

SOLICITATION INFORMATION

DATE: May 19, 2000

PUBLIC BID # 3240 APA# 1212

TITLE: COURIER SERVICES (DHS)

OPENING DATE AND TIME: 6/7/00 AT 11:15 AM

PRE-BID/ PROPOSAL CONFERENCE: <u>NO</u> DATE: TIME:
MANDATORY :
LOCATION:

SURETY REQUIRED:<u>NO</u>
BOND REQUIRED:<u>NO</u>

SUSAN LEACH 
CHIEF BUYER

SL/mb

Vendors must register on-line at the State Purchasing Website at www.purchasing.state.ri.us to be able to download a Bidder Certification Cover Form.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Cover Form attached may result in offer disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

BID INSTRUCTIONS / SPECIFICATIONS

DATE: May 19, 2000

NOTICE

**THERE MAY BE ADDITIONAL ADDENDA TO THIS
BID/RFP AT ANY TIME BEFORE THE OPENING DATE AND TIME.**

THE DIVISION OF PURCHASES WILL NOT BE NOTIFYING BY MAIL OF ANY SUCH
ADDENDA.

IT IS THE VENDOR'S RESPONSIBILITY TO CHECK AND DOWNLOAD ANY AND ALL
ADDENDA.

AN ADDENDUM TO A BID/RFP IS LISTED AS THE BID NUMBER WITH AN "A" AND
THE NUMBER OF THE ADDENDUM FOLLOWING; FOR EXAMPLE, **3025A1** INDICATES
ADDENDUM #1 HAS BEEN ISSUED FOR BID 3025. **3025A2** INDICATES ADDENDUM #2
HAS BEEN ISSUED.

YOU MUST CLICK ON ALL OF THESE LISTINGS TO GET THE COMPLETE PACKAGE.

**IF NOT BIDDING ON ANY ITEM, DO NOT RESPOND, IN ANY
WAY, TO THE DIVISION OF PURCHASES.**

DISCLAIMER

While the State of Rhode Island intends to maintain continuous access to this Website, from time to time access to information and/or documents may be interrupted or prevented either because of site problems, user problems or Internet problems. Not all access difficulties can be resolved by the State of Rhode Island since some access failures may be due to the type of computer or communication equipment and services employed by the Website User. However, it is the State's policy to provide a Help Desk (401) 222-2142 ext. 134 during regular business hours to assist Users in identifying and overcoming access problems.

To assure maximum access opportunities for Users, solicitations shall be posted on the RIVIP for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due. Vendors are cautioned that the competitive nature of their offers could be affected if their submissions do not include all amendments. For this reason, vendors are advised to revisit all solicitations to which they intend to respond five days prior to the due dates. If access to solicitations on the Website has been severely curtailed, it shall be the policy of the State to extend the due date of affected solicitations.

In some cases (e.g., road construction) copies of plans and specifications which cannot be offered on-line are issued with a requirement for a refundable deposit. In such instances, in addition to announcements provided on the RIVIP, vendors on the known lists of plans and specifications depositors will receive direct notification of amendments.

Except when access to the Website has been severely curtailed and it is determined by the Rhode Island State Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored.

When the result of an Internet solicitation of registered vendors is unsuccessful (no offers, one offer which exceeds the estimated cost) the State of Rhode Island will cancel the original solicitation and resolicit the original offer directly from vendors. The Purchasing Agent reserves the right to solicit offers from unregistered vendors as well as registered vendors.

BID INSTRUCTIONS / SPECIFICATIONS

DATE: May 19, 2000

BID # 3240 AGENCY PRICING AGREEMENT #1212

COMMODITY: COURIER SERVICES (DHS)

AGREEMENT PERIOD: 7/1/00 – 9/30/01

DELIVERY AS REQUESTED BY AGENCY.

Ordering

The Agency will submit individual orders for the various items and various quantities as may be required during the agreement period.

Scope

This bid covers the requirements of:

BILL TO/SHIP TO: DEPT OF HUMAN SERVICES
600 NEW LONDON AVE
BLDG #57, 3RD FLOOR
CRANSTON, RI 02920

This will be delivered and billed at the single, firm, awarded price quoted regardless of the quantities ordered.

Bidding

(a) Bids must be submitted on the attached bid quotation request forms, indicating brand and parts number of item offered. Bidders must submit detailed cuts and specs on items offered as equivalent to brands requested. Bidders must be able to submit samples if requested.

