

April 11, 2018

Dear Sir / Madam;

Subject: Sealed Bid No. 17-00221-AHAC – Lease of Space at 69th Street Terminal Space 609

Southeastern Pennsylvania Transportation Authority ("SEPTA") will accept Sealed Bids at the Office of Procurement & Supply Chain Management Department, 1234 Market Street, 11th Floor, Philadelphia, Pennsylvania to Lease Space 609 at the 69th Street Terminal available for commercial use as outlined in the Contract Documents and Specifications until **Thursday May 17, 2018 at 11:00AM.**, at which time the bids will be made public and read aloud.

The contract duration is for an initial term of five years from the notice-to-proceed date.

A Pre-Bid Meeting will be held on Thursday, April 26, 2018 starting at 10:30 AM at 69th Street Terminal Space 609 Upper Darby, PA.

All questions must be submitted in writing to hcasullo@septa.org no later than 4:30 PM on Thursday, May 3, 2018. The answers to all questions submitted will be included in the minutes of the Pre-Bid Meeting.

Any inquiries regarding this bid and any request for change, modification, or clarification of any aspect of these Contract Documents must be made in writing to SEPTA at least eight (8) calendar days prior to bid opening in order for consideration to be given by SEPTA to affect a change in the Contract Documents. Any inquiries regarding this bid must be directed to Heather Casullo of the Procurement, Supply Chain and DBE Division at hcasullo@septa.org (215) 580-7421. A change, modification, or clarification to the Contract Documents can be affected only by a written Addendum issued by SEPTA.

Bid Proposals shall be submitted in writing upon the form prescribed therefore by SEPTA and shall be delivered in a sealed envelope bearing the following heading:

**Heather Casullo
Sr. Contract Administrator
Procurement & Supply Chain Management Department
1234 Market Street, 11th Floor
Philadelphia, Pennsylvania 19107
Sealed Bid No. 17-00221-AHAC – Lease of Space at 69th Street Terminal – Space 609**

No bid will be opened and considered that is submitted later than the time specified.

SEPTA retains the right to reject any and all bids, as determined to be in the best interest of SEPTA.

New security procedures have been implemented for access to SEPTA's 1234 Market Street building. All visitors are required to sign-in at the front desk located in the lobby area and to provide photo identification. Please allow adequate time for these security procedures when submitting procurement documents or attending any meetings in the building.

Each bid submitted must remain firm for at least ninety (90) days from the date of the Bid Opening and may not be withdrawn in whole or in part during that time. Bidder hereby certifies that the bid price is held firm for that time and any extension thereof.

In the event that no bid is received by the bid closing date, the bid will be extended by addenda. If only a single bid has been received by the bid closing date, the bid closing date will be extended by two (2) weeks by addenda. At the end of the extended closing date, bids will be opened.

SEPTA, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4, and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in regard to any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation, and will not be discriminated against on the grounds of race, sex, color, or national origin in consideration for an award.

Bidders will be required to comply with all applicable Equal Employment Opportunity laws and regulations.

All bidders will be required to certify compliance with Executive Order 12549 (ineligible contractors).

Any contract issued as result of this solicitation is subject to a financial assistance contract between SEPTA and U.S. Department of Transportation.

Sincerely,

Heather Casullo
Sr. Contract Administrator
Procurement, Supply Chain & DBE Division