

COUNTY OF BERKS

Purchasing Department

Berks County Services Center, 633 Court Street, Reading, PA 19601
Tel: 610-478-6168 Fax: 610-898-7443

George Rodrigues, Director of Contracts and Procurement

NOTICE TO BIDDERS

Amendment #1 Issued on January 9, 2026

Re: Invitation to Bid #26-03-AA

This Amendment should consist of a total of 7 pages. If you have not received this Amendment in its entirety, please contact the County of Berks Purchasing Department at (610) 478-6168.

The County hereby amends the above noted Invitation to Bid (ITB) as indicated herein. All other details of the ITB remain unchanged. Language that is underlined denotes that which has been added. Language that has been stricken denotes that which is hereby removed.

Where conflict exists between these responses and information in the original ITB package, the responses shall prevail.

CLARIFICATION 1

The Attachments section of the ITB package was missing Attachment L. It is now attached. Please see the attachment to this amendment

Should you have any questions regarding this Amendment, please contact Amber Axon-Good, Buyer, via phone at (610) 478-6168 ext. 6272 or via email at aaxon-good@berkspa.gov.

Posting Protocol2026**Berks County, Pa.****County Contacts**

Contact	Phone
Nikki Blanding	(610) 898-1011

Posting Dates

Item	Date
Posting Start Date	1/10/2026
Sale Date	2/28/2026

Posting Days

Monday, Tuesday, Wednesday, Thursday, Friday and Saturday. Saturday is an open window for personal service from 8am – 8pm. **(NO SUNDAY)**

Levy posting requirements**Return and Claim****Color:** (Green)**Map:** (YES)**Notice of Sale****Color:** (Orange)**Map:** (YES)**Personal Service****Color:** (Orange)**Map:** (YES)**Attempts:** (2)

Special property handling instructions (HB 907)

This advisory is to be included in all Pennsylvania posting protocols and specific action documented for each condition identified during county orientation.

"Posted" or "posting," the following:

(1) In the case of property **containing assessed improvements**, affixing notices as required by this act:

(i) To a portion of an improvement situated to be reasonably conspicuous to both the owner and the general public.

If the Levy placed on the improvement will be conspicuous to the owner and public:

Place levy on front door.

(ii) To a stake secured on or adjacent to the property, within approximately twenty-five (25) feet of any entrance to the property in a manner situated to be reasonably conspicuous to both the owner and the general public, in cases in which subclause (i) does not apply.

If the Levy placed on the improvement will NOT be conspicuous to the public and the property has an entrance (driveway):

Place on stake at the driveway.

(iii) Adjacent to the property line, on a stake secured on or adjacent to the property in a manner reasonably conspicuous to the owner and the general public in cases in which subclauses (i) and (ii) do not apply.

If the Levy placed on the improvement will NOT be conspicuous to the public and the property does NOT have an entrance (driveway):

Post the parcel.

ATTACHMENT L - SAMPLE POSTING PROTOCOL

(2) In the case of property **containing no assessed improvements**, affixing notices as required by this act:

(i) To a stake secured on or adjacent to the property, within approximately twenty-five (25) feet of any entrance to the property in a manner situated to be reasonably conspicuous to both the owner and the general public.

If the Levy placed on the property will be conspicuous to the public and the property has an entrance (driveway):

Place Levy on stake at the driveway.

(ii) Adjacent to the property line, on a stake secured on or adjacent to the property in a manner reasonably conspicuous to the owner and general public in cases in which subclause (i) does not apply.

If the Levy placed on the property will be conspicuous to the public and the property does NOT have an entrance (driveway):

Place Levy on stake at the midpoint of the property near road frontage.

(3) In the event that a reasonably conspicuous location in accordance with clause (1) or (2) is not available, placing any alternative, similarly durable notification of proceedings under this act at a location on or near the property and reasonably conspicuous to the owner and the general public.

If the Levy placed on the property will NOT be conspicuous to the public and the property does NOT have an entrance (driveway):

Post the parcel.

Personal Service Attempt instructions

Delivery windows

Window 1 - 08:00 am to 2:00pm

Window 2 - 2:01 pm to 8:00 pm

Posting Instructions: Hand deliver to property owner or their delegate (anyone over 18 in the home). Capture the name of person served.

If the Levy placed on the improvement will be conspicuous to the owner and public:

First Attempt Two Copies:

- If successful, post assessed improvement and photograph to document visit. Capture name of person served and mark as “Complete”. Serve the service copy.
- If unsuccessful, post assessed improvement and photograph to document visit. Comment is “Personal Service Failed” and then “No Contact”. Leave levy on assessed improvement.

Second Attempt One Copy:

- If successful, post assessed improvement and photograph to document visit. Capture name of person served and mark as “Complete”. Serve the service copy.
- If unsuccessful, photograph improvement to document visit. Comment is “Personal Service Failed” and then “No Contact”. Do not leave levy.

If the Levy placed on the improvement will NOT be conspicuous to the public and the property has an entrance (driveway):

First Attempt Two Copies:

- If successful, Capture name of person served and mark as “Complete”. Serve the service copy. Stake levy at driveway entrance and photograph to document visit.
- If unsuccessful, stake levy at driveway entrance and photograph to document visit. Comment is “Personal Service Failed” and then “No Contact”. Leave levy staked at driveway.

Second Attempt Two Copies:

- If successful, Capture name of person served and mark as “Complete”. Serve the service copy. Photograph improvement to document visit.
- If unsuccessful, Comment is “Personal Service Failed” and then “No Contact”. Photograph improvement to document visit. Do not leave levy.

Personal Service Designation? To be determined in the field.

Visit Office on Day One? No

Can start as early if ready? Yes

ADDITIONAL NOTES: If a mobile home is taxed solely as a mobile home, place levy directly on the mobile home itself. If a mobile home is assessed with real estate, follow HB907 protocol. A T in the tax map number is an indication of a standalone mobile home. Post the front door of any and all Condos. If unable to gain access to building post front door of building. In the case of Cell Towers, place levy on fence surrounding tower.

ATTACHMENT L - SAMPLE POSTING PROTOCOL

Tax Map Number legend:

T = trailer

C= Condo

B= Bungalow, cabin or cell tower.