(b) A single price shall be quoted for each item against which a proposal is submitted.

This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State.

(c) Bid price is net F.O.B. destination and shall include inside delivery.

(d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non responsive to the intent of this request.

Quantities

Quantities, if any, are estimated only. It is understood and agreed that the agreement shall cover the actual quantities ordering during the period.

Taxes

The State of Rhode Island is exempt from payment of Federal Excise Taxes and R. I. Sales and Use Taxes. Such taxes shall not be included in the bid price.

Award

Award will be made to bidder quoting the lowest net price in accordance with specifications, for any individual item(s), for major groupings of items, or for all items listed, at the State's sole option.

Delivery

(a) All items to be delivered free of all charges.

BID INSTRUCTIONS / SPECIFICATIONS

DATE: May 19, 2000

(b) The contractor will be responsible for delivery of materials in first class condition. Rejected materials will be at vendor's expense.

Exception

Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices on any extra large requirements for delivery to a destination.

Quarterly Reports

Successful bidder will submit in writing to the Purchasing Division quarterly reports showing bid number and total quantities drawn against specific items by the State Agency. Failure to submit such reports shall be considered to be a breach of the contractor's obligations under the resultant agreement(s), and sufficient cause for the termination of the agreement, and all other outstanding agreements, purchase orders, and contracts, and suspension from participation in all State procurements for a period of up to two (2) years, at the discretion of the State's Purchasing Agent.

Reports should be forwarded to the Buyer at the Division of Purchases, One Capitol Hill, Providence, RI 02908.

BID # 3240

REQUISITION # 17781

**Bid Specifications
For provision of
Courier Services
For the
Rhode Island
Department of Human Services**

VENDORS TAKE NOTICE

Due to the length of bid and time constraints, the State will only acknowledge receipt and read the names of vendors submitting proposals. No examination of documents or presentation of information contained in proposals will be made available at the bid opening; however, instructions to obtain the tabulation or summary of bid responses will be made available at the RI Division of Purchases website (www.purchasing.state.ri.us).

In accordance with the general conditions of purchase (item 31), Insurance Certificate is required for Workers' Compensation, Public Liability, Property Damage Insurance, Auto Insurance, etc., and must be submitted by the successful bidder(s) to the Division of Purchases prior to award. Annual renewal certificates must be submitted to the agency identified on the purchase order. Failure to do so may be grounds for cancellation.

Note: If this bid covers construction, school busing, hazardous waste, or vessel operation, applicable coverages from the following list must also be submitted to the Division of Purchases prior to award:

- Professional Liability Insurance (AKA Errors & Omissions)- \$1 million or 5% of estimated project cost, whichever is greater.
- Builder's Risk Insurance – coverage equal to face amount of contract for construction.
- School busing – Auto Insurance coverage in the amount of \$5 million.
- Environmental Impairment (AKA Pollution Control) \$1 million or 5% of face amount of contract, whichever is greater.
- Vessel Operation – (Marine or Aircraft) – Protection & Indemnity coverage required in the amount of \$1 million.

INTRODUCTION: This proposal is to provide courier/delivery service for the RI Department of Human Services. Service must be provided Monday through Friday excluding the official state holidays specified in Attachment III.

Items to be handled on a daily basis will be cloth mail sacks containing standard size letters, flats, bundled forms, and small cartons of office supplies. In addition to these, DHS also requires the pick-up and delivery of cardboard boxes containing computer printouts and some computer media such as magnetic tapes and discs. The cartons containing the computer printouts may weigh as much as 35 pounds each. The amount of material scheduled to be picked up at each location may vary above or below the ranges specified in Attachment I. All pickup and delivery locations are within the borders of the State of Rhode Island. Most of the packages handled will have the DHS Central Mailroom, which is located in Cranston, as a point of origin or destination. All locations may, from time to time, require the handling of larger than normal volumes of packages. The Department also requires pick-ups and delivery of materials on a non-standard basis (no set scheduled) at locations listed in Attachment II.

PRICING OF SERVICES

Attachment IV contains the formula for determining the price your company will charge DHS for both daily pick-ups and deliveries to each location. If pricing for the non-standard pickups and deliveries is different, please use Attachment IV(a).

SERVICE REQUIREMENTS: The vendor must provide a reliable pickup and delivery services for the DHS offices locations indicated in Attachment Attachment II and I.

