

**GSS13566-COURIERSVC, Courier Services
Question and Answer Response
August 27, 2013**

1. Q: Pg. 9, section Y: Are (IC's) Independent Contract Drivers that work for us, considered Subcontractors?

A: Yes.

2. Q: Pg. 44, Scope of Service: Do the couriers ever carry cash? If so can you provide the average amount handled?

A: No.

3. Q: Pg 44, Appendix A, Item C: Can you explain in greater detail item number C what information are you requiring.

A: It is an open form question. We are looking for you to outline what time constraints you may have in dealing with normal deliveries and emergency requests.

4. Q: Pg 44, Appendix A, Item 1. D: What time can we pickup at the Division of Revenue?

A: Please refer to Appendix B for all available information towards delivery times.
NOTE: Within the body of Appendix A, where you find 'See Appendix A' referenced you should reference Appendix B. This is a typographical error.

5. Q: Pg 44, Appendix A, Item 1. D: Can you provide exact p/u location with time and delivery locations with times?

A: Please refer to Appendix B for all available information towards delivery times and locations. NOTE: Within the body of Appendix A, where you find 'See Appendix A' referenced you should reference Appendix B. This is a typographical error.

6. Q: Pg 44, Appendix A, Item 2. D, please provide exact p/u location with time and delivery locations with times?

A: Please refer to Appendix B for all available information towards delivery times and locations. Within the body of Appendix A, where you find 'See Appendix A' referenced you should reference Appendix B. This is a typographical error.

7. Q: Pg 44, Appendix A, Item 3. What are the various locations for mail delivery? It also references Appendix A – but not shown on this sheet.

A: Please refer to Appendix B for all available information towards delivery times and locations. Within the body of Appendix A, where you find 'See Appendix A' referenced you should reference Appendix B. This is a typographical error.

8. Q: Pg 44, Appendix A, Item 4. What happens at the motor vehicle location?

A: Please refer to Appendix B for all available information towards delivery times and locations. NOTE: Within the body of Appendix A, where you find 'See Appendix A' referenced you should reference Appendix B. This is a typographical error.

9. Q: Pg 44, Appendix A, Item 5. Please provide clarification

A: Please refer to Appendix B for all available information towards delivery times and locations. NOTE: Within the body of Appendix A, where you find 'See Appendix A' referenced you should reference Appendix B. This is a typographical error.

10. Q: Pg 44, Appendix A, Item 6. Can you provide sampling of data for the library distribution?

A: Please refer to Appendix B for all available information towards delivery times and locations. NOTE: Within the body of Appendix A, where you find 'See Appendix A' referenced you should reference Appendix B. This is a typographical error.

11. Q: Pg 44, Appendix A, Item 6. Mentions libraries listed in the contract – where can this be found?

A: Please refer to Appendix B for all available information towards delivery times and locations. NOTE: Within the body of Appendix A, where you find 'See Appendix A' referenced you should reference Appendix B. This is a typographical error.

12. Q: Pg 44, Appendix A, Item 6. What types of vehicles are being used for the library courier service?

A: This information is not available.

13. Q: Pg 44, Appendix A, Item 6. How many drivers perform the service currently?

A: This information is not available.

14. Q: Pg 44, Appendix A, Item 6. Can you provide a sampling of current rates, if it's public knowledge?

A: All information regarding the current contract can be found here:
http://contracts.delaware.gov/contracts_detail.asp?i=11

15. Q: Pg 44, Appendix A, Item 6. When is the schedules determine for that week's work?

A: Volumes at locations may vary from day to day.

16. Q: Pg 44, Appendix A, Item 6. Can you provide a sample manifest for the library deliveries?

A: This information is not available.

17. Q: Page 44, Appendix A, Scope of Work, Courier Service, Paragraph D, Division of Revenue: Are we able to pick up anytime between 3:00 – 4:00 PM at the Division of Revenue? i.e. example 3:10pm, or 3:30pm, or 3:50 pm

A: Please refer to Appendix B for all available information towards delivery times and locations. NOTE: Within the body of Appendix A, where you find 'See Appendix A' referenced you should reference Appendix B. This is a typographical error.

