

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

CITY OF PHILADELPHIA

Janet Hagan
Acting Procurement Commissioner

January 10, 2008

BID NUMBER: S8Z54720
TITLE: Promotional Items
DEPARTMENT: Various
DATE TO OPEN: February 06, 2008 at 10:30 AM

ADDENDUM # 1

TO ALL BIDDERS:

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

The Non-Mandatory Pre-Bid Meeting, as listed in Section 1.11, has been scheduled for Tuesday, January 22, 2008 at 11 a.m.

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, A. Campfield

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

AC/cs

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

CITY OF PHILADELPHIA

Hugh Ortman
Procurement Commissioner

January 29, 2008

BID NUMBER: S8Z54720
TITLE: Promotional Items
DEPARTMENT: Various
DATE TO OPEN: February 06, 2008 at 10:30 AM

ADDENDUM # 2

TO ALL BIDDERS:

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

The description for item 5.8, page 30, shall read Travel Mug.

Also, see following language regarding: **“Contract Bid Language Regarding Payments to MBEC Contractors” along with the Form for same:**

Contract Bid Language Regarding Payments to MBEC Subcontractors

The below paragraph applies to all Invitation and Bids (I&B) containing MBEC Participation Requirements:

The successful bidder shall, within five (5) business days after receipt of a payment from the City for work performed under the contract, deliver to its M/W/DSBE subcontractors the proportionate share of such payment for work performed (including the supply of materials) by its M/W/DSBE subcontractors. In connection with payment of its M/W/DSBE subcontractors, the successful bidder agrees to fully comply with the City’s payment reporting process. The successful bidder is required to submit with each invoice the completed “Prime Contractor’s Payment to MBEC Subcontractors’ Form” indicating what percentage and dollar amount of the invoice that will be paid to its MBEC certified subcontractor(s).

Failure to submit the attached “Prime Contractor’s Payment to MBEC Subcontractors’ Form” with each invoice may result in rejection of the invoice.

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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, A. Campfield

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

AC/cs

PRIME CONTRACTOR'S PAYMENT TO MBEC SUBCONTRACTORS FORM

Prime Contractor: _____
Bid Number: _____
Contract Number: _____
Purchase Order Number: _____
Invoice Number: _____
Invoice Date: _____



Name of Subcontractor	Work/Supply Effort	MBEC Category			Percentage of Invoice Due	Dollar Amount Due
		MBE	WBE	DSBE		

Note: If this invoice does not encompass any work/supply effort performed by an M/W/DSBE, complete only the top portion of this form and check the box below.

NO PAYMENT DUE TO SUBCONTRACTOR ON THIS INVOICE.

In accordance with the MBEC instructions, Forms and Contract Provisions which are a part of the Contract, I agree to promptly pay my M/W/DSBE subcontractors no later than five (5) days after my receipt of payment from the City. I represent that the statements contained herein are true and correct and are made under penalty of law, 18 Pa.C.S. 4904.

Prime Contractor's Signature: _____

Date: _____

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Philadelphia, PA 19102-1685
FAX: (215) 686-4716

CITY OF PHILADELPHIA

Hugh Ortman
Procurement Commissioner

February 1, 2008

BID NUMBER: S8Z54720
TITLE: Promotional Items
DEPARTMENT: Various
DATE TO OPEN: February 06, 2008 at 10:30 AM

ADDENDUM # 3

TO ALL BIDDERS:

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

S8Z54720 shall be postponed until further notice.

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, A. Campfield

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

AC/cs

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

CITY OF PHILADELPHIA

Hugh Ortman
Procurement Commissioner

February 6, 2008

BID NUMBER: S8Z54720

TITLE: Promotional Items

DEPARTMENT: Various

DATE TO OPEN: February 06, 2008 at 10:30 AM; postponed until further notice.

ADDENDUM # 4

TO ALL BIDDERS:

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

S8Z54720 is scheduled to open February 25, 2008 at 10:30 A.M.

Vendor Questions

- Question 1. How many colors are used in the artwork to be printed on the bags?
Answer 1 If the bags are white then, in the past, there was only one color (possibly bright blue). If the bags are colored, then the printing would be white against the colored background.
- Question 2. Page 30, Item 5.10-What are the airport logo imprint colors to be used on item 5.10, garment bags.
Answer 2. The logo imprints will be a solid white. Multiple colors will not be used for logo imprints.
- Question 3. Page 38, Item 5.25-S8ZX54720, Retractable Badge clip-you want the logo imprinted on the actual badge holder? How is the holder attached to your clothing?

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Answer 3. The PHL/PNE logo is imprinted on the badge holder. The badge holder is attached to the clothing by a metal clip.

Question 4. Page 40, Item 5.28-Jumbo Jet Badge Holder-Is this shaped like a jet or is it square?

Answer 4. The Jumbo Jet Badge Holder is shaped like a jet.

Question 5. Page 52, Item 5.54-Book Cover-Is environmental designs a brand name?

Answer 5. Environmental designs is not a brand name. It just means that the themes used would be environmentally oriented, as opposed to building designs, or card, or anything else.

Question 6. Page 53, Item 5.56-Bag, Drawstring, is this made of plastic or canvas?

Answer 6. The drawstring bags are plastic.

Question 7. Based on the quantities in the bid, will there be standards set for minimum ordering quantities based on carton and shipping cases. Example being if Ceramic mugs are packaged 24 to a case will the minimum quantity be twenty four (24) or will the requisitioning department be allowed to order less? Can someone order just two mugs?

Answer 7. For each line item the unit of measure would indicate how the department intends to place their orders. The quantities listed are an estimate of what the department anticipates ordering during the initial contract period. Although doubtful, the ordering agency could order 2 mugs as indicated in your example above.

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, A. Campfield

AUTHORIZED SIGNATURE

FIRM NAME (PRINT)

DATE

AC/cs



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