A significant amount of the material handled is date sensitive, unless otherwise specified, all deliveries will be "same day". Failure to provide the service within the required timeline will result in the delivery being performed at no charge. Any delivery not made within 20 minutes of scheduled delivery time will be considered delinquent. If materials are not ready at time of scheduled pickup, the scheduled delivery time will be adjusted accordingly. Chronic delinquent pickup and delivery complaints may result in the termination of the contract.

It is understood that there will be exceptions to the above, such as delays due to severe weather or wrong address provided by the Department. The Department will be responsible for payment of late or undeliverables if the reason for such is not the fault of the vendor.

Vendor records must be sufficient to show that the delivery of the materials was within the applicable time limitations. All records must bear the signature of an authorized DHS representative.

The vendor must provide vehicles capable of safely and legally carrying the volumes specified in the proposal.

LOST, DAMAGED OR STOLEN MATERIALS: The vendor shall be responsible for repayment to DHS of items entrusted to its care that were damaged, lost or stolen. The vendor must describe the procedure for submitting claims for lost, damaged or stolen materials entrusted to their care. Proof of insurance or financial responsibility must be provided.

TRACKING: The vendor(s) must be able to provide tracking capabilities on all packages. In case of lost package or if the vendor is unable to provide delivery as scheduled, the DHS office must be contacted within 30 minutes of the delay/failed delivery attempt.

ITEM AND QUANTITY IDENTIFICATION: The vendor shall be responsible for placement of package identification and destination labels on each mailbag or package. Vendor shall verify that description and quantities picked up correspond with packing slip. Vendor must provide preprinted bills of lading to each pickup site. DHS will be responsible for provision of mail sacks or boxes.

BILLING: The vendor shall establish a unique billing account with adequate detail to identify such activity as: date of pickup, number of units per locations handled, destination, delivery and cost. The State shall return any bills for correction of billing errors without prejudice.

Instructions Locations in Attachment I

Detailed Instructions

Location ID # 1

Name: Department of Human Services
600 New London Avenue
Central Mail Room

1. All mail and packages must arrive no later than 7:30 a.m.
2. Every daily delivery must include all materials picked up earlier on that day from the STOP ID # 28 (IPD Computer Center).
3. All materials must be brought directly into the central mailroom or the designated holding area.
4. It is the sole responsibility of the vendor to:
 - Upon arrival at the mailroom, the vendor will remove all delivery slips from the corresponding slots in the mailroom, sign each delivery slip, separate them and insert the appropriate copy into the corresponding mailbag window. The vendor is responsible for providing these slips.
 - It will be the responsibility of the vendor to complete and sign any logs or other documents required for the documentation of pick-ups and deliveries.
5. The vendor will stop at this location twice daily. Unless otherwise specified, the vendor will deliver all items the same day they are picked up on a schedule as follows:
 - All Central Mailroom items destined for a.m. delivery to locations 2-8 must be completed no later than 10:30 a.m. on the same day they were picked up.
 - All items picked up in the a.m. at the locations 2-8 must be delivered to the DHS Central Mailroom no later than 10:45 a.m. on the same day they were picked up.
 - All Central Mailroom items destined for p.m. delivery to locations 2-8 must be completed no later than 1:45 p.m. on the same day they were picked up.
 - All items picked up in the p.m. at the locations 2-8 must be delivered to the DHS Central Mailroom no later than 2:10 p.m. on the same day they were picked up.

Location ID's # 2-8

Benjamin Rush Building, 55 Howard Avenue, Cranston
Louis Pasteur Building, 57 Howard Avenue, Cranston

1. Materials picked up twice daily:
 - No later than 10:30 a.m.
 - No later than 2:00 p.m.
2. Delivery and pick up location near elevators on all floors.
3. Upon arrival at this location, the vendor will obtain signatures on an approved activity log for all sacks delivered and a delivery slip for all items picked up. Vendor will insert the appropriate copy into the corresponding mailbag window. The vendor is responsible for providing these slips.

Detailed Instructions

Location IDs # 9, 10 and 11

Name: Child Support Office
77 Dorrance Street/110 Eddy Street
Providence, RI 02903

FAMILY COURT
1 DORRANCE STREET
PROVIDENCE, RI

Special Notes on this location:

This building has two entrances . Specifications as to which door to use may change.

