



STATE OF DELAWARE  
EXECUTIVE DEPARTMENT  
OFFICE OF MANAGEMENT AND BUDGET

TO: ALL OFFERORS

FROM: KIM JONES  
STATE CONTRACT PROCUREMENT OFFICER

DATE: April 20, 2015

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL  
CONTRACT NO.GSS15356-PRESORT\_MAIL  
Pre-sort Mail Services

**ADDENDUM # 1 – Questions and Answers**

**1. Are you considering any MBE/8a set asides for your upcoming work?**

All businesses are welcomed to bid on this solicitation. Delaware does not have any established preferences but does track business done with companies that are certified as MBE, WBE, Veteran, Service Disabled Veteran, or owned by an individual with a disability

**2. Do I have to create a separate excel sheet to fill it out? What significant is attachment 8? Do I fill this out after I selected as a vendor?**

As indicted in the RFP, Attachment 8 is a sample Usage Report. The current Usage Report Template will be sent electronically to the awarded vendor with instructions for completion.

**3. Before we start to review, is this contract a set-aside for minority owned businesses?**

See answer to question #1.

**4. The Statement of Work, Page 52, item B1, states: “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.” Later it specifies that the pick-up cannot occur before 4:15pm. If the mail is picked up on a Monday, is your expectation that we are to present the mail to the USPS on Monday night or Tuesday?**

All mail is to be sorted and delivered to the USPS within 24 hours of pick-up from State agencies.

- 5. How many agencies/municipalities/etc. are currently utilizing pre-sort mail services and are they all located in either Dover or Wilmington? How many truck stops are involved to pick-up the mail on a daily basis? (Page 3, item I2, and page 52, item B4).**

Current Contract usage, which includes State Agencies as well as municipalities, can be found at the following link: [http://contracts.delaware.gov/contracts\\_detail.asp?i=1061](http://contracts.delaware.gov/contracts_detail.asp?i=1061). Daily mail pick-ups are in Wilmington and Dover.

- 6. The Statement of Work, page 52, item B2, states: "All pre-sort and residual mail with a Delaware address must be delivered to the facility of the State's choice for processing by U.S.P.S." Given all of the USPS network consolidations in the past several years and the fact a majority of Delaware-destined mail would be presented to the USPS in a 5-digit tray where it would be handled as a dock transfer from one Postal P&DC to another, can mail be dropped at the USPS location closest to the mail processing facility, which in turn helps keep costs down for the State of Delaware? For example, could the mail be entered in the State of Maryland?**

To avoid delay of mail delivery, all mail must be delivered to the U.S.P.S. at Quigley Boulevard in New Castle, DE.

- 7. Is the State of Delaware interested in bidding pre-sort services coupled with other services, like tax or water bill printing and mailing, to achieve greater discounts through volume?**

The State of Delaware has released a solicitation for Pre-Sort Mail Services and is not interested in combining Pre-Sort Mail Services with any other services at this time.

All other terms and conditions remain the same.



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