



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

October 13, 2017

TO: ALL OFFERORS

FROM: SHANNON WROBEL
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: GSS17566-COURIERSVC

ADDENDUM #1:

The purpose of this addendum is to answer questions received regarding the solicitation.

Information regarding the current contract is available online at:
http://contracts.delaware.gov/contracts_detail.asp?i=2092

QUESTIONS AND ANSWERS

1. What are the items required for transport for each location? Will transport item sizes exceed the capabilities of an average sedan-sized car for any of the locations?
 - a. Items for transport will vary depending on the need of the particular agency. Size could exceed capabilities of an average sedan-sized car.



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2. What is the weekly or monthly frequency for “As-Needed” deliveries?
 - a. There is no frequency establish.
3. What are the pickup and delivery time requirements for “As-Needed” deliveries?
 - a. Any established pick-up and delivery requirements are listed in the solicitation.
4. Pickup and delivery times are not listed for daily pickup and delivery locations. Does this mean that bidders may choose any daily pickup and delivery times for all locations, within normal business hours M-F 8:00am - 5:00pm? If not, what are the desired daily pickup and delivery times for each location?
 - a. Please see the solicitation document for Delaware Division of Libraries pick-up and delivery.
5. App B, DE Division of Libraries does not identify locations by “pickup” or “delivery.” Which DE Division of Libraries locations are pickups and which are deliveries, and which locations are being delivered to which locations?
 - a. All libraries are both pickup and delivery, however stops are scheduled so even if there is no delivery, the courier needs to go to that library anyway to pick up any potential outgoing items.
6. Will this contract be SCA enforced? If so, which wage determinations will apply?
 - a. Because services provided under this contract are not public works related minimum wage rates will apply.

7. A new SBA Final Rule regarding FAR Clause 52.219-14 Limitations on Subcontracting, dated June 30, 2016, reclassifies Independent Contractor drivers as Subcontractors — 13 CFR 125.6 “Work performed by an independent contractor shall be considered a subcontract.” Please inform us how the DE State would like us to proceed upon award regarding this rule change given that it will affect our offer regarding pricing and performance.

Per either of the rules, current or previous, Crosstown employee or independent contractor drivers, as appropriate, will perform a minimum of 51% of the contract cost (almost always 100% excepting emergency backup). In the case of the new rule being enforced, we would like to note that Independent Contractor driver usage is widespread across the industry, and it is likely that many companies will wrongfully use IC drivers for the entirety of contract performance.

- a. Delaware is a no preference State so there are no goals associated with this contract award consideration and the contract is not a Set Aside, in whole or in part.
8. Can you give an estimate of how much volume and weight would be involved in the service for Department of Labor, Disability Determination?
 - a. There are no established estimates.
9. Can you give an estimate of how much volume and weight would be involved in the service for Department of Health and Social Services, WIC?
 - a. There are no established estimates.
10. For the services of the Delaware Division of Libraries, Is it accurate that any of the Libraries listed could ship to any other library in the state?
 - a. Correct, and of the locations could be a pick up and/or delivery location.
11. For the services of the Delaware Division of Libraries, Is it common for libraries to ship materials to more than half of the other libraries in your system on a daily basis?
 - a. It should be expected that libraries will send items to many libraries on any given day, although it varies. Exact volume and number of destinations is not a constant. Courier must have capacity and capability to handle the volume and numerous destinations sent by a library on any given day.

12. For the services for the Delaware Division of Libraries, Is it accurate that (system wide) libraries ship between 700 to 1200 Totes of materials and an additional 300 plus bags of materials – that go to all other libraries in your system?

a. There are no established quantities.

13. For the services for the Delaware Division of Libraries, Is it accurate that the total weight of all materials shipped between libraries, on a daily basis, is approximately 20,000 lbs?

a. There are no established quantities.

14. For the services for the Division of Revenue, Is it accurate that the amount of mail trays to be moved can be as high as 200 trays of mail in one day?

a. There are no established quantities.

