

1 HISTORY OF THE AUTHORITY

The Public Parking Authority of Pittsburgh, (the "Authority") was organized in 1947 by the City of Pittsburgh pursuant to the Parking Authority Law of Pennsylvania, Act of June 5, 1947, P.L. 458, as amended and supplemented, 53 p.5 & 341 et. Seq., (the "Act"). The Authority was created for the purpose of conducting the necessary research activity to maintain current data leading to efficient operation of off-street parking facilities, and is authorized by law to plan, design, locate, acquire, hold, construct, improve, maintain and operate, own and lease, either in the capacity of lesser or lessee, land and facilities to be devoted to the parking of vehicles of any kind; to borrow money, to make and issue bonds and to secure the payment of such bonds or any of its revenue and receipts; and or holders of such bonds, or with others in connection with any such bonds, as the Authority shall deem advisable.

The Authority owns thirty-five (35) neighborhood metered lots, two (2) attended surface lots and ten (11) parking garages located throughout the City.

The Authority is governed by a five member Board appointed by the Mayor of the City of Pittsburgh to serve without compensation for staggered terms of five years at the discretion of the Mayor. The Authority's staff is employed to administer the Authority's programs and carry out decisions of the Board.

2 BIDDING PROCEDURES

The Pittsburgh Parking Authority purchases assorted items and services on a spot buy, semi-annual, or annual basis, depending on the commodity. The following information will explain what a vendor should expect to find and what information is necessary in doing business with the Authority.

The Authority wants to ensure that all businesses get a fair chance to competitively bid for Authority contracts. Minority, women-owned and small business enterprises are heartily encouraged to participate, along with the major firms. Competition can be very beneficial to the pricing offered to the Authority.

Bidders should be advised that the bid forms packages for advertised contracts are available in the offices of the Pittsburgh Parking Authority, 232 Blvd. of the Allies, Pittsburgh, PA 15222. Phone: 412-560-2527.

3 BONDING REQUIREMENTS

The Bonding requirements will be detailed for each contract within its text and specifications. Bonds submitted by unsuccessful bidders will be returned when an award is made.

4 COMMODITIES & SERVICE CONTRACTS OVER \$10,000

Contracts for bids over \$10,000 are awarded on the basis of sealed competitive bids with the award being made to the lowest responsible bidder. A bid is an offer to sell to the Authority certain supplies or services at a firm price. Advertisements appear in the Pittsburgh Post Gazette and Pittsburgh Courier. A daily check of one of these papers will prevent you from missing a business opportunity. These bids are usually due at the Authority offices two weeks from the date of advertisement.

The public is invited to attend the Bid opening. At that time, all bids will be opened and read aloud. Bids are due by the time shown on the day of the bid opening unless specifically indicated. They will be clocked in electronically. No late bids will be considered. The bids are tabulated for easy comparison. All items bid must meet specifications and must be on the proper forms and completed according to the instructions. The Authority will evaluate the lowest bidder to ensure that the specifications were met and the included instructions were followed in submitting the bid. The Authority Board of Directors awards the bids at Board Meetings.

5 BID PACKAGE CONTENTS

- Proposal Sheets:** Includes job or equipment specifications and complete instructions. The proposal sheet must be signed by hand in ink.
- Bid Sheet:** Used to give the unit prices as requested.
- Bid Bond:** To be completed and signed by the bidder and the bonding company. Must include the appropriate corporate seals, if applicable.
- Instruction Form:** Specifies the date and time of the bid opening.
- Envelope:** Addressed to the Pittsburgh Parking Authority. In which you enclose and seal the proposal, bid sheet and bond.

BE SURE TO FILL OUT ALL FORMS CAREFULLY, CLEARLY AND COMPLETELY!

If you need assistance, please call the Project Management Department at 412-560-2527.



Bidder's Mailing List Application

Pittsburgh PARKING Authority

232 Boulevard of the Allies Pittsburgh, PA 15222
www.pittsburghparking.com
Phone: 412-560-7275 (PARK) Fax: 412-560-7200

PLEASE MAKE A COPY OF THIS FORM FOR YOUR RECORDS AND RETURN ORIGINAL OR FAX.

Print or type in all spaces. Where not applicable insert N/A.

COMPANY NAME _____

ADDRESS _____

ZIP CODE _____

PHONE _____ FAX _____

E-MAIL _____

BID ADDRESS IF DIFFERENT THAN ABOVE:

TYPE OF ORGANIZATION:

INDIVIDUAL PARTNERSHIP CORPORATION

OWNERSHIP CHECK ONE:

MBE WBE OTHER

PLEASE NOTE: MBE or WBE BUSINESS ATTACH A COPY OF YOUR CERTIFICATION

INCORPORATED UNDER THE LAWS OF THE STATE OF

NAMES AND TITLES OF PERSON(S) AUTHORIZED TO SIGN BID DOCUMENTS AND CONTRACTS IN COMPANY'S NAME

CONTACT PERSON • TITLE • PHONE

1. _____

2. _____

TEAR OR CUT ALONG PRINTED LINE TO REMOVE APPLICATION