

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

# CITY OF PHILADELPHIA

Janet Hagan  
Acting Procurement Commissioner

May 8, 2007

**BID NUMBER:** S8Z53440  
**TITLE:** Aftermarket Replacement Parts for Passenger Cars, Minivans, Light, Medium & Heavy Duty Trucks  
**DEPARTMENT:** Various  
**DATE TO OPEN:** May 23, 2007 at 10:30 AM

## ADDENDUM # 1

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

Subject Bid will now open on Wednesday, **June 6, 2007 at 10:30 AM.**

**Insert Section 1.11 "Mandatory Pre-Bid Meeting," attached.**

**Delete the following from page 66 of 88:**

Transmission  
Jasper 569850

**Replace with:**

Transmission  
Jasper 5698450

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. Dennis

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

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

\_\_\_\_\_  
DATE

AD/cs

Attachment

INVITATION AND BID Continuation	CITY OF PHILADELPHIA  PROCUREMENT DEPARTMENT  PHILADELPHIA, PA 19102 - 1685	BID NUMBER <b>S8Z53440</b>	PAGE OF <b>11 88</b>
		FIRM NAME (Must be filled in)	

products specified in Sections A1 and A2 of the bid. To demonstrate this, bidders should submit the following reference information with their bid. References provided should be pertinent to the commodities requested in this Invitation and Bid; and demonstrate the bidder's ability to perform on a contract of this size and scope.

Please note that reference information (Exhibit II and Exhibit III forms must be completed for each item listed in Section A2). Failure to submit this information with the bid will result in the bidder's disqualification.

- 1.11 A **MANDATORY Pre-Bid Meeting** for all interested parties will be held on **Wednesday, May 23, 2007 at 12:00 PM (Noon)** in the Municipal Services Bldg., 1<sup>st</sup> Floor, Room 170A, 1401 JFK Blvd., Philadelphia, PA 19102. The purpose of this meeting is to respond to questions from prospective bidders. Bidders are encouraged to submit questions in writing at this time. The City will issue written responses, in the form of a written addendum, to questions that materially impact upon Bid documents.

Attendance at this Pre-Bid Meeting is **Mandatory**. Only bidders who attend the Pre-Bid Meeting and are subsequently qualified by the City will be eligible for award.

Bidders requesting copies of the bid specifications may call (215)686-4755 or pick them up in Room #170B, 1401 J.F.K. Blvd., Philadelphia, PA.

The bid will open on **June 6, 2007 at 10:30 AM** in Room 170A, Bid Room, Municipal Services Building, 1401 JFK Blvd., Philadelphia, PA 19102-1685.

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

# CITY OF PHILADELPHIA

Janet Hagan  
Acting Procurement Commissioner

June 4, 2007

**BID NUMBER:** S8Z53440  
**TITLE:** Automotive Repair Parts  
**DEPARTMENT:** Various  
**DATE TO OPEN:** June 06, 2007 @ 10:30 AM

## ADDENDUM # 2

### TO ALL BIDDERS:

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

**Correct para. 1.9.8 with the following language.**

In accordance with the City of Philadelphia's Regulations Relating to Local Bidding Preferences for Procurement Contracts, this bid may be subject to a 5% local bid preference.

**In order to determine eligibility to receive the 5% preference, if applicable, bidder must be certified at the time of the bid opening and should submit the Local Business Entity Certification number\* as issued by the Procurement Department.**

**SUBJECT BID # S8Z53440 HAS BEEN 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. Dennis

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

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

\_\_\_\_\_  
DATE

AD/mv

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

# CITY OF PHILADELPHIA

Janet Hagan  
Acting Procurement Commissioner

June 27, 2007

**BID NUMBER:** S8Z53440  
**TITLE:** Aftermarket Replacement Parts for Passenger Cars, Minivans, Light, Medium and Heavy Duty Trucks  
**DEPARTMENT:** Various  
**DATE TO OPEN:** June 06, 2007 at 10:30 AM, than Postponed Until Further Notice

## ADDENDUM # 3

### TO ALL BIDDERS:

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

1. The **new opening date** for **ONLY** those vendors who attended the Mandatory Pre-Bid Meeting held on May 23, 2007 is **July 24, 2007 at 10:30 A.M.**
2. Contract Term: 10/1/2007 through 9/30/08 with two (2) one(1) year and one (1) nine (9) month renewal period.
3. See attached pages in response to the questions submitted.

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. Dennis

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

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

\_\_\_\_\_  
DATE

Attachment

AD/mw

Questions and Answers  
Aftermarket Replacement Parts for Passenger Cars, Minivans, Light, Medium and Heavy Duty Trucks  
Bid # S8Z53440  
Mandatory Pre-Bid Meeting of May 23, 2007 – 12 PM

Question # 1

During the pre-bid conference, it was stated that a vendor must have 150,000 SKU's in inventory "within 25 miles of City limits." The bid document states, "... 25 miles of City Hall." Please clarify.

**Answer:**

*As per Section 1.10.3, the bidder shall have a minimum of 150,000 SKU's within 25 miles of City Hall.*

Question # 2

Does "25 miles" mean "as the crow flies," i.e. air-miles or "highway miles," i.e. driving by car? Please clarify.

**Answer:**

*Within 25 miles of City Hall means a 25 mile circle drawn around City Hall...*

Question # 3

Please define and clarify the circumstances under which the L.B.E. preference will be applied. The bid document states "... may be subject." This is murky and ambiguous.

**Answer:**

*As per Section 3.2.2, the local bidding preference is applicable if the bid is awarded as a whole or by section. If any section of the bid is awarded by line item, the 5% local bidding preference will not apply to that section.*

Question # 4

Please define the procedure that request OFM approval of brands other than those listed, i.e. NAPA.

**Answer:**

*The bidder must obtain a letter from the manufacturer regarding the alternate brand. The bidder must submit the manufacturer's letter to the Procurement Department. Procurement will then forward the manufacturer's letter to OFM. OFM will review the letter and issue written approval or disapproval to Procurement. Procurement will forward OFM's letter to the bidder. The bidder must submit OFM's written approval with his bid.*

Question # 5

Does “inventory levels” mean inventory at City locations or at the vendor’s location?

**Answer:**

*Section 2.5.1 refers to the sixteen (16) City locations.*

Question # 6

Will the City agree to waive/remove the current instock and SKU requirements as listed in Section 1.10.3, allowing additional bidders to participate, thus increasing competition and lowering prices?

**Answer:**

*This bid requires the successful bidder to be a warehouse distributor or equivalent capable of large volume purchasing of automotive minivan and light, medium and heavy duty truck parts directly from a number of manufacturers. Bidders must demonstrate that they meet these criteria. Therefore, the requirements listed in Section 1.10.3 will not be waived or removed. However, these requirements are hereby reduced to a current instock minimum of \$10 million and a minimum of 100,000 SKU’s, all of which must be within 25 miles of City Hall.*