



2013 RIDGE AVE
PHILADELPHIA, PA 19121
215.684.4000
PHA.PHILA.GOV

June 25, 2019

TO ALL OFFERORS

Subject: Availability of Solicitation Number P-004893 – Legal Services for PHA's Pension Board

Dear Sir/Madam:

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

Scheduled proposal due date for Solicitation Number P-004893 is 11:00 AM, July 25, 2019, PHA, Attention: Sourcing Department 2013 Ridge Avenue - 4th floor, Philadelphia, Pennsylvania 19121.

For an electronic copy of the solicitation package or any other query relative to this solicitation, send an email request to vanessa.martin@pha.phila.gov or you can download a copy of the solicitation on PHA's website at <http://www.pha.phila.gov/business-opportunities.aspx>.

A hardcopy of the solicitation may be requested with a 24 hour notice and may be picked up at PHA, Contracts Department, 2013 Ridge Avenue, Philadelphia, PA 19121 between the hours of 8:00 AM and 4:00 PM. The fee for a hardcopy of the entire solicitation is \$35.00 payable to PHA 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 review your proposal.

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

Sincerely,

Vanessa Martin

Vanessa Martin
Contract Specialist

cc: file