb. to 21-22lb.

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.

\_\_\_\_\_  
Buyer, L. Lewicki

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

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

\_\_\_\_\_  
DATE

LL/nd