

## REQUEST FOR PROPOSAL 2016-01 COURIER SERVICES

The following are questions that the Court has received from prospective bidders and the Court's response:

1. After a Major Holiday how is the route effected on the 1st business day of service?  
More volume?  
The route does not change. The volume does not usually change much. There may be an additional box occasionally.
2. On average how long does it take the courier to get through security at the drop/pickup locations?  
At our Hall of Justice in Redwood City, access is through our secured door and the courier does not have to go through security because the driver is issued a court security card. As for the other two locations, the courier can go through the employee's entrance by showing their credentials and the court's security card.
3. Would you say the courier is at each location about 1--15 minutes?  
Yes, basically, the driver would be there to deliver boxes to one location at each facility and pick up boxes at the same location.
4. Is there special parking for the courier vehicle at each location?  
There is.
5. Any restrictions on hand carts in the facilities?  
There are no restrictions on use of hand carts into the facilities.
6. Are the file boxes secure/locked or just a lid?  
The boxes that we use are cardboard bankers boxes. They are not locked but we will have them secured by bungee cords.
7. Are the file boxes labeled or that is the responsibility of the courier?  
All boxes are clearly labeled with different colored paper.
8. Are signatures required for all deliveries? Pickups?  
Yes signatures will be required for deliveries and pickups.
9. Any cash or checks being transferred between facilities?  
No.
10. Are any non-Superior Court Items transferred between the facilities-office products etc...  
Seldom, usually they are boxes of court files.

11. How are the services being done now?  
Services are currently conducted as laid out in the RFP using a similar route and schedule.
12. How many On-Demand deliveries take place during an average week? Or very limited?  
Very seldom do we utilize this service.
13. Who is the current vendor and what are their rate(s)?  
Jet Delivery, Inc. is the current vendor.

The current daily flat rate is: \$170.85 per day inclusive of a fuel surcharge.

The current rush rates are as follows (inclusive of a fuel surcharge and not inclusive of an additional charge of \$0.03 per pound):

<b>3 Hour deliveries:</b>	Hall of Justice- Redwood City	South San Francisco Court House	Youth Services Center–San Mateo
Hall of Justice RWC		\$51.73	\$31.55
SSF Court House	\$51.73		\$31.55
Youth Svc's SM	\$31.55	\$31.55	

<b>2 Hour deliveries:</b>	Hall of Justice – Redwood City	South San Francisco Court House	Youth Services Center – San Mateo
Hall of Justice RWC		\$90.68	\$43.52
SSF Court House	\$68.91		\$50.78
Youth Svc's SM	\$43.52	\$50.78	