



PROPOSAL #P10-004

COURIER/DELIVERY SERVICES – UNIVERSITY WIDE (Supplemental)

ADDENDUM NO. 1

November 4, 2009

The University of Medicine and Dentistry of New Jersey is seeking vendors to submit bids for Courier/Delivery Services – University Wide (Supplemental), scheduled to open on November 17, 2009 at 2:00pm.

Answers to questions from the Non-Mandatory Pre-bid Conference on October 27, 2009:

1. Question: Page 10, Section 3.8 – What do you see as being identifiable as a courier service? Will the University issue an ID badge?

Response: The van (s) used for the purpose of this contract should have something on it that identifies it as a vehicle used for courier services. The driver should also have some type of identification. This is strictly for security reasons. The University will not issue ID badges.

2. Question: Page 11, Section 3.10 – Every time you engage our services, will we go through this process of pricing it out.

Response: Change this language to read: The requesting UMDNJ department(s), with the exception of those departments that require a routine daily or weekly pick-up and delivery, will contact at least three (3) Contractors to obtain a quote for every pick-up/delivery. The department(s) with routine daily or weekly pick-ups will initially contact three of the Contractors and obtain quotes for the service. Thereafter, that department will continue to utilize the same Contractor chosen for the remainder of the Contract. The requesting UMDNJ department has the right to change Contractors, if the need arises. The Contractor's information will be available on Purchasing Services web page (www.umdj.edu/purchweb).

The Contractors will be provided with specific project detail in order to submit the quotation. The Contractors must submit all requested pricing information. Failure to submit all requested pricing information may result in the Contractor's price quote being considered non-responsive. The Contractors must submit all requested written quote information within two (2) business days of the request. In case of an emergency, the Contractor must submit the requested quote within 1 hour.

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There may be instances when the Contractor will be asked to meet with a departmental staff member to discuss the project.

A UMDNJ purchase order will be issued in the amount of the quotation to the Contractor selected for the project. Work shall not begin until the purchase order is completed.

3. Question: What percentage of work is scheduled versus one-time?

Response: The University does not have this information. We have no way of collecting this information University Wide.

4. Question: Is the work geographically dispatched or is it the lowest bidder?

Response: It's both.

5. Question: Are you going to split up the Contractors into regions?

Response: The University will not be splitting the RFP into regions, however we do want to know the bidders preference. Refer to Exhibit A.

6. Question: How many calls or how many jobs we will have a day? What is the distance?

Response: It's difficult to answer how many. University Hospital may have some instances where we need a pick-up of blood from the Red Cross or CHOP located in Philadelphia or its vicinity.

7. Question: Can we view the previous bid?

Response: Yes. Please call my office to set up an appointment.

8. Question: Is there any estimate as to the number of calls/day/week/month?

Response: Refer to response numbers 3 and 6.

9. Question: How many, or what percentage of calls are on nights and weekends?

Response: This may vary, however for University Hospital/Labs, approximately 5% to 10% of the calls are nights and weekends.

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10. Question: Is there a list of Hospitals/locations that we will be picking-up/delivering to, both in PA and NJ?

11. Response: There have not been any routine pick-ups established in Pennsylvania yet, outside of the American Red Cross and CHOP located in the Philadelphia area, however this may be subject to change. There is a possibility that there may be a routine pick-up/delivery to and from New York.

12. Question: Does this RFP pertain to scheduled work or only “On Demand” or unscheduled work?

Response: Both.

13. Question: If it involves scheduled work as well, may we have the schedules?

Response: As per the Method of engagement: The department(s) with routine daily or weekly pick-ups will initially contact three of the Contractors and obtain quotes for the service. The Contractors will be provided with specific project detail in order to submit the quotation.

14. Question: As there are 5 main operating areas or “campuses”, will the award all encompassing or can it be broken out?

Response: Refer to response #5.

15. Question: Is there an “open” electronic version of the RFP so we may respond electronically?

Response: No. The bidder can use blank sheets of paper and reference the section they are answering.

16. Question: Page 13 Section 4.4 Insurance – Errors and Omissions Liability Insurance – Not sure what you are looking for here.

Response: Errors and Omissions Liability Insurance will not be required under this contract.

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17. Question: Will the purchase order number change with each project?

Response: It depends on whether it is a one-time project or a regularly scheduled pick-up/delivery.

18. Question: Will we be told, at the time of the quote, if it is a one time project or if it will be a regularly scheduled pick-up/delivery?

Response: Yes.

19. Remove Section 7.7 in its entirety.

20. Add Section 7.11 – See Exhibit A

BIDDERS MUST RETURN THE ENTIRE COMPLETED PROPOSAL RESPONSE INCLUDING ALL FORMS COMPLETED AND NO QUALIFYING STATEMENTS OR EXCEPTIONS WILL BE ACCEPTED.

Please contact Yvonne Miranda at (732) 235-9089 or Denise Council at (732) 235-9060 with any questions.

ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL SPECIFICATIONS REMAIN UNCHANGED.

END OF ADDENDUM.

Revised

8.0 PRICE SHEET AND SUPPORTING DETAIL

UNIVERSITY OF MEDICINE AND DENTISTRY OF NEW JERSEY

COURIER/DELIVERY SERVICES

BID/RFP# P10-004

TOTAL, ALL-INCLUSIVE, PRICE TO INCLUDE BUT NOT LIMITED TO ALL ADMINISTRATIVE FEES, TRI-STATE AREA TOLLS, AND RFP SCOPE OF WORK REQUIREMENTS (:

Rate per mile

Rate for Saturday,
Sunday, Holiday or
emergency pick-ups

Within New Jersey: \$ _____

\$ _____

(One-way) New York \$ _____

\$ _____

(Two-way) New York \$ _____

\$ _____

(One-way) Pennsylvania \$ _____

\$ _____

(Two-way) Pennsylvania \$ _____

\$ _____

Minimum Charge \$ _____

(Note: Rate is from one hospital/institution to another hospital/institution. This rate does not include mileage to and from Contractor's location.)

Exhibit A

7.11 Regions

Although this RFP will not be split into different regions, the bidder should indicate whether or not they have a preference to a specific region.

North Jersey _____

Central Jersey _____

South Jersey _____

New York (all boroughs) _____

Pennsylvania (Philadelphia and its Vicinities) _____

Comments: _____

(MAKE ADDITIONAL COPIES OF THIS SHEET, IF NECESSARY)