

**MAIL AND COURIER SERVICES
EVENT NO. 7054**

**SECTION II
SCOPE OF WORK**

- 2.0** Broad description of project: The purpose of this event is to receive proposals from qualified contractors for mail and courier services to all City of Savannah facilities and other locations as designated by the City. Electronic submissions will not be accepted for this proposal.

A pre-bid conference has been scheduled to be conducted at the Purchasing Office, 301 West Oglethorpe Avenue, Savannah, Georgia, 31401. This meeting will allow contractors to discuss the specifications and resolve any questions and/or misunderstandings that may arise with City staff. You are invited to attend.

2.1 Scope of Services

Incoming mail will be delivered and outgoing mail will be collected from all designated City locations on a daily basis, Monday through Friday, except for 11 annual holidays, within 30 minute of each scheduled drop. The normal working schedule for most City facilities is 8:15am to 5:00pm. Some facilities have slightly different schedules. A list of current delivery locations is attached (see Exhibit A).

There may occasionally be movement of department and staff to different locations within the City, which will alter the current delivery locations as shown on Exhibit A. During these transition periods the proposer agrees to hold pricing constant without any fee adjustments due to additions or deletions to the routes, within the same location.

- 2.1.1 Incoming mail to the City post office boxes at the United States Postal Office (Fahm Street) will be collected by the vendor each morning, Monday through Friday. Special incoming mail to the City, such as business reply, postage due, insured, express mail, and packages or boxes must also be collected and signed for at the front desk of the United States Post Office by the successful proposer each morning. The successful proposer will sort this mail by department and delivery location. The City will provide a current listing of departments and employees, which will be updated by the City as necessary. All mail collected at post office box 1027 will be delivered to the proper City location the same day. All outgoing mail collected from City locations will be processed by the vendor and taken to the Post Office for mailing each day between 4:30pm and 5:00pm.
- 2.1.2 Incoming mail from City post office boxes 1228 and 1968 shall be collected, placed in locked bags, and delivered directly to Treasury on the first floor of the Broughton Municipal Building (location subject to change), prior to taking other incoming mail to City Hall for sorting and distribution.
- 2.1.3 Incoming mail from City post office box 2101 shall be collected, placed in locked bags, and delivered to Parking Services at 100 East Bryan Street prior to taking other incoming mail to City Hall for sorting and distribution.
- 2.1.4 In addition, incoming mail from City post office box 726 shall be collected, placed in locked bags, and delivered to the Civic Center at 301 West Oglethorpe Avenue at the approximate time as designated on the mail services route schedules listed on Exhibit A.
- 2.1.5 Mail service shall be provided to each delivery location once daily except as noted on the attached route schedules. For most locations, mail service shall be provided to individual departments. For

some locations, mail for departments shall be delivered floor-by-floor twice a day.

- 2.1.6 Occasionally, the City will require special unscheduled deliveries both during and after normal working hours. The successful proposer shall be expected to respond within one hour after notification from the City that an unscheduled delivery is needed. On rare occasion, weekend deliveries will be necessary. The City will notify the vendor no later than 4:00pm on the preceding Friday of weekend deliveries.
- 2.1.7 Outgoing mail shall be processed through the postage meter in the City's mail center. The proposer will be expected to make use of the City of Savannah's mailroom and postage setup. The City of Savannah will provide the metering equipment and necessary postage. The proposal should include a reduction for use of mailroom space at City Hall and for use of City equipment. By submitting a proposal, the proposer understands that this does not grant exclusive rights and the proposer agrees that it will not handle mail for other customers in the City facilities. Processing of mail shall be coded by department to monitor postage costs for each City activity. Security and departmental cost allocation are of utmost importance. Each proposer must address these concerns in depth in their proposal to ensure adequate safeguards will be implemented.
- 2.1.8 Letters or packages to be mailed (such as express mail, insured packages, etc.) shall be taken to the front window of the Fahm Street Post Office so the packages can be date stamped. The receipt shall be returned to the originating department.
- 2.1.9 The proposer may be required to pick up bulk mail from various City Departments and deliver it to the Post Office on the same day by 5:00pm. This may include pickup and processing of bulk mail. Bulk mail will be pre-sorted by zip code by City staff. Bulk mail must arrive at the bulk mail section between the hours of 9:30am and 5:00pm, Monday through Friday. Assisting departments with bulk mail includes answering any questions City departments may have concerning bulk mail requirements.
- 2.1.10 Business reply mail must be accounted for by department (i.e. number of pieces and cost) prior to distribution to the appropriate department. The successful proposer shall be responsible for delivering this report of postage by department by each Monday morning to the Department of Information Technology.
- 2.1.11 The successful proposer shall be responsible for contacting Pitney Bowes (the City's service provider) for equipment maintenance and service related repair problems related to the postage equipment. The selected vendor shall follow-up with Pitney Bowes until the problems are resolved.
- 2.1.12 The successful proposer will be responsible for distributing newspapers to various City department locations on a daily (Monday through Friday) basis. These newspapers are dropped off at City Hall early each morning by the newspaper delivery service and the successful proposer will be responsible for prompt delivery to the specified departments. The successful proposer shall also be responsible for contacting the newspaper if the quantity of papers delivered is less than the number specified.
- 2.1.13 The successful proposer will be required to purchase a commercial decal from Parking Services which will allow parking of vehicles in lanes and freight zones for loading and unloading. Commercial decals are \$160.00 per year.
- 2.1.14 Upon termination of the contract, the vendor agrees to work with any newly awarded vendor to ensure continuity of the City's mail service. This shall include reviewing all aspects of the contract with the new vendor, as well as, a one week overlap to include riding the routes, clarification of financial controls, postage metering equipment, reports, and use of facilities.

