



Kevin L. Keith, Interim Director

**ADDENDUM 001
REQUEST FOR PROPOSALS**

RFP 6-100812FR

Interagency Mail and Parcel Courier Services - Statewide

Offerors should acknowledge receipt of Addendum 001 (ONE) by signing and including it with the original proposal. The due date for receipt of proposals remains unchanged by this Addendum. Accordingly, the attached **“Question and Answer Addendum”** is believed to be of general interest to all potential Offerors. All other terms and conditions remain unchanged and in full force.

<p>OFFEROR'S FIRM NAME:</p> <hr/> <hr/> <p>Name and Title of Signer (Print or type)</p>	<p>Name and Title of Department Authority:</p> <p>Frankie J. Ryan, MPA, CPPO, CPPB Senior Procurement Agent</p> <p>Missouri Department of Transportation</p>
<hr/> <p>(Signature of person authorized to sign)</p>	 <p>Frankie J. Ryan, MPA, CPPO, CPPB Senior Procurement Agent General Services Procurement Email: Frankie.Ryan@modot.mo.gov</p> <p>(Authorizing Signature)</p>
<p>Date Signed:</p>	<p>Date Signed: July 28, 2010</p>

QUESTION AND ANSWER ADDENDUM

Question 1: Please confirm the drop off / pickup time in the morning at Central Office Mailroom and Materials Lab.

Mailroom: Drop off time is between 7:15 a.m. and no later than 7:30 a.m.
Pickup time is between 3:45 p.m. and no later than 4:00 p.m.

Materials Lab: Drop off time is between 6:30 a.m. and no later than 7:30 a.m.
Pickup time will be determined when Courier is notified of an outgoing shipment.

Question 2: What are you paying for the deliveries to the Districts now?

See attachment for cost of current mail courier service.

Question 3: What is a recommended vehicle size for deliveries to the Districts?

A standard size pickup truck with an 8' bed, with a topper for weather protection, would work.

Question 4: How many totes per location?

Generally speaking, there is one (1) tote outgoing from the Central Office Mailroom to each District daily and one (1) tote incoming to the Central Office Mailroom daily from each District. Occasionally, there are parcels outgoing or incoming that cannot fit into the tote.

Question 5: Is there no District 5?

The Central Office Mailroom in Jefferson City acts as the drop off and pick up location.

Question 6: What will be delivered back to the Materials Lab?

Loose parcels make up the majority of incoming items. These generally consist of material samples in boxes and or bags, i.e.: aggregate, soil, concrete cores and/or cylinders, loose mix asphalt or chemicals and other miscellaneous material samples.

The bags may be either canvas or plastic. There may be the occasional loose sample of welded wire and steel reinforced cable. As stated in the RFP, loose parcels will not exceed the 70 lb. weight limit.

The number of loose parcels can vary from day to day. Most loose parcels are rush samples and are small in number. If a District has a large quantity of samples outgoing, the samples are usually palletize and sent via LTL hauler.

CURRENT PRICING FOR MAIL COURIER SERVICE – STATEWIDE

Itemized charges are shown below:

Item	Description	Qty	Rate	Amount	
1	M-F SERVICE- 2 JEFFERSON CITY OFFICES @ \$22.74/DAY	1	113.70	113.70	
1	M-F SERVICE – CHESTERFIELD OFFICE @ \$15.16/DAY	1	75.80	75.80	
1	M-F SERVICE – HANNIBAL OFFICE @ \$15.16/DAY	1	75.80	75.80	
1	M-F SERVICE- JOPLIN OFFICE@ \$15.16/DAY	1	75.80	75.80	
1	M-F SERVICE- LEE SUMMIT, MO OFFICE @ \$15.16	1	75.80	75.80	
1	M-F SERVICE- MACON OFFICE @ \$15.16/DAY	1	75.80	75.80	
1	M-F SERVICE- SIKESTON OFFICE @ \$15.16/DAY	1	75.80	75.80	
1	M-F SERVICE- SPRINGFIELD, MO OFFICE @ \$15.16/DAY	1	75.80	75.80	
1	M-F SERVICE- ST. JOSEPH OFFICE @ \$14.86/DAY	1	74.30	74.30	
1	M-F SERVICE- WILLOW SPRINGS OFFICE @ \$15.16/DAY	1	75.80	75.80	
1	FUEL SURCHARGE	1	0.00	0.00	

Extra Pieces now have a charge of \$4.00/pc

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