

VERNON PUBLIC SCHOOLS



30 Park Street • P.O. Box 600
Vernon, CT 06066-0600
Tel: 860-870-6000

COURIER SERVICES
BID #VPS-FY17-001
QUESTIONS AND ANSWERS

Q: What is the address of the VPS Post Office?

A: 141 Union Street, Vernon, CT 06066

Q: How many stops are included in the VPS mail route?

A: 11.

Q: Are the same amount of stops done daily?

A: Generally yes, the route is the same every day. There are occasional changes based on the needs of the school.

Q: Is there any set schedule that the courier performs on a daily basis? If so can we get a listing of this schedule in stop order?

*A: Yes. Central Office 30 - Park Street
Town Hall – 14 Park Place
North East School – 69 East Street
Vernon Center Middle School – 777 Hartford Turnpike
Lake Street School – 201 Lake Street
Center Road School – 20 Center Road
Skinner Road School – 90 Skinner Road
Rockville High School – 70 Loveland Hill Road
Maple Street School – 20 Maple Street
Post Office Pickup – 141 Union Street
Vernon Public Library – 52 Union Street
WMLC - 33 West Main Street
Central Office – 30 Park Street*

Q: If there is no schedule, can a listing of all possible PU/Delivery locations we will be asked to service?

A: See above. These are the daily locations. Other locations and occasional changes may be needed based on the needs of the school district.

Q: The document calls for a “reliable vehicle” but is there a specific model (cargo van, minivan, wagon or car) that is required?

A: You may use whatever vehicle you choose as long as it is reliable and capable of carrying mail and packages.

Q: Item #4 under section 1.2 – can I receive a better understanding of this requirement? “Courier will process, post and deliver postal mail to the Vernon/Rockville PO no later than 2:00pm daily” – what type of machine is used and will training be provided? Any information assisting in a better understanding is appreciated.

A: We currently use a Pitney Bowes Connect Plus 2000 to post our mail. Training will be provided.

Q: The document does not stipulate how you would like the pricing. Price per hour, per day, per week, etc.? Also what happens if the job requires additional time over the original five (5) hours/day?

A: You may provide a cost per day (up to 5 hours) and the over-hour rate.

Q: What are the start and finish times?

A: Regular hours are 9AM to 2PM. This is subject to change based on the needs of the school district, weather or unforeseen circumstances.

Q: Does this service only run during the school calendar year? If the requirements are different during the summer months can you please describe what is expected?

A: Service runs 2 weeks prior to and 2 weeks after the school year with limited services during the summer based on the needs of the school district. Generally this is 2 days per week during summer.

Q: Is this service currently under contract or is this a new service?

A: We are currently under contract with a company.

Q: If under contract, what is the name of the company providing the service and what was the original winning bid amount/current billing amount?

A: Prestige Courier - \$85.00 per day

Q: Service is to commence 11/1/16 – how long of a term is this contract for (1 yr, 2 yrs or longer and are there any extension years)?

A: 1 year contract with an option to extend an additional year.

Q: I am with LaserShip and we are interested in looking at the details of your Courier RFP posted on Connecticut Procurement Portal Daily Notice. I've read the RFP that was posted, but was unable to find the Scope of Work or the details of what is needed. Is this something you can send me so that we can better understand what is needed?

A: Refer to section 1.2 – Service Specifications outlined the general services required.

Q: Are we doing more than just moving something from point A to point B?

A: Yes. You will be required to move and deliver items, obtain signatures when necessary, post and meter mail, etc.

Q: Volume expectations?

A: Volume will vary daily from 100 letters a day plus interoffice mail and can include up to several thousand letters a day and include a large variety of interoffice mail and packages.

Q: Vehicle expectations?

A: Reliable vehicle capable of handling daily mail and packages. Currently a small utility van is being used.

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