2.2 Vendor Qualifications and References

- 2.2.1 Proposers shall provide a minimum of three references where they have provided similar mail and courier services. References should be operating a similar size and type organization (preferably local

government or large mail management organizations). Provide contact names and phone numbers for references on Attachment 1 included in this RFP. Attachment 1 must be submitted with a proposal to be further considered.

2.2.2 Proposers should submit experience and qualifications as described below. Additional information may be submitted as appropriate to further describe vendor and provide service capabilities.

- a) List of clients and contact names and telephone numbers for whom your company has performed similar services as listed herein.
- b) Description of capabilities and experience in mail processing.
- c) Location and number of support personnel.

2.2.3 The successful proposer shall possess knowledge and skill in the operation of computers, as all mail will be processed through the computer utilizing software provided by the City. For certified mail, process certified mailings using the electronic return receipt option and process end of the day activity reports utilizing the City's software.

2.2.4 The successful proposer agrees to provide drivers who are responsible, fit, customer service oriented, and who have no prior felony convictions and whose driving records are free of accidents and convictions for driving under the influence of drugs or intoxicants. These drivers shall wear visual identification at all times identifying themselves as well as the service provider selected.

2.3 Reporting Requirements

2.3.1 The successful proposer will be responsible for maintaining mail volume by category and providing a weekly report, due each Monday to the Department of Information Technology in outlining in detail the previous week's mail volume and associated postage usage and balances. Monthly reports will also be required. The successful proposer shall ensure that all required reports are accurate and delivered on time (as designated) to the Department of Information Technology each Monday morning at the time designated on the sheet for Exhibit A.

2.3.2 A penalty of 2% of the base monthly fee shall be deducted for each occurrence of late or inaccurate reports received.

2.3.3 The City shall be notified immediately of any occurrences that might delay delivery of mail to any site, especially those greater than 30 minutes. These incidents will also be included in a written weekly report due the following Monday for the previous weeks delivery.

2.4 Proposal Format

2.4.1 Each proposer shall indicate its fee for the services included in this RFP. The services shall be priced on a lump sum, monthly basis. Any unscheduled deliveries shall be priced on a per-delivery basis.

2.4.2 Proposers shall submit a proposed route and schedule for handling mail on a daily basis. The successful proposer will be required to periodically provide copies of all routes and schedules as requested by the City. This schedule shall indicate assigned vehicles and any other information the vendor deems important. Due to the volume of mail, a van or similar vehicle may be required to transport the mail.

2.4.3 Each proposer shall indicate how location additions or deletions from the normal routes shall be handled, particularly the impact on fees. A pricing formula or similar mechanism shall be submitted with a proposal.

2.4.4 Proposals shall be submitted in the following format and include the following information:

- A. Cover letter: The cover letter shall serve as a letter of interest and brief summary of

qualifications of the proposing firm. The cover letter must include acknowledgement of all addenda issued for this proposal. If the addenda are not acknowledged in the cover letter, proposals will not be considered further. It is the responsibility of all vendors to determine and acknowledge all addenda issued in connection with this event.

- B. Statement outlining proposer's qualifications (Attachment 2) along with a list of similar services.
- C. List of service references.
- D. Fee proposals per instructions in Section III (signed by responsible party).
- E. Non-Discrimination Statement.
- F. Proposed schedule of Disadvantaged Business Enterprise (DBE) Participation.
- G. SAVE affidavit.
- H. Contractor affidavit and agreement.
- I. Insurance requirements.
- J. Other submittals as stated.

2.5 Basis of Award

Proposals will be evaluated according to the following criteria and weight:

- A. Proposer's qualifications and experience in similar organizations, including support capabilities. (**50 points**)
- B. Fees, including the cost of training, ongoing maintenance and support. (**30 points**)
- C. References (**15 points**)
- D. Local Vendor Participation (Within the city limits of Savannah and has a City of Savannah Business Tax Certificate) (**5 points**)

Proposals shall be evaluated and scored by a selection committee. The selection committee may, at its option, request interviews with any and all proposers to gather additional information to be used in the evaluation process. Interviews may or may not be held on the premises of the City of Savannah. Any costs such as travel or preparation associated with the interview process will be borne solely by the proposers.

