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. Selatha 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
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
      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
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Facilities
RFP #21244: Pick-Up and Deliver of School Mail at Various District