18. Q: Page 44, Appendix A, Scope of Work, Courier Service, Paragraph D, Division of Revenue: What time does the delivery to Citizens Bank need to be completed?

A: Please refer to Appendix B for all available information towards delivery times and locations. NOTE: Within the body of Appendix A, where you find 'See Appendix A' referenced you should reference Appendix B. This is a typographical error.

19. Q: Page 44, Appendix A, Scope of Work, Courier Service, Paragraph D, Division of Revenue: What are the average daily volumes of trays/tubs of mail picked up from the Rodney Square Post Office?

A: Volumes may vary. There are no typical volume estimates available.

20. Q: Page 44, Appendix A, Scope of Work, Courier Service, Paragraph D, Division of Revenue: Does the average daily volume of trays/tubs of mail increase during income tax season? If so, please provide any increased volume amounts?

A: Volumes may vary. There are no typical volume estimates available.

21. Q: Page 44, Appendix A, Scope of Work, Courier Service, Paragraph D, Division of Support Operations: What are the average daily volumes of trays/tubs of mail picked up from the Rodney Square Post Office?

A: Volumes may vary. There are no typical volume estimates available.

22. Q: Page 44, Appendix A, Scope of Work, Courier Service, Paragraph D, Division of Air Waste Management: What times do pickups need to be made at DNREC Air & Waste Management locations for delivery to 30 American Ave, Dover, DE?

A: Please refer to Appendix B for all available information towards delivery times and locations. NOTE: Within the body of Appendix A, where you find 'See Appendix A' referenced you should reference Appendix B. This is a typographical error.

23. Q: Page 44, Appendix A, Scope of Work, Courier Service, Paragraph D, Division of Air Waste Management: What are the delivery deadline times to 30 American Ave, Dover, DE?

A: Please refer to Appendix B for all available information towards delivery times and locations. NOTE: Within the body of Appendix A, where you find 'See Appendix A' referenced you should reference Appendix B. This is a typographical error.

24. Q: Page 44, Appendix A, Scope of Work, Courier Service, Paragraph D, Division of Air Waste Management: Are these pickups and deliveries made same day?

A: Please refer to Appendix B for all available information towards delivery times and locations. NOTE: Within the body of Appendix A, where you find 'See Appendix A' referenced you should reference Appendix B. This is a typographical error.

25. Q: Page 44, Appendix A, Scope of Work, Courier Service, Paragraph D, Division of Motor Vehicle: Where do shipments originate?

A: Please refer to Appendix B for all available information towards delivery times and locations. NOTE: Within the body of Appendix A, where you find 'See Appendix A' referenced you should reference Appendix B. This is a typographical error.

26. Q: Page 44, Appendix A, Scope of Work, Courier Service, Paragraph D, Division of Motor Vehicle: What time are shipments available for pickup?

A: Please refer to Appendix B for all available information towards delivery times and locations. NOTE: Within the body of Appendix A, where you find 'See Appendix A' referenced you should reference Appendix B. This is a typographical error.

27. Q: Page 44, Appendix A, Scope of Work, Courier Service, Paragraph D, Division of Motor Vehicle: What are the average daily volumes per shipment?

A: Volumes may vary. There are no typical volume estimates available.

28. Q: Page 44, Appendix A, Scope of Work, Courier Service, Paragraph D, Division of Motor Vehicle: What are the pickup times for shipments?

A: Please refer to Appendix B for all available information towards delivery times and locations. NOTE: Within the body of Appendix A, where you find 'See Appendix A' referenced you should reference Appendix B. This is a typographical error.

29. Q: Page 44, Appendix A, Scope of Work, Courier Service, Paragraph D, Division of Motor Vehicle: What are the delivery deadlines?

A: Please refer to Appendix B for all available information towards delivery times and locations. NOTE: Within the body of Appendix A, where you find 'See Appendix A' referenced you should reference Appendix B. This is a typographical error.

30. Q: Page 44, Appendix A, Scope of Work, Courier Service, Paragraph D, Division of Motor Vehicle: Are these pickups and deliveries made same day?

