




**CLEVELAND
METROPOLITAN
SCHOOL DISTRICT**

Purchasing Department
1111 Superior Avenue E, Suite 1800
Cleveland, Ohio 44114
Ph: (216) 838-0418 Fax: (216) 436-5118

Date: May 16, 2018
To: All Vendors
From: Seletha R. Thompson 
Purchasing Analyst

Re: Addendum #1 for RFP #21244 – Pick-Up and Delivery of School Mail at Various District Facilities

*Below is **Addendum #1 for RFP #21244**. This addendum supplements and amends the items in the Specifications. This addendum **must be noted** on the Addendum Acknowledgement Form found in the RFP. Failing to acknowledge this Addendum on the Addendum Acknowledgement Form may cause the proposal to be rejected.*

Below are questions and respective answers received for RFP #21244 – Pick-Up and Delivery of School Mail at Various District Facilities

Comprehensive Question and Answer List

1. Is there a set site visit schedule related to the mail pick-up and delivery to the locations?

Answer: No.

2. Is there a location that is first needed to be picked up from and or delivered to?

Answer: See RFP - Main Administration Building Mail Center, located on the 19th floor will be available for pick-up between the hours of 6:30 a.m. – 8:00 a.m. After the pick up from the Administration site delivery is based on how you best see fit.

3. Is there a central staging area or mobilization area that the courier drivers need to begin at?

Answer: See RFP - Main Administration Building Mail Center, located on the 19th floor will be available for pick-up between the hours of 6:30 a.m. – 8:00 a.m. After the pick up from the Administration site delivery is based on how you best see fit.

4. Is there a formalized pick up and delivery form needed for the mail pick up for sign in and sign out for the drivers activities?

Answer: No.

5. What are the hours of operation that the drivers can start the pick-up and delivery of the mail to the designated school locations?

Answer: See RFP - Main Administration Building Mail Center, located on the 19th floor will be available for pick-up between the hours of 6:30 a.m. – 8:00 a.m. After the pick up from the Administration site delivery is based on how you best see fit.

6. What is the earliest time mail can be picked up?

Answer: See RFP - Main Administration Building Mail Center, located on the 19th floor will be available for pick-up between the hours of 6:30 a.m. – 8:00 a.m. After the pick up from the Administration site delivery is based on how you best see fit.

7. What is the latest time mail can be delivered?

Answer: See RFP - Mail should be returned by 2:30 p.m. and no later than 3:00 p.m.

8. Do the courier drivers need report to a central location at each route and location where the mail will be picked up and delivered to?

Answer: See RFP – School mail shall be picked-up daily in the main office or custodian’s office at each District Facility.

9. Will each school location of mail be weighed?

Answer: No.

10. What will be the heaviest weight of mail and or packages being picked up and or delivered to?

Answer: See RFP - Weight of packages/boxes shall be no more than 35 lb

11. Will this be a sole source contract and or will additional contractors be assigned to the contract as well?

Answer: One source for the Mail pick-up and delivery.

12. Will the service be needed to run on the weekends?

Answer: No.

13. Will the service be not obligated to run on holidays?

Answer: See RFP for Holiday schedule.

14. How will inclement weather days affect the delivery schedule and or responsibility?

Answer: See RFP line (14) regarding snow days

15. What is the payment schedule for all submitted invoices for work completed?

Answer: See RFP page (47).

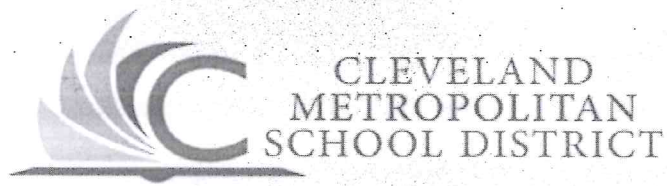
End of Comprehensive Question and Answer List

Attached please find:

- Pre-Proposal Meeting Agenda
- Pre- Proposal Meeting Sign-In Sheet

REMINDER: RFP #21244 – Pick-Up and Delivery of School Mail at Various District Facilities Responses are Due May 22, 2018 no later than 1:00 PM (EST).

--End of Addendum--



Distribution and Logistics Department

May 3, 2018

Pre-Proposal Meeting Agenda

RFP# 21244 – Pick-Up and Delivery of School Mail at Various District Facilities

I. Introductions

- a. Owner – CMSD Cleveland, Ohio
 - i. Seletha R. Thompson, Purchasing Analyst, CMSD
 - ii. Richard Novak, Director of Distribution and Logistics, CMSD
- b. Other Guests

II. Project Overview

III. Procurement Requirements

- a. Letters to Bidders
- b. Instructions to Bidders
- c. Required Submitted Forms
 - i. Acknowledgement
 - ii. Vendor Request Form
 - iii. Taxpayer ID Form (W-9)
 - iv. No Bid Form
 - v. Conflict of Interest Form
 - vi. Certificate of Debarment
 - vii. Addendum Acknowledgement Form
 - viii. Bidder Qualification Form
 - ix. Certificate of Liability Insurance
 - x. Non-Collusion Affidavit
 - xi. Diversity Business Enterprise Participation Forms
 - 1. DBE Form A – Proposed DBE Subcontractor Participation
 - 2. DBE Form B – Goal Acknowledgement (15% Services)
 - 3. DBE Form C – Schedule MBE/FBE Participation
 - 4. DBE Form D – DBE Letter of Intent
 - 5. DBE Form E – DBE Unavailability Certification
 - 6. DBE Form F – Joint Venture
 - xii. Affirmative Action Program
 - 1. Form 1 - Vendor Contract Compliance Form
 - 2. Form 2 – Compliance Declaration
 - 3. Employment Data Form
 - xiii. Sample Construction Agreement

- xiv. Bid Form
- xv. Vendor Questions Due Date May 9, 2018 at 12:00 p.m.

IV. Project Framework and Delivery: Seletha Thompson

- a. Describe Anticipated Timeframes
 - i. Last Date for Questions: May 9, 2018
 - ii. Addenda Issue: May 16, 2018
- b. **Proposals Due: May 22, 2018, 1:00 PM**
 - i. Proposal Evaluations
 - ii. Selection Criteria: Best Value of Price, Schedule & Scope/Solution.
 - iii. Recommendation/Selection of Best VALUE Proposal
 - iv. Implementation Phase
 - 1. Begin, Upon CMSD Approvals
(Includes Executed Contract & Valid Notice-to-Proceed)
- c. Provide ITB Communication pathways to CMSD
 - i. Questions sent to: Seletha.Thompson@clevelandmetroschools.org
 - ii. Voice questions: not allowed.
 - iii. CMSD will upload and publish any information and/or answers to questions received via Addendum to the CMSD Website at clevelandmetroschools.org/purchasing.

V. Scope of Work: Richard Novak

- a. Describe Expected Work
- b. Specifications
 - i. Overall Criteria
 - ii. Descriptions
- c. Pricing

VI. Questions – Vendor

VII. Closing Remarks – Purchasing Staff

VIII. Adjournment – Purchasing Staff

RFP #21244: Pick-Up and Delivery of School Mail at Various District Facilities

Pre-Proposal Meeting

May 3, 2018 - Distribution and Logistics Department

Name	Company Name & Phone Number	Email
Adexine Adeueso	EMMANUEL VENTURES LTD	emmanuel.livery@gmail.com
Rich Noah	CMSD	
Seletha Thompson	CHSD	Seletha.Thompson@Clevelandmetroschools.org