



CITY OF PHILADELPHIA

PROCUREMENT DEPARTMENT
120 Municipal Services Building
Philadelphia, Pa 19102-1685

Trevor Day
Deputy Procurement Commissioner

December 5, 2013

IMPORTANT CHANGE

RE: Electronic Bid Announcements

Dear Valued Vendor,

The Procurement Department is committed to sustainable practices in support of the Mayor's strategic goal: **Philadelphia becomes the greenest and most sustainable city in America.**

We are pleased to announce a new email Bid Announcement System. **As of January 1, 2014 the Procurement Department will no longer mail Bid Announcements.** The announcements will be emailed to vendors with whom we have valid email addresses on record. If you have not submitted a Bid Announcement Registration form (<http://mbec.phila.gov/procurement/forms/EBIDAR.PDF>) or updated a Name Change form within the past two years, please complete and submit the Electronic Bid Announcement Registration form in order for the Procurement Department to have an updated active email address for your company.

This service to notify vendors of upcoming Bid opportunities is not mandatory but Procurement continues to provide this notification as a matter of customer service. It is up to you, as the vendor who is interested in doing business with the City of Philadelphia, to maintain an up to date email address registered with the City. As always, information about bids is available online at www.phila.gov/bids.

Please contact our new Customer Service Center (formerly known as our Public Information Unit) at Bid.Info@phila.gov or at 215-686-4720 to ensure that we have your current information including a valid email address.

A handwritten signature in black ink, appearing to read "Trevor Day".

Trevor Day
Deputy Procurement Commissioner