15. For the services for the Division of Revenue, Please describe the steps that the delivery company must take at the State Building when delivering materials. Where does the driver park – unload? Who does he interact with? Where in the building does the delivery transaction take place?

a. Upon delivery to the Carvel state building the courier will enter the building at 820 N French street through the loading dock entrance where the vehicle can be parked. The mail will be given to the dock master for security scanning. The mail is then taken to the 9th floor by the courier to be given to document processing.

16. Will the Govt extend the due date of the proposal by 10 days to allow sufficient time for answers of questions posted to be considered in the formulation of our solution?

a. no

17. Is there a current incumbent on the contract? If so who is it?

a. Current contract information can be found at the link above.

18. Will the Govt share the numbers of personnel required to support the operations?

a. The number of personal required is a business decision of the awarded vendor.

19. Page 57 para F for the Division of Revenue provided data as to average volume during tax season March through May average volume of daily pickup will be estimated to be 20 mail trays/tubs for pick up. What is the average volume for daily pickup for the Division of Revenue, Dept of Labor, Disability Determination, Department of Health and Social Services, WIC, Economic Development, Tourism, and the Delaware Division of Libraries? If the data is not available then what type of vehicle are being used today for each route?

- a. A small van would be required to handle mail pickups for the Division of Revenue. The average volume for daily mail pickups during non-peak season would be 10 tubs/trays per day. There are approximately 8 to 10 business days a year when mail volumes can reach 100 tubs/trays or boxes where a second trip may be required to collect all mail.

The Disability Determination Service does not require or need daily pickup. The Disability Determination Service will only be using the courier service to deliver boxes to the DE Public Archives for destruction.

WIC: There is no courier needs specifically during tax season. No daily pickup. We likely may schedule a courier delivery to our clinics one time in the March-May period which would involve pick-up from our Admin building one day, delivery to our 11 clinics statewide the next day. This involves either a van or a box truck. WIC has a loading dock with lift gate.

Libraries in general have outgoing and/or incoming 1-30 totes or boxes per library per day.

20. What is the weekly/monthly/annual delivery for the as needed sites?

- a. There are no established frequencies.

21. For items to be delivered to various location, who sorts the items to be delivered from the pickup locations?

- a. Revenue: The mail is primarily sorted by PO BOX from the Postal Service, upon delivery we fine sort the mail.

WIC: Staff at the WIC Admin Building (Blue Hen Corp Center) sorts the items to be delivered to the 11 WIC clinics statewide. Bill of Lading is filled out for each clinic site by WIC Admin staff. Number of boxes for each clinic is provided to courier.

Vendor must sort and repackage material picked up from all the libraries in order to delivery material to appropriate destination library.

22. Line 11 of attachment B is it solely a delivery of mail or also a pickup location? If pick up what would be the pickup time?

- a. The pick up at the post office is Monday through Friday at 6 am with a delivery here to 820 N French by 6:45 am.

23. Is there a storage requirement of items to be delivered by the contractor in between deliveries? If so, what are the Govt unique requirements?

- a. Revenue: There are no storage requirements for the courier service. All available mail must be pick up each day. The nature of the mail are tax returns and payments which are time sensitive.

WIC- Items are picked up by the courier on Day 1. The items remain with the courier overnight and are delivered to the 11 clinics statewide the following day (Day 2).

Libraries: Inside building, dry, (not exposed to elements), secured area (locked but not vault). Library material does not fit the definition of sensitive material. However, library material is vulnerable to damage from weather and moisture, and to theft. Vendor must provide a secure environment for library material while in the custody of the vendor. In general, Libraries would like items delivered by next day. However for stops that are only weekly or twice weekly, courier is expected to store items for that library as they pick items up from other libraries. In additional courier will need to store extra totes to be used for sorting.

Any items they picked up on a Friday to be delivered on the following Monday so storage would be needed over a weekend.

All other terms and conditions remain the same.

S:\ GSS17566-COURIERSVC Addendum to Proposal