At the discretion of the selection committee, proposals deemed to be among the highest scored may be placed on a shortlist. Only the most qualified proposals shall have their fees opened and considered. Although the

The City reserves the right to request a best and final offer (BFO) and to re-score evaluations based on the best and final offer. Proposers may be required to provide clarification of their proposal as part of the BFO response.

- 2.6 Copies: One unbound, printed and signed original, one copy, and one electronic copy (flash drive) of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.

2.7 Local Vendor Definition

A bidder or business shall be considered a local vendor if it meets all of the following requirements:

- a) The bidder or business must operate and maintain a regular place of business with a physical address within the corporate limits of the City, and
- b) The bidder or business must at the time of bid or quotation submission, have a current city business tax certificate issued by the City for at least one year prior to the issuance of the requested competitive quote, bid, or proposal by the City (a post office box or temporary office shall not be considered a place of business), and
- c) The bidder or business performs quantifiable services in the ordinary course and scope of its business with the skills, qualifications, and expertise necessary to execute its contractual obligations to the City.

2.8 Insurance Requirements
Insurance Requirements are non-negotiable.

2.8.1 Comprehensive General Liability

Contractor shall carry comprehensive general liability on an occurrence form with no “x, c or u” exclusions with the following minimum limits:

- Each occurrence - \$1,000,000
- Damage to Rented Premises - \$50,000
- Medical Expense - \$5,000
- Personal & Adv. Injury - \$1,000,000
- General Aggregate - \$2,000,000
- Products – Completed Ops. Aggregate - \$2,000,000

General aggregate shall apply on a per project basis.

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A 30 day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

2.8.2 Commercial Automobile Liability

The automobile policy must include coverage for owned, non-owned and hired automobiles

- Minimum limits are \$1,000,000
- Contractor will provide a Certificate of Insurance reflecting required coverage.
- A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.
- A 30 day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

2.8.3 Workers Compensation

Contractor shall carry a workers compensation policy including all statutory coverage required by Georgia state law.

Minimum employer’s liability limits:

- \$500,000 each accident
- \$500,000 each employee (disease)
- \$500,000 policy limit (disease)

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A 30 day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

2.8.4 Umbrella/Excess Liability

Contractor shall carry an umbrella/excess liability policy which must follow form over underlying policies: general liability, auto liability and employer's liability.

Minimum limits:

- \$1,000,000 per occurrence
- \$1,000,000 aggregate

Contractor will provide a Certificate of Insurance reflecting required coverage.

Waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A 30 day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

2.8.5 General

All insurance shall be placed with Georgia admitted carriers with a current Best's rating of A (minus), X, or better

2.9 This is an annual contract and prices are to be held firm. The first term shall begin on the date of award and end on December 31, 2019. All renewal options if exercised shall begin on January 1st and shall end on December 31st of each subsequent year. This agreement may be renewed for up to four additional 12 month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory.

SECTION III

FEE PROPOSAL

ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV. ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED. PROPOSALS MUST BE SUBMITTED ON THIS FORM.

Fee proposals shall be submitted on this form in a separate sealed envelope clearly marked Fee Proposal for Mail and Courier Services RFP Event No. 7054 and include the name of the proposer. Fee proposals will only be opened if, after the initial evaluation, proposer is deemed to be qualified. Fee proposals will then be considered in relation to the qualification points awarded to determine the overall best proposal in terms of fees and qualifications. If a proposer fails to submit fees separately from the proposal, or submits pricing anywhere else in the proposal, that proposal may be deemed non-responsive.

All addenda must be acknowledged in the cover letter according to the terms set forth in Section 2.4.4 of this RFP.

ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT COST	EXTENDED COST
1.	Mail & Courier Services-Flat Fee per month	12 Months	\$	\$
2.	Less Reduction for Use of City Facility and Equipment per month	12 Months	-\$	-\$
3.	Unscheduled deliveries	150 Each	\$	\$
4.	Additional location drops from routes	125 Each	\$	\$

TOTAL OF ROWS 1-4 OF EXTENDED COST: \$ _____

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ ZIP _____

TELEPHONE: (_____) _____
Area Code

EMAIL : _____

I certify this proposal complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

Please Print Name

Authorization Signature

Date

SECTION 01310
DISADVANTAGED BUSINESS EMPLOYMENT PROVISIONS

The City of Savannah actively encourages employment and participation of small and disadvantaged businesses in all City contracts. Attention of the bidders is called to contract conditions contained herein pertaining to non-discrimination, equal employment opportunity, subcontracts, and opportunities for project area residents.

