

May 26, 2020

To: All Bidders

From: Kate Bailey  
Director of Procurement

**Re: ADDENDUM NO. 1**  
**20-035.4 - Video Surveillance System Installation at Pier 84 South**

This Addendum No. 1 is issued to:

1. Provide examples of compliant vs. non-compliant diversity submissions (attached).
2. Clarify that due to COVID-19 restrictions, all attendees **must wear masks** and practice social distancing by standing no closer than 6 feet apart from other attendees.
3. Clarify that there is a limit of 1 person per company for attending the pre-bid meeting.
4. Clarify that pre-bid meeting attendees should meet at the Pier 84S main gate. The main gate is located at 2401 S. Christopher Columbus Blvd Philadelphia, PA 19148.
5. Clarify that all questions must be received via email to [Procurement@philaport.com](mailto:Procurement@philaport.com) by the deadline. PhilaPort may, in its sole discretion, answer questions received after the deadline.
6. Clarify that all questions **must be** submitted with the project number and title in the subject line of the email.
7. Clarify that we will be utilizing an e-Sourcing platform called Bonfire. Bidders must register with Bonfire to submit an electronic bid with PhilaPort. Instructions and video tutorial can be found at:
  - <https://support.gobonfire.com/hc/en-us/articles/360011135513-Vendor-Registration>.and
  - <https://support.gobonfire.com/hc/en-us/articles/203903356-Vendor-Registration-and-Submission>
8. Bids must be submitted through the online Bonfire Portal at:  
<https://PHILAPORT.bonfirehub.com>

Be sure to register well in advance of the bid closing date and time.

Submissions by other methods will not be accepted.

Bidders must use Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. JavaScript must be enabled. Browser cookies must be enabled. Ensure pop-up blockers are turned off to avoid any issues.

Respondents should contact Bonfire at Support@GoBonfire.com for technical questions related to submissions or visit Bonfire's help forum at <https://bonfirehub.zendesk.com/hc>.

Submission materials should be prepared in the file formats listed under Requested Information for this opportunity in the Bonfire Portal. The maximum upload file size is 1000 MB. Documents should not be embedded within uploaded files, as the embedded files will not be accessible or evaluated.

9. Clarify that the entire bid submission should be uploaded into Bonfire. This includes:

Bid Document, Part 2 - Bid Form  
Bid Bonds  
Acknowledged Addenda  
Diversity – Exhibit 1a through 1e

10. Clarify that PhilaPort will not accept late bids. Please allow yourself ample time for submission of bids.

11. Clarify that a public bid opening will be held via a Zoom conference meeting. For information on using Zoom, please visit (<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>). An invite to the public opening will be posted thirty (30) minutes prior to the bid opening.

12. Clarify that by submitting a bid with PhilaPort, bidder is acknowledging receipt and review of all instructional information provided with this addendum.

13. Revise the following sections of Bid Document, Part 1-Instructions to Bidders. Section 9.- A, Section 11, and Section 13 of the Instructions to Bidders shall now read as follows:

**Section 9 Bid Guaranty:**

A. All bids shall be accompanied by a bid bond from a surety company authorized to business in the Commonwealth in favor of the "Philadelphia Regional

Port Authority” or “PhilaPort” in an amount equal to ten percent (10%) of the gross amount of the Base Bid, excluding Alternates and including Unit Price Work for which estimated quantities have been provided unless a different specific amount has been established by PhilaPort and set forth in the Bidding Documents.

**Section 11 Delivery of Bid in Clearly Marked Envelope:**

This section has been deleted.

**Section 13 Bid Opening Procedure:**

**BID OPENING PROCEDURE.** This project is being electronically bid and hard copy bids will not be accepted. Bids will be opened in Bonfire by two (2) representatives of PhilaPort who enter their username and password into the program to confirm their presence at the date and time designated in the Notice, or as close after this time as reasonably possible. PhilaPort will not, under any circumstances, open a bid before the Bid Opening Date and time. The Bid Opening is viewable to the public via web conference. Information regarding the web conference can be found at [www.philaport.com/procurement](http://www.philaport.com/procurement) under the project information. PhilaPort will also publish the web conference link on its publicly accessible website. The amount of each bid, together with the name of each Bidder will be recorded in Bonfire. The Bid Tabulation shall be considered unofficial and shall be open to public inspection during the web conference.

The bid tabulation, listing the Bidders and their bid amount, will formally be made available to interested parties within ten (10) days of the opening.

All other terms and conditions remain unchanged.

Bidders shall acknowledge receipt of this addendum by immediately emailing a copy of the completed acknowledgment to Kate Bailey at [procurement@philaport.com](mailto:procurement@philaport.com)

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**ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM NO. 1**  
**Video Surveillance System Installation at Pier 84 South**  
**Project 20-035.4**

Date \_\_\_\_\_

By \_\_\_\_\_

Company \_\_\_\_\_

Telephone \_\_\_\_\_



Philadelphia Regional Port Authority  
3460 North Delaware Ave. 2<sup>nd</sup> Floor  
Philadelphia, PA 19134

Fax \_\_\_\_\_

Email \_\_\_\_\_

## Diversity Examples

**Examples of Compliant and Non-Compliant Diversity submissions**

	<b>1</b>	<b>2**</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>7</b>	<b>8</b>
*DBE	10%	18%	10%	14%		9%	8%
WBE	10%				9%	2%	5%
MBE		2%		3%	11%	9%	2%
LGBT			5%				7%
Service Disabled				3%			
Veteran			5%	3%			
<b>Result</b>	<b>Compliant</b>	<b>Compliant</b>	<b>Compliant</b>	<b>Compliant</b>	<b>Non-Compliant</b>	<b>Non-Compliant</b>	<b>Non-Compliant</b>

\* Minimum of 10%

\*\* additional DBE counts towards the additional 10%