



VERNON PUBLIC SCHOOLS

30 Park Street • P.O. Box 600

Vernon, CT 06066-0600

Phone (860) 870-6000

Fax (860) 870-6008

Website: www.vernonpublicschools.org

COURIER SERVICES

BID #VPS-FY19-001

QUESTIONS AND ANSWERS

Q: What is the maximum value of physical cash that a courier can be in possession of at any given time?

A: \$2,000 maximum

Q: Our couriers undergo a stringent background check during the onset of their employment. Many Connecticut State Agencies accept our background checks in replacement of theirs. If we provide details of our background check, would you entertain this?

A: No, because we are a school district we require a separate background check and DCF check.

Q: Should VPS not accept our background check, what is the cost of the VPS background procedure?

A: \$12.00 for processing the prints. The cost to take the finger prints depends on the jurisdiction you go to.

Q: Can you please confirm if this would run Monday-Friday and what time the courier would be reporting at the first stop/30 Park St?

A: Yes, Courier services are Monday through Friday. 30 Park Street would be the first stop and the office would open at 8:00 am.

Q: Can you please supply the Holiday Schedule that VPS will recognize?

A: New Year's Day, Presidents Day, Memorial Day, Labor Day, The day after thanksgiving, Thanksgiving, Martin Luther King day, Good Friday, Columbus Day, Christmas Eve, Christmas Day, July 4th.

Q: I see the listing of all possible stops. Is there a current schedule that is maintained? What times are the various stops services?

A: The schedule changes from year to year based on the needs of the town and school district. Each stop is generally 5-10 minutes.

Q: How do you want to see the pricing? Daily charge? Weekly charge? There is no pricing page.

A: Previous companies have priced out a per day cost.

Q: Does this service run all year or just when school is in session? Can you provide the dates that service is needed if it is not an all year structure?

A: Yes, we run all year.

Q: Will the VPS be responsible for providing the mailing/metering equipment?

A: Yes.

Q: I'm just looking through the Service Specifications and see that the courier would be responsible to sort, post, weight, seal, and process the mail. Do you have a location where they would be doing all of that or is the courier responsible to do that offsite?

A: These services would be performed at 14 Park Place and 30 Park Street. We provide the mailing equipment.

Q: Our firm has an interest in submitting a proposal for your courier service requirements. We have a few questions with regard to the schedule; however, Item 3.12 of the "Terms and Conditions" contained in the RFP obligates us to indemnify VPS and TOV in the event of a loss, even if that loss is caused by the negligence of either of these parties. In the opinion of both ourselves and our insurance carrier, a loss under these circumstances would leave us fundamentally uninsured;, so if this particular requirement is non-negotiable we would have no option but to decline to submit a bid. Is there room for negotiation here?

A: The terms are non-negotiable and are standard language for all of our contracts.

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