



CITY OF PHILADELPHIA

PROCUREMENT DEPARTMENT
120 Municipal Services Building
Philadelphia, Pa 19102-1685
(215) 686-4750
FAX (215) 686-4728

WILLIAM F. GAMBLE
Procurement Commissioner

NOTICE TO BIDDERS

EFFECTIVE DECEMBER 1, 2005, THE PROCUREMENT DEPARTMENT WILL NO LONGER ISSUE FOLLOW UP LETTERS REQUESTING SUBMITTAL OF CONTRACT DOCUMENTS NOT RECEIVED WITHIN THE REQUIRED TEN (10) DAY TIMEFRAME.

THE CONTRACT DOCUMENTS ARE DEFINED AS:

- **PERFORMANCE BOND**
- **PAYMENT BOND**
- **INSURANCE CERTIFICATE**
- **PERFORMANCE SECURITY FEE**
- **DOCUMENT PREPARATION FEE**
- **CHAPTER 17-1000 CERTIFICATE OF COMPLIANCE**

LETTER OF AWARD AND/OR BID DOCUMENT INDICATES APPLICABLE DOCUMENTS TO BE RETURNED.

CONTRACT DOCUMENTS NOT RECEIVED BY THE PROCUREMENT DEPARTMENT WITHIN THE TEN (10) DAY TIMEFRAME WILL RESULT IN RECISION OF THE AWARD.

THANK YOU FOR YOUR COOPERATION.