NOTICE TO ALL BIDDERS

ADDENDUM NO. 1

Invitation for Bid: B0003065—Local Courier Services Contract

This addendum is to provide all potential bidders the questions raised and the College’s response to each question.

Question 1: Who is the current provider for this service?
   First Capitol Courier

Question 2: Is it possible to attach a rate sheet in lieu of completing the On-Call Delivery Service Rates portion of the bid?
   In order to evaluate the bids, this portion of the bid must be completed; however, we will provide a Word formatted document to help facilitate the process.

Question 3: Our company has several rate structures for on-call service, starting with our standard rate which is for service within 60 to 90 minutes. Which rate should we submit for Section II of the proposal?
   Submit your company’s standard rate; and include the service time frame for the standard rate. Also provide information detailing the various levels of service available.

Except as amended in Addendum No. 1, all components of the Invitation for Bid remain unchanged.

Please include a signed copy of this addendum with your bid submission.

Best regards,

Cynthia Green
Assistant Controller

Signature ____________________________ Company ____________________________

Telephone Number ____________________________ Email Address ____________________________