



ADDENDUM #2

Date: January 21, 2021

RFI Title: Mail Delivery / Courier RFP

Owner: County of Wake – Tom Wester, Procurement

RFI Bid No.: 21-004

The following items modify, add, or delete from the Request for Information RFI #21-004. Acknowledge receipt of this addendum in your proposal.

This addendum consists of 2 pages. (8.5 x 11).

1. **Section 5.2.2 is the sorting time mentioned fall within the 5:30am to 2:30pm timeframe? Courier services being at 5:30am.**

The Courier routes begin at 5:45am. Mail sorting begins when the couriers return to the GSA Mail Center. Contracted staff will work 5:45am – 2:30pm every business day, with a 45 minute lunch break.

2. **Section 7.3 mentions drivers/processors. Is there just one person per route? The driver we supply is also the processor?**

Yes to both.

3. **Section 8.3 describes “one van or SUV with adequate cargo space. Confirming that these services can be performed with a standard cargo van can you specify the minimum cubic cargo space needed?**

Mail couriers traditionally use 18x13x12 buckets to sort and carry mail. In the past Couriers have been able to safely transport approximately 30 buckets per vehicle/route.

4. **Is there priority parking at downtown locations?**

Couriers are given access to parking decks within the Wake County Justice Center, the Wake County Courthouse/Wake County Office Building, and the John H. Baker Public Safety Center in order to provide service to the downtown buildings. Reserved parking is also available at other Wake County buildings.

5. **Can stops get ahead or do they need to be at each stop within the time spot allotted?**

Customers rely on these scheduled times to plan their workdays. Some variations are allowed but servicing an area before the scheduled time is not generally permitted.

6. **Route 3, can you explain what “Various additional stops (10 miles)” means?**

Occasionally, departments may have the need for additional pickups (i.e. increased volume, special mailing). This time and mileage have been built into the schedule to accommodate for these occasions.

All other information remains as issued
End of addendum