1. 77 Dorrance Street
2. 110 Eddy Street

COURIERS MUST GO THROUGH SECURITY CHECKPOINT EVERY TIME THEY ENTER THE COURT HOUSE

DAILY FAMILY COURT ASSIGNMENTS:

- Courier will report to the Child Support Office, Legal Unit, 77 Dorrance Street 3rd Floor at **8:15 a.m**
- An employee will admit courier to inner office.

- Retrieve 8 boxes of file folders weighing approximately 80 lbs. Carts will be provided to transport files. Transport files to :
 RI Family Court
 One Dorrance Plaza, Providence
 Courtroom 5C Anteroom
 Providence, RI
- Files **must** be at court **no later than 8:45 a.m.**. Leave cart.
 At 12:45 p.m. report to Family Court, One Dorrance Plaza, Courtroom 5C.
 Retrieve approximately 8 boxes of file folders weighing 80 lbs. Carts will be provided to transport files.
- Transport files to Child Support Office, Dorrance Street. An employee will admit courier to office.

DAILY MAIL RUN:

- At 12:00 p.m. report to 77 Dorrance Street, Providence, 2nd floor. Check in with receptionist.
- Utilizing small white cart, retrieve all mail and packets to be delivered to Family Court. There is a designated spot on the table adjacent to receptionist area.
- Transport all mail and packages to RI Family Court, One Dorrance Plaza, Providence- 2nd floor reciprocal and collections office.
- Leave with clerk. Retrieve all packets and mail to be delivered to Child Support Office, 77 Dorrance Street, Providence 2nd floor. Check in with receptionist to gain access to office. Drop off the mail and packets in the designated area on the second floor.

**DHS District Offices
 Locations # 15 through 25**

Locations as specified in Attachment I. The state reserves the right to add or delete sites and/or revise the locations of these offices.

1. Materials must be delivered and picked up once per day.
2. The Courier, within 10 business days after commencing service, must inform each office of the approximate time the location can expect daily service. It will become the responsibility of the courier to maintain that schedule.

3. All items picked up at the districts offices, unless otherwise specified, must be delivered to their destination no later than the next business day.

IPD Comp Center
1670 Hartford Avenue, Johnston, RI
Location # 26

Special Note: Building is locked at all times. Courier must ring bell for admittance.

1. Materials picked up at this location are primarily computer printouts.
2. Some electronic data storage media must be transported on a regular basis. Care must be taken not to expose these materials to magnetic fields, excessive heat or moisture.
3. Most material picked up at this location is packed in cardboard boxes.
4. All data leaving this location will be ready for pick up no later than 7:15 a.m. All materials leaving this site are very time sensitive and must be delivered the same day at the times specified.

Instructions for non-daily deliveries

Detailed Instructions
Location ID # 7
ATTACHMENT II

DHS Division of Personnel
600 New London Avenue
Aime Forand Building
Cranston, RI

PAYCHECKS

Department of Human Services paychecks should be picked-up on
Every other THURSDAY unless otherwise specified (see attached schedule)
AT 1:00 p.m. from:

The Treasurer's Office
40 Fountain Street, 7th Floor
Providence, RI

and delivered to:

Department of Human Services Payroll Office
Aime J. Forand Bldg.
600 New London Avenue, 3rd Floor
Cranston, RI

RETROACTIVE ADJUSTMENTS reports

Department of Human Services 2000 retroactive adjustments should be picked-up at 12:00 p.m.
from:

Department of Human Services Payroll Office
Aime J. Forand Bldg.
600 New London Avenue, 3rd Floor
Cranston, RI

and delivered to:

Department of Administration
Office of Accounts & Control - Payroll Section One Capitol Hill, 4th Floor
Providence no later than 1:30 p.m., per the following schedule.

