



**State of Rhode Island
Department of Administration / Division of Purchases
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**Solicitation Information
October 30, 2014**

ADDENDUM # 1

RFP#7549081

RFP Title: Courier Services DHS Round 3

Bid Opening Date & Time: November 18, 2014 at 10:00 AM (Eastern Time)

Notice to Vendors:

ATTACHED ARE VENDOR QUESTIONS WITH STATE RESPONSES.

NO FURTHER QUESTIONS WILL BE ANSWERED.

**David J. Francis
Interdepartmental Project Manager**

Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.

Vendor Questions for RFP #7549081 Courier Services DHS Round 3

Question 1: We printed out the RIVIP Bidder Certification Cover Form (3 pages)

However, page 14 on the Solicitation Information Ticket under Response Contents

Four-page RIVIP. We want to make sure we are not missing a page. Only 3 pages are listed. Page 3 of 3 Completes Bidder Information.

Answer to question 1: Yes, please disregard the four-page reference to the RIVIP Bidder Certification Cover Form. The RIVIP Bidder Certification Cover Form consists of three (3) pages.

Question 2: On Page 13, Section 5, we also noticed that the bid package did not include a bid proposal sheet or Schedule A rate sheet. Are we supposed to list our flat rate daily fee on our company letter? Billing of services has always been weekly not monthly. Can weekly billing be allowed?

Answer to question 2:

No Schedule A rate sheet or bid package was provided, because DHS want the Vendor to list the flat rate daily fee on the Vendor's letterhead. The Vendor is requesting monthly invoicing to streamline payment processing, weekly billing is not allowed.

Question 3: On Page 14, Section 7-Responses (an original plus (4) copy). We realize on certain bids that only (1) copy is necessary. Is that the case on this proposal?

Answer to question 3: No, the RFP clearly states on page 14, Section 7 "responses (an original plus four (4) copies) should be mailed or hand-delivered in a sealed envelope marked "RFP # 7549081 Courier Services-DHS- Round 3"..... that means one (1) original and four (4) copies.