



Government Support Services – Contracting  
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March 9, 2012

TO: ALL OFFERORS

FROM: COURTNEY MCCARTY  
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: REQUEST FOR PROPOSAL – ADDENDUM  
NO.: GSS12356-PRESORT\_MAIL  
PRESORT MAIL SERVICES

***ADDENDUM #1***

The purpose of this addendum is to answer questions that were submitted.

All documents relating to the current contract can be found at:  
[http://contracts.delaware.gov/contracts\\_detail.asp?i=64](http://contracts.delaware.gov/contracts_detail.asp?i=64)

1. In the SOW it says, The successful vendor is required to sort all outgoing U.S. Mail as required to qualify for all pre-sort discounts; to package the mail in compliance with U.S. Postal regulation; and to deliver the mail to the U.S. Postal Distribution Center of the State's choice, servicing DE region, on the same day following pick up from the agency. Then later specifies that pick-up can be NLT 4:15. Most post offices are closed by 5 o'clock and this seems like an extremely tight window to work in. Can you explain further?

All mail, pre-sort and residual, must be processed and in USPS System within twenty-four (24) hours of receipt from State agency.

2. Can you tell me how many agencies are now using the pre-sort mail vendor?

Four agencies currently utilize the Pre-Sort Mail contract; however, the contract is open to all State Agencies as well as School Districts, Political Subdivisions, or Volunteer Fire Departments.

GSS10208-SECURITY\_OFF  
RFP – Addendum 1

3. Our newest facility is located at Dulles VA. We have no problem picking up the mail and we do that for many PA, DE and NJ clients on a regular runs. The issue we have is the dropping of the mail. We drop both Std and First Class at Dulles VA. Will this be a issue with the contract?

Mail shall be delivered to the US Postal Distribution Center of the State's choice, servicing the DE region. At this time, that is the Hares Corner Distribution Center.

All other terms and conditions remain the same.