Payroll Unit Courier Schedule

January 6 (Paychecks)	May 25 (Paychecks)	October 12 (Paychecks)
January 13 (Retros)	June 1 (Retros)	October 19 (Retros)
January 20 (Paychecks)	June 8 (Paychecks)	October 26 (Paychecks)
January 27 (Retros)	June 15 (Retros)	November 2 (Retros)
February 3 (Paychecks)	June 22 (Paychecks)	November 9 (Paychecks)
February 10 (Retros)	June 29 (Retros)	November 16 (Retros)
February 17 (Paychecks)	July 6 (Paychecks)	Wednesday, November 22 (Paychecks)
February 24 (Retros)	July 13 (Retros)	November 30 (Retros)
March 2 (Paychecks)	July 20 (Paychecks)	December 7 (Paychecks)
March 9 (Retros)	July 27 (Retros)	December 14 (Retros)
March 16 (Paychecks)	August 3 (Paychecks)	December 21 (Paychecks)
March 23 (Retros)	August 10 (Retros)	December 28 (Retros)
March 30 (Paychecks)	August 17 (Paychecks)	
April 6 (Retros)	August 24 (Retros)	
April 13 (Paychecks)	August 31 (Paychecks)	
April 20 (Retros)	September 7 (Retros)	
April 27 (Paychecks)	September 14 (Paychecks)	
May 4 (Retros)	September 21 (Retros)	
May 11 (Paychecks)	September 28 (Paychecks)	
May 18 (Retros)	October 5 (Retros)	

ATTACHMENT 1
Locations Requiring Daily Service

DHS Region Identifier	Location ID Number	Location Name	Location Address	Designated delivery/pickup location	Frequency of stops *		Range of Daily Volume measured in sacks/bboxes		Time Critical Deliveries	
					AM	PM	Deliver	Pick Up	Special Requirements	Source of Materials
II	1	DHS Central Mailroom @ Alime Forand Bldg	Bldg. 38, 600 New London Ave, Cranston	Basement	yes	yes	25	25	Items from IPDS and prior days mail must arrive no later than 7:30 AM. Items from PM pick up at sites 3-9 must arrive no later than 2:00 PM	Sites 28, 3-9
II	2	DHS RATESETTING/QUALITY CONL.	B. RUSH BLDG #55 Howard Ave.	2ND	yes	yes	1	1		
II	3	DHS CLAIMS/COLLECTIONS	B. RUSH BLDG #55 Howard Ave.	3RD	yes	yes	1	1		
II	4	DHS FRAUD UNIT	B. RUSH BLDG #55 Howard Ave.	Basement	yes	yes	1	1		
II	5	DHS CRANSTON LTC.	B. RUSH BLDG #55 Howard Ave.	1ST	yes	yes	1	1		
II	6	DHS POLICY//DIRECTORS OFFICE	L. PASTEUR BLDG.#57 Howard Ave.	1ST	yes	yes	1	1		
II	7	DHS LEGAL/FAMILY/FIP	L. PASTEUR BLDG.#57 Howard Ave.	2ND	yes	yes	1	1		
II	8	DHS FINANCIAL MANAGEMENT	L. PASTEUR BLDG.#57 Howard Ave.	3RD	yes	yes	1	1		
III	9	Child Support Office	110 Eddy St	3rd	yes	yes	1	1		
III	10	Child Support Office legal Unit	110 Eddy St	3rd	yes	yes	8	8	This delivery must take place by 1:30 PM	Site 13
III	11	Family Court	1 Dorrance Street, Providence	5th	yes	yes	8	8	AM delivery must take place by 8:45 AM ;	Site 11, 12
III	12	Controllers Office	1 Capitol Hill Prov.	4th	yes	yes	1	1	PM pickup must be at 12:45 PM	Sites B, 17
III	13	Dept of Administration Mail Room	1 Capitol Hill Prov.	Basement	yes	yes	1	1		
III	14	Division of Personnel	1 Capitol Hill Prov.	3rd	yes	yes	1	1	Items for AM Pickup are ready at 8:00PM	
I	15	DHS East Prov. Office	75 James Street Ea. Prov., R.I.	1st	yes	yes	1	1		
I	16	DHS Pawtucket Office	24 Commerce Street, Pawtucket, RI	2nd	yes	yes	1	1		
II	17	DHS Warwick office	100 Meadow Street, Warwick, RI.	1st	yes	yes	1	1		
II	18	DHS Warwick Food Stamp Office	59 West Shore Rd. Warwick	1st	yes	yes	1	1		
II	19	DHS N.Kingstown office	7794 Post Road, North Kingstown, RI	1st	yes	yes	1	1		
II	20	DHS Newport Office	12 Elm Street, Newport, RI.	1st	yes	yes	1	1		
II	21	DHS Westerly Office	10 Canal Street, Westerly, RI.	1ST	yes	yes	1	1		
I	22	DHS Woonsocket Office	144 Main Street, Woonsocket, RI	1st	yes	yes	1	1		
I	23	DHS LTC 162 Main St. Woonsocket	162 Main Street, Woonsocket, R.I.	2nd	yes	yes	1	1		
II	24	DHS 1514 Atwood Ave. Johnston	1514 Atwood Avenue, Johnston, RI.	1st	yes	yes	1	1		
II	25	DHS Coventry Office	195 MacArthur Blvd., Coventry	2nd	yes	yes	1	1		
II	26	IPD Computer Ctr. 1670 Hartford Ave. Johnston	1670 Hartford Ave., Johnston, RI	1st	yes	yes	1	1	Materials ready for pick up by 7:15 AM	

