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ADDENDUM 1 – RFP 24-042 COUNTYWIDE COURIER SERVICES

MARCH 21, 2024

All Vendors:

The purpose of this addendum is to modify and/or clarify the above project. Information published here becomes part of the solicitation and is official and final. Vendors are to acknowledge the receipt of all addenda in their submission.

ITEM 1: REVISION:

ATTACHMENT C – PROPOSAL RESPONSE / PRICING FORM: REISSUED

This form has been reissued to include sections for Contractors to provide additional pricing. See attached. Proposals must be submitted with reissued Attachment C.

ITEM 2: VENDOR QUESTIONS RECEIVED AND ANSWERED:

- Q1. Will the awarded contract only start at the beginning of a month? Or could it start mid-month? How would the County like to see pricing for a mid-month start of services?
- A1. The County may award the contract for courier services to start mid-month. Attachment C – Proposal Response / Pricing Form has been reissued to allow for contractors to provide monthly amount. This would be the amount the County would be invoiced on a monthly basis after service has occurred. Attachment C – Proposal Response / Pricing Form has been reissued to allow contractors to provide a daily amount if services start mid-month. It is not expected that the daily amount provided would add up to the monthly amount provided due to the variable number of business days of service in a month.
- Q2. Can Ottawa County provide clarification on the pick-up and delivery points for Courier envelopes? Would a Contractor need to go to each departments location/room/suite at a building address?
- A2. The County has worked on providing consolidated pick-up and delivery locations for Courier service for all building addresses listed. It is the responsibility of departments to have out-going Courier envelopes ready for pick-up at these locations. It is the responsibility of departments to check these locations for Courier deliveries. The Contractor would only have access to these AM pick-up points and **not** free and clear access to all areas of County buildings.

- Q3. Can Ottawa County provide clarification on the route section noted as “Afternoon Drop off”?
- A3. If, after the listed morning drop-offs and pick-ups are complete, the Contractor has Courier envelopes with the noted eight-digit address for Departments listed under Afternoon Drop off, they would be dropped off at the AM pick-up points. If there are no Courier envelopes for the listed departments, no afternoon stop would be required.
- The exception to this is 2665-3510 Jail, all incoming and outgoing Courier envelopes are delivered to 2667-3020 Sheriff’s Office. Only out-going afternoon mail is picked-up daily from the Jail at 12130 Fillmore.
- Q4. When we are picking up the outgoing mail for the County, when do we need to take it to the USPS physical buildings? Each time it is picked up? Or can it all be gathered during the course of the route and delivered all at once to a USPS location?
- A4. It is expected that the Contractor may, during the course of their route, gather all outgoing mail to be delivered to USPS once the route is complete. All picked-up outgoing mail must be delivered to a USPS physical location (typically the location at 190 E 8th St., Holland, MI 49423). It must receive a postmark with the date it was picked (same day). No outgoing mail shall be held by Contractor to be delivered to a USPS location on the following day. If Contractor would like to suggest an alternate USPS delivery location, this should be noted in their proposal.
- Q5. Can you clarify if a contractor must have a fully operational and servicing office located in the West Michigan Area. Would the ability to service the West Michigan area with staff residing in the West Michigan area and equipment located in the West Michigan area be sufficient?
- A5. If a Contractors main / corporate office is located outside of the West Michigan area, as long as the employees that they are proposing service our account reside in the West Michigan area and the vehicles being used are located in the West Michigan area, this would be allowed for the purpose of submitting a proposal. Additional information may be requested during the proposal review process on the logistics of servicing our account.
- Q6. Can you provide additional information on interoffice envelopes that the Contractor is required to provide?
- A6. Envelopes currently being used are Quality Park, Button & String, Inter-Departmental Envelopes, 10” x 13” (#QUA63560). 28-pound brown kraft paper with punched holes to prevent contents from being left in envelop and pre-printed writing fields. Each Department with an eight-digit address as noted on Exhibit 1 shall be provided with enough envelopes to meet their needs. Exact number of envelopes needed, to be determined.



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ATTACHMENT C - PROPOSAL RESPONSE / PRICING FORM

To be submitted as a stand-alone document, the proposal response / pricing form should be clear and concise, providing detailed information and responses to all sections below.

Proposal Response

As a requirement of submission, confirming that all RFP documents have been read and will comply with all specifications, requirements, and terms and conditions therein.

☐ Yes

☐ No

** Response required

Any Addenda, if issued, have been received and reviewed. Failure to receive any such addendum or review issued documents will not relieve Vendor from any obligation under their proposal as submitted. All addenda so issued shall become part of the contract documents.

☐ Please Confirm

** Response required

Contractor Qualifications:

In the space below or under separate cover, provide information that would demonstrate your qualifications and ability to meet our specific needs and requirements (your location, number of staff, years in business etc.). Include details on your service plan for our County and your current relationships with clients. Contractors may also provide any additional information on why their company is best qualified to provide the services outline in the RFP. Include any pertinent information, not already provided, that would assist Ottawa County in the evaluation of your proposal.



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ATTACHMENT C - PROPOSAL RESPONSE / PRICING FORM – continued

Pricing Form

Using the schedule and route provided as Exhibit A, provide annual, monthly and pro-rated daily cost for the following services. Proposed pricing is to remain firm for the initial five (5) year contract period.

DESCRIPTION	Contract Year One	Contract Year Two	Contract Year Three	Contract Year Four	Contract Year Five
Annual Cost for Countywide Courier Services					
Monthly Amount for Countywide Courier Services					
Contractor to provide a daily amount for Courier services. To be used if services start mid-month.					
Annual Cost for Mail Pick Up at the following locations:					
G H Court House 414 Washington					
Probate Court 12120 Fillmore					
Jail 12130 Fillmore					
Administration 12220 Fillmore					
Family Justice Center 12240 Fillmore					
Monthly Amount for Mail Pick up and Delivery Services					
Contractor to provide a daily amount for Mail services. To be used if services start mid- month.					



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Additional Comments or pricing clarifications to be noted in space below or provided under separate cover

PROPOSAL RESPONSE / PRICING CONFIRMATION:

The undersigned affirms that he/she is duly authorized to execute this proposal for goods and services and having carefully read and considered the request in the manner described and subject to the terms and conditions set forth in submitted proposal.

Authorized Representatives Signature

Date

Authorized Representative's Printed Name and Title

Company Name (and Legal Name) for Business