

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

CITY OF PHILADELPHIA

Hugh Ortman
Procurement Commissioner

October 9, 2009

BID NUMBER: T0DG1350
TITLE: Subpoena Delivery Service
DEPARTMENT: LAW

DATE TO OPEN: October 15, 2009 10:30 AM

ADDENDUM # 1

TO ALL BIDDERS:

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

TO ALL BIDDERS:

Question 1: Will the company who is awarded the bid mentioned above be charged a dollar per subpoena for electronic filing?

Answer: There will be no charge for filing the subpoena. Please be advised that the court charges the \$1.00 fee if the prothonotary electronically files the subpoena for the process server. If the process server does not e-file then the prothonotary office charges to do it for the process server. Please note, the prothonotary's office has a filing room for the public to use computers to file documents.

Question 2: What is the current unit price per bundle for service of subpoenas within five working days and service of stay-away orders within three working days?

Answer: The current unit price is \$12.50 per bundle.

Question 3: What is the current unit price per bundle for service of subpoenas and stay-away orders within six hours of the requested pick-up time?

Answer: The current unit price is \$12.50 per bundle.

Question 4: What is the current unit price per bundle for service of original process for Housing and Code Enforcement within five days of pick-up time?

Answer: The current unit price is \$12.50 per bundle.

Question 5: What is the current unit price per bundle for emergency service of original process for Housing and Code Enforcement within twenty-four (24) hours of pick-up time?

Answer: The current unit price is \$12.50 per bundle.

Question 6: What is the current unit price for alternative service of process, by posting orders within five days of pick-up time?

Answer: The current unit price is \$12.50 each.

Attached are the attendance sheets for the mandatory pre-bid meeting held on Thursday, October 1, 2009.

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)

TODAY'S DATE: Thursday, October 1, 2009

**Mandatory Pre-Bid Meeting
Subpoena Delivery Service
Bid # T0DG1350**

**COMPANY
NAME AND
ADDRESS**

**COMPANY
TELEPHONE
NUMBERS**

USA Future Tech, Inc.
2891 New Hanover Sq. Rd.
Gilbertsville, PA 19525

(610) 326-2918
TELEPHONE NUMBER

(610) 326-2918
FAX NUMBER

Philadelphia Writ-Service/B&R
201 Spring Garden Street
Philadelphia, PA 19123

(215) 925-6400
TELEPHONE NUMBER

(215) 791-9509
FAX NUMBER

MEDEX Logistics Inc.
333 E. Lancaster Avenue
Wynnewood, PA 19096

(215) 715-7612
TELEPHONE NUMBER

(215) 689-1515
FAX NUMBER

OSI
113 N. Bread Street
Suite 7F
Philadelphia, PA 19106

(215) 922-3158
TELEPHONE NUMBER

() N/A
FAX NUMBER

Scotland Yard Security Service
2243 W. Allegheny Avenue
Philadelphia, PA 19132

(267) 240-9733
TELEPHONE NUMBER

(215) 226-5187
FAX NUMBER

Curley Adjustment
306 Walnut Street
Philadelphia, PA 19106

(215) 627-5900
TELEPHONE NUMBER

(215) 627-4176
FAX NUMBER

**COMPANY
NAME AND
ADDRESS**

**COMPANY
TELEPHONE
NUMBERS**

**American Expediting Co.
2215 Arch Street
Philadelphia, PA 19103**

**(215) 751-1199
TELEPHONE NUMBER**

**(215) 751-0503
FAX NUMBER**

**Heaven Sent Couriers
1701 Washington Avenue
Philadelphia, PA 19146**

**(215) 545-9100
TELEPHONE NUMBER**

**(215) 545-2521
FAX NUMBER**

**Ann Pasquariello
City of Philadelphia
Law Department
Housing and Code Enforcement Unit**

**(215) 683-5117
TELEPHONE NUMBER**

**(215) 683-5097
FAX NUMBER**

**Barbara A. Ash
City of Philadelphia
Law Department
Child Welfare Unit**

**(215) 683-5139
TELEPHONE NUMBER**

**(215) 683-5162
FAX NUMBER**

**Lynda Moore
City of Philadelphia
Law Department
Mental Health Lead Court**

**(215) 683-5219
TELEPHONE NUMBER**

**(215) 683-5346
FAX NUMBER**

**Jaime Klinger
City of Philadelphia
Procurement Department**

**(215) 686-4770
TELEPHONE NUMBER**

**(215) 686-4727
FAX NUMBER**

**COMPANY
NAME AND
ADDRESS**

**COMPANY
TELEPHONE
NUMBERS**

**Janice Manton
City of Philadelphia
Procurement Department**

**(215) 686-4794
TELEPHONE NUMBER**

**(215) 686-4725
FAX NUMBER**

**Aycha Campfield
City of Philadelphia
Procurement Department**

**(215) 686-4773
TELEPHONE NUMBER**

**(215) 686-4727
FAX NUMBER**