* Unless otherwise indicated stops are Monday through Friday, State holidays excluded. (Please refer to attached list of holidays)
Stops numbered 1-8 are all on the Howard State Complex in Cranston

Detailed Instructions for each location are included elsewhere in this document

ATTACHMENT II
NON-Standard
Service Locations

	Location Name	Designated delivery/pickup area location	Frequency of stops	Range of Volume measured in sacks/boxes	
II	1 MHRH Mail Room	Hazard Bldg., 74 West Rd. Cranston.	TBA*	TBA*	
III	2 EDS CRANSTON, R.I.	1471 Elmwood Ave., Cranston, R.I.	TBA*	TBA*	
I	3 DHS 1514 Atwood Ave. Johnston	1514 Atwood Avenue, Johnston, RI.	TBA*	TBA*	
III	4 DHS Providence Office	206 Elmwood Ave. Providence, RI	TBA*	TBA*	
II	5 Veterans Home	480 Metacom Avenue, Bristol	TBA*	TBA*	
III	6 RI Treasurer office	40 Fountain Steet	TBA*	TBA*	
II	7 DHS Personnell office	Bldg. 38, 600 New London Ave, Cranston.	Thursday of every week		Time sensitive materials see Detailed Instruct
III	8 DHS Services for the Blind	40 Fountain Steet	TBA*	TBA*	

Unless otherwise indicated stops are Monday through Friday, State holidays excluded. (Please refer to attached list of holidays)

TBA= To Be Announced

ATTACHMENT III

RHODE ISLAND

**State Holiday Celebrations
FOR FISCAL YEAR 2001**

July 4 th	Independence Day (Tuesday)
August 14 th	Victory Day (Monday)
September 4 th	Labor Day (Monday)
October 9 th	Columbus Day (Monday)
November 7 th	Election Day (Tuesday)
November 13 th	Veterans Day (Monday)
November 23 rd	Thanksgiving Day (Thursday)
December 25 th	Christmas Day (Monday)
January 1 st	New Years Day (Monday)
January 15 th	Dr. Martin Luther King (Monday)
May 28	Memorial Day (Monday)

**RHODE ISLAND DEPARTMENT OF HUMAN SERVICES
REQUEST FOR COURIER RATES**

Weight NO GREATER than	<i>Packages Weighing 1-25 pounds</i>			Weight NO GREATER than	<i>Packages Weighing 26-50 Pounds</i>		
	DHS REGIONS				DHS REGIONS		
	I	II	III		I	II	III
1(LBS.)				26			
2				27			
3				28			
4				29			
5				30			
6				31			
7				32			
8				33			
9				34			
10				35			
11				36			
12				37			
13				38			
14				39			
15				40			
16				41			
17				42			
18				43			
19				44			
20				45			
21				46			
22				47			
23				48			
24				49			
25				50			

Items to be delivered consist primarily of mail sacks and cardboard boxes. Bidders must provide a list of any special handling charges for packages measuring more "than 60" in length, items not packed in a mail sack or box, or any article exceeding the maximum weight listed in this chart.

In order to determine the Region/locations of in each DHS delivery location, please refer to Attachment I and Attachment II. Your bids should reflect the charges for delivery to locations in each region (zone) based upon the weight of the items.

RHODE ISLAND DEPARTMENT OF HUMAN SERVICES

REQUEST FOR COURIER RATES

Weight NO GREATER than	Packages Weighing 1-25 pounds			Weight NO GREATER than	Packages Weighing 26-50 Pounds		
	DHS REGIONS				DHS REGIONS		
	I	II	III		I	II	III
1(LBS.)				26			
2				27			
3				28			
4				29			
5				30			
6				31			
7				32			
8				33			
9				34			
10				35			
11				36			
12				37			
13				38			
14				39			
15				40			
16				41			
17				42			
18				43			
19				44			
20				45			
21				46			
22				47			
23				48			
24				49			
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