

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

# CITY OF PHILADELPHIA

Hugh Ortman  
Procurement Commissioner

January 25, 2008

**BID NUMBER:** S8Z54330  
**TITLE:** Conversion of Documents to Microfilm  
**DEPARTMENT:** Various  
**DATE TO OPEN:** February 11, 2008 at 10:30 AM

## ADDENDUM # 1

### **TO ALL BIDDERS:**

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

Conversion of Documents to Microfilm

Bid S8Z54330 has been postponed until Opening Date February 25, 2008 at 10:30am.

The primary City departments using this bid, Records Department and Prisons, have agreed to a non mandatory site visit. Records Department will be held on Wednesday, February 6, 2008 between 8am and 12 noon. The purpose will be to view items in question. Please contact Deborah A Snyder at (215) 686 4748 if you are interested in visiting either. I must have your reservation by Monday, February 4, 2008 to confirm your attendance. All questions are to be held until after the site visits have been completed.

Records Department is located in City Hall, Room 111 and the contact is Deborah Scipio.  
(215) 686 2271.

Prison Department is located at 7901 State Road, Fromhold Facility, the contact is Lt. Webb.  
(215) 685 7988.

**PAGE 2**

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, D. Snyder

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

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

\_\_\_\_\_  
DATE

DS/cs

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

## **CITY OF PHILADELPHIA**

Hugh Ortman  
Procurement Commissioner

February 4, 2008

**BID NUMBER:** S8Z54330  
**TITLE:** Conversion of Documents to Microfilm  
**DEPARTMENT:** Various  
**DATE TO OPEN:** February 11, 2008 at 10:30 AM

### ADDENDUM # 2

**TO ALL BIDDERS:**

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

The second paragraph should read as follows:

**The primary City departments using this bid, Records Department and Prisons, have agreed to a non mandatory site visit. Records Department will be held on Tuesday, February 5, 2008 between 12noon to 3pm and the Prisons will be held on Wednesday, February 6, 2008 between 8am to 12 noon. The purpose will be to view items in question. Please contact Deborah A Snyder at 215 686 4748 if you are interested in visiting either. I must have your reservation by Monday, February 4, 2008 to confirm your attendance. All questions are to be held until after the site visits have been completed.**

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, D. Snyder

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

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

\_\_\_\_\_  
DATE

DS/cs