A: Please refer to Appendix B for all available information towards delivery times and locations. NOTE: Within the body of Appendix A, where you find 'See Appendix A' referenced you should reference Appendix B. This is a typographical error.

31. Q: Page 44, Appendix A, Scope of Work, Courier Service, Paragraph D, Department of Labor – Industrial Affairs: What are the average Tuesday/Thursday volumes?

A: Volumes may vary. There are no typical volume estimates available.

32. Q: Page 45, Appendix A, Scope of Work, Courier Service, Paragraph D, Delaware Division of Libraries: Is it accurate that the pickup volume at any one library branch could range from four (4) packages to forty (40) packages per service?

A: Under Appendix A, Part D., Item 6. d.: The schedule and volume may vary depending on special requests, time of year, and holidays. Delaware Division of Libraries reserves the right to temporarily adjust the delivery schedule based on the libraries holiday and summer schedules. Delivery will be at regularly scheduled times. Stops will be made at about the same time each day at each facility.

33. Q: Page 45, Appendix A, Scope of Work, Courier Service, Paragraph D, Delaware Division of Libraries: Is it accurate that there are both pickups and deliveries at every library branch location per service?

A: Please refer to Appendix B for all available information towards delivery times and locations. NOTE: Within the body of Appendix A, where you find 'See Appendix A' referenced you should reference Appendix B. This is a typographical error.

34. Q: Page 45, Appendix A, Scope of Work, Courier Service, Paragraph D, Delaware Division of Libraries: What are the average package dimensions?

A: Under Appendix A, Part D., Item 6. d.: The schedule and volume may vary depending on special requests, time of year, and holidays. Delaware Division of Libraries reserves the right to temporarily adjust the delivery schedule based on the libraries holiday and summer schedules. Delivery will be at regularly scheduled times. Stops will be made at about the same time each day at each facility.

35. Q: Page 45, Appendix A, Scope of Work, Courier Service, Paragraph D, Delaware Division of Libraries: Is it accurate that the average package weighs approximately thirty (30) pounds?

A: Under Appendix A, Part D., Item 6. d.: The schedule and volume may vary depending on special requests, time of year, and holidays. Delaware Division of Libraries reserves the right to temporarily adjust the delivery schedule based on the libraries holiday and summer schedules. Delivery will be at regularly scheduled times. Stops will be made at about the same time each day at each facility.

36. Q: Page 45, Appendix A, Scope of Work, Courier Service, Paragraph D, Delaware Division of Libraries: Is it accurate that a package picked up at any library branch in the system could need to be delivered to any other library branch in the system throughout the state?

A: Under Appendix A, Part D., Item 6. d.: The schedule and volume may vary depending on special requests, time of year, and holidays. Delaware Division of Libraries reserves the right to temporarily adjust the delivery schedule based on the libraries holiday and summer schedules. Delivery will be at regularly scheduled times. Stops will be made at about the same time each day at each facility.

37. Q: Page 45, Appendix A, Scope of Work, Courier Service, Paragraph D, Delaware Division of Libraries: Is it possible that more than half of the packages originating at a library branch contain 6-10 canvas/nylon bags which need to be sorted to different library branch destinations throughout the state?

A: Under Appendix A, Part D., Item 6. d.: The schedule and volume may vary depending on special requests, time of year, and holidays. Delaware Division of Libraries reserves the right to temporarily adjust the delivery schedule based on the libraries holiday and summer schedules. Delivery will be at regularly scheduled times. Stops will be made at about the same time each day at each facility.

38. Q: Page 45, Appendix A, Scope of Work, Courier Service, Paragraph D, Delaware Division of Libraries: Is it accurate that the library system originates in excess of 35,200 bags/packages that require sorting per month?

A: Under Appendix A, Part D., Item 6. d.: The schedule and volume may vary depending on special requests, time of year, and holidays. Delaware Division of Libraries reserves the right to temporarily adjust the delivery schedule based on the libraries holiday and summer schedules. Delivery will be at regularly scheduled times. Stops will be made at about the same time each day at each facility.