

Addendum #1

Courier Services - 3 Year Contract (FY22-FY24)

Issue Date: February 10, 2021

Bids Due: February 17, 2021

1. Where are the locations? Do you have a list of addresses to share?

Please see pages 5 and 6 of this document for the location names. Names and addresses can be found on the School Department's website [here](#).

2. How long does it take to sort in the mail room and is this every day?

Yes, this is done every day. Time is dependent entirely on volume of mail.

3. How many miles do you anticipate the winning company will do per week?

We have not tracked this information historically and thus cannot provide an answer to this question.

4. How many couriers must the winning bidder provide to do this contract? Minimum one or is there another minimum?

The minimum would be one.

5. If you had a similar courier contract for this in the past, what were they paid per stop?

Our current vendor charges \$4.45 per stop.

6. Is there a target rate per stop?

There is not.

7. General terms #17 says it is not permitted to assign or underlet the contract. Does that mean we cannot utilize subcontracted services for the vendor?

This does not mean that you cannot utilize subcontractors.

8. General terms#18: If we are able to subcontract, can we utilize the carrier records for BCI?

Yes.

9. Is this done with one driver or two currently?

This is currently done with 1 driver.

10. Will this work need a van or can it be done in a car?

Either would be acceptable.

11. How much is there? It says bag, but what size are the bags.

The bags are approximately 18" by 18"

12. Are supplies sent out to the schools? If so, what types?

Items going to schools are most often envelopes and occasionally boxes.

13. It states that we will need to sort mail. How long does it take daily to sort mail? Do we add this into the stop rate?

The mail clerk (PPSD employee) typically sorts the mail in the mailroom at 797 Westminster Street.

14. Do you have a list of the scheduled stops and what an additional stop would be?

An additional stop would be a location that is not on the regular route, a visit to a stop on a day it is not typically visited, or a re-visit to a stop on the same day.

15. Please provide a list of all delivery locations.

See pages 5 and 6 of this document. Names and addresses can be found on the School Department's website [here](#).

16. To avoid delays, will driver(s) be issued credentials to enter buildings?

No. Drivers will be expected to have their own credentials available and buildings will be made familiar with who they should expect.

17. Please identify any expectations concerning recording of the deliveries if required.

None.

18. RFP states: "Picking up mail, packages etc...----" So that we may bid with proper vehicle size, please state the average volume of packages shipped daily?

The mail is mainly envelopes in small burlap bags.

19. Are cases of copy paper, banker boxes, high value items, or cash handling part of the mail and package delivery expectations?

High value items, including, but not limited to, checks, are part of the package delivery expectations. Banker boxes and other boxes may be part of the delivery expectations as needed.

20. Items numbered 4, and 5 of submission requirements indicating copies of driver's licenses and background checks: Because this bid has been stated to be a public record, the information submitted on individual drivers is sensitive. Instead, can a statement be substituted for this requirement such as: "Award pending successful acceptance of valid driver's license, acceptable driving record, and acceptable BCI."

Sensitive documents can be sent in a separate sealed envelope within the proposal. We will not be awarding the contract without proof of these items.

21. Please identify payment terms.

Providence Public Schools payment terms are Net 30.

22. Please provide historical data including addresses and names of stops visited for a period of 2 months.

We do not maintain this information and thus cannot provide it.

23. Additional clarification needed; “The vendor must return to the administration building with mail, payroll and packages in a timely manner.” Is the return same day? By what time? 12:00pm?

Same day by noon.

24. Additional clarification needed; “The vendor must assist in sorting mail.” Specifically, what process will be handled here?

The mail clerk (PPSD employee) typically sorts the mail in the mailroom at 797 Westminster Street.

25. Additional clarification needed; “The successful bidder may be expected to conduct up to 100 delivery stops every Friday...” This statement causes some confusion when taken alongside this statement found later in the request – “There are 50 pickup and delivery stops on Fridays.” Are Fridays subject to a +/- of 50 stops?

On Fridays, the vendor will be expected to go to every stop to drop-off payroll. The vendor will also be expected to pick-up timesheets at each school. Timesheets are not completed until 10 or 11 am. If the vendor goes to the school to drop off payroll prior to the timesheets being ready, the vendor would need to return to that same school later in the day to retrieve the timesheets. That could mean visiting each school twice.

26. Which party will be responsible for building the route?

PPSD and the vendor will work together on the route.

27. If the stop locations vary day-to-day, at what point do we receive the information prior to day of delivery?

MONDAY-WEDNESDAY-FRIDAY

MAIL RUN

26 m

379 WASH/FACE/TRANSPORTATION/FOOD SERVICE

~~ACE TEXTRON ACADEMY~~

CARL LAURO

WEST BROADWAY

BRIDGHAM @ ASA MESSER

WEBSTER

SPAZIANO

SPAZIANO ANNEX

CARNAVALE

DELSESTO

CLASSICAL

CENTRAL

A-VENTURE

PCTA

CENTRAL SUPPLY

ALVAREZ

GILBERT STUART

LIMA

FORTES

LEVITON^{1/8}

RESERVOIR

SACKETT

BROAD

REGISTRATION CENTER

TUESDAY-THURSDAY-FRIDAY

MAIL RUN

T - 26
TH - 26
F - ~~26~~
52

D'ABATE

GJ WEST

PLEASANT VIEW

MOUNT PLEASANT

~~EVOLUTIONS~~

GREENE

KENNEDY

KIZIRIAN

TIMES 2

VEAZIE

E-CUBED

HOPKINS

NEW COMER ACADEMY

JSEC & 360

SRO/DROP-OUT/HEALTH/CRO/REG.CENTER

WOODS & YOUNG

ROGER WILLIAMS

FOGARTY

BAILEY

FOX POINT

BISHOP

HOPE

KING