



MENTAL HEALTH AND MENTAL RETARDATION
AUTHORITY OF HARRIS COUNTY

Letter of Clarification #1

TO: All Prospective Vendors
FROM: Joycie Sheba, Buyer II
CC: Nina Cook, Purchasing Manager
DATE: June 15, 2010
SUBJECT: Final Response for Vendor Questions regarding-Request for Proposal-*Mail & Pharmaceutical Courier Services*

For the benefit of all prospective vendors and to avoid possible confusion in submitting information for **Mail & Pharmaceutical Courier Services**, the following questions were asked via email/phone and the answers are as follows:

Question(s): 1: In **Section I**, you request a cost effective rate based on the delivery route provided on pages 16-18. Do the current routes need to remain the same or would you be open to alternate route suggestions to make your deliveries more cost effective?

Answer(s): Due to the delivery of our pharmaceutical drugs, Route A has to be as it is currently, however whatever suggestions you might have for Route B, kindly list them in your proposal.

Question(s): 2. **Section III - Letter F**

Could you please clarify the second paragraph as to what type of documentation you are looking for regarding past performances?

Answer(s): Past performances would be based on jobs with companies/hospitals that are similar to the type of courier services we are looking for.

Question(s): 3. What kind of city or state certification do we need to participate in this RFP? And will this eliminate us from the RFP if we are not certified?

Answer(s): All certified and non certified vendors are welcome to respond to the RFP. Submit proof of Historically Underutilized Business "HUB" State Certificate and/or City of Houston M/W/DBE Certificate if applicable.

Question(s): 4. What is the quantity of mail being delivered?

Answer(s): There is an average of 1-2 buckets or boxes of mail, and 3+ parcels transported between Route A and B; this varies by size, location and event. Items that are transported are: envelopes, inter-office envelopes, boxes of paper and/or forms, sealed & packaged pharmaceuticals

Question(s): 5. What is the cube size/bulk size of items being delivered?

Answer(s): See Answer #4

Question(s): 6. What is the approximate Size of Pharmaceuticals?

Answer(s): See Answer #4

Question(s): 7. Do you have an idea of what type of vehicle that will be required for the daily deliveries, such as car, van, boxed truck?

Answer(s): Vendor must transport all mail and packages in insured and covered vehicles capable of transporting small, medium, and large boxes of mail and pharmaceuticals. MHMRA welcomes any other options and/or solutions.

Question(s): 8. Currently your route runs 8:30 am to 4:00 pm, according to Route A & B, the route should only take about 4.5 hours. Do you have an AM and PM route?

Answer(s): All Mail and Pharmaceutical deliveries start and end at 7011 Southwest Freeway between 8:30am and 4:30pm. Vendor must be flexible.

****PROSPECTIVE VENDOR SHOULD INLCUDE ANY ADDITIONAL DESCRIPTIVE LITERATURE/SUGGESTIONS WHICH MIGHT BE OF ASSISTANCE IN THE DECISION-MAKING PROCESS. ****

This clarification letter is hereby incorporated in the Request for proposal document and shall supersede any previous specifications or provisions in conflict with the letter of clarification. All prospective vendors are directed to respond accordingly. By submitting a proposal on this project, vendors shall be deemed to have received this Letter of Clarification and to have incorporated it into its proposal.

Please contact MHMRA of Harris County, Texas, Purchasing Department at (713) 970-7300.