

March 20, 2018

TO ALL OFFERORS

Subject: Availability of Solicitation Number P-004791 – Labor Law Legal Services

Dear Sir/Madam:

The Philadelphia Housing Authority is currently soliciting proposals for the above noted solicitation. Your company is invited to submit a proposal.

The scheduled due date for the submission of proposals for Solicitation Number P-004791 is 11:00 a.m., April 10, 2018.

You can download a copy of the solicitation on our website at <http://www.pha.phila.gov/business-opportunities.aspx>. For any other query relative to this solicitation, please send an email request to vanessa.martin@pha.phila.gov.

A hardcopy of the solicitation may be requested with a 24 hour notice and may be picked up at PHA, Sourcing Department, 3100 Penrose Ferry Road, Philadelphia, PA 19145, between the hours of 8:00 AM and 4:00 PM. The fee for a hardcopy of the entire solicitation is \$35.00 payable by check or money order. For overnight USPS Express Mail, an additional \$16.00 will be applied.

If you choose to deliver your proposal in person, please arrive early in order to ensure timely receipt of your proposal. Remember being late denies us the opportunity to look at your proposal.

PHA encourages minority and woman owned businesses to participate in the bidding process.

Sincerely,

Vanessa Martin

Vanessa Martin
Contract Specialist II