It is the policy of the City of Savannah that disadvantaged business enterprises (DBEs) be given fair opportunity to participate in the performance of services for the City, and that prime contractors utilize DBE subcontractors and suppliers to the fullest extent possible consistent with the efficient performance of the contract. The City of Savannah has not established a DBE goal for this project.

In order to determine compliance, bidders shall **submit the following completed documents in a separate sealed envelope** clearly marked with the bid number, project name and number and **marked (Section 1310 Disadvantaged Business Employment Provisions)** with their bid:

1. Non-discrimination statement (Sec. 01310-3) and;
2. Proposed schedule of disadvantaged business enterprise participation (Sec. 01310-4) and;
3. Documentation of Good Faith Efforts [**Submit only if the goals are not met.**]

Failure to submit the required documents shall result in the bid not being read or considered.

Suggestions to help meet the goal:

- ✓ Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation of DBEs.
- ✓ Advertising in general circulation media, trade association publications, or disadvantaged business enterprise media to solicit bids from DBE subcontractors or suppliers. **[Advertisement should appear at least 10 days prior to bid due date, unless the City's solicitation period is shortened.]**
- ✓ Designating portions of the work for DBE subcontracting in trades with established availability of DBE subcontractors.
- ✓ Providing a minimum of 10 days notice prior to the Bid due date to DBEs when requesting bids or proposals for furnishing material or services as a subcontractor or supplier.

Any attempt to submit false information, will result in a recommendation that the bidder be debarred from participating in future City contracts.

The contractor is required to fulfill any DBE utilization commitments made unless good cause is demonstrated for any failure to fulfill such commitment. **Written approval is required prior to**

any substitution.

The contractor will maintain records and information necessary to document compliance with Good Faith Effort requirements, and the City shall have the right to inspect such records.

Any DBE listed in the completed form entitled "Proposed Schedule of DBE Participation" (Section 01310-4) must be certified by an approved agency such as USDOT, GDOT, or SBA 8(a) prior to the due date of this bid. Proof of DBE certification such as a certificate or letter from the certifying agency is required to accompany the bid. A firm that has submitted an application for DBE certification or an application for DBE certification under review but has not been certified is not qualified as a certified DBE and will not be recognized as such during the City's evaluation process.

No bidder shall enter into an agreement with any DBE that would in any way limit the DBE's opportunities to sell to, or act as subcontractor for, any other party. Violation of this requirement would be grounds to deem the bidder non-responsive to this bid solicitation.

The following resources are available to aid bidders in complying with this section:

The State of Georgia Department of Transportation maintains a website listing of Disadvantaged Business Enterprises located at www.dot.ga.gov/PS/Business/DBE

Chatham County Purchasing Department maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 652-7860.

GA Tech Procurement Assistance Center maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 963-2524.

Savannah/Hilton Head International Airport Commission maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 964-0514 or visit the website at www.savannahairport.com

Small Business Assistance Corporation maintains a listing of Disadvantaged Business Enterprises to include Contractors, Consultants and Suppliers. Contact (912) 232-4700 or visit the website at www.sbacsav.com.

NON-DISCRIMINATION STATEMENT

The prime contractor / bidder certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, women, and individuals belonging to other socially and economically disadvantaged groups;
- (3) In connection herewith, we acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Signature

Title

CONTRACTOR AFFIDAVIT AND AGREEMENT
Employment Eligibility Verification

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Savannah has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Savannah, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Savannah at the time the subcontractor(s) is retained to perform such service.

EEV / Basic Pilot Program* User Identification Number

BY:

Contractor Name

Date

Signature of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

Title of Authorized Officer or Agent of Contractor

*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

* * * * *

Instructions for Completing Contractor Affidavit and Agreement Form

As required under Senate Bill 529 – “Georgia Security and Immigration Compliance Act” of 2006, O.C.G.A. Section 2, Article 3 13-10-91, public employers, their contractors and subcontractors are required to verify the work eligibility of all newly hired employees through an electronic federal work authorization program. The Georgia Department of Labor has added a new Chapter 300-10-1, entitled "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," to the Rules and Regulations of the State of Georgia. (See website: http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf.) The new rules designate the “Employment Eligibility Verification (EEV) Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security as the electronic federal work authorization program to be utilized for these purposes. The EEV/Basic Pilot Program can be accessed at: <https://everify.uscis.gov/enroll/StartPage.aspx?JS=YES>. Bidders shall comply with this new rule and submit with your bid the attached “Contractor Affidavit and Agreement.”

Affidavit Verifying Status for City of Savannah Benefit Application

By executing this affidavit under oath, as an applicant for a City of Savannah, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a City of Savannah contract for _____. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) _____ I am a citizen of the United States.

OR

2.) _____ I am a legal permanent resident 18 years of age or older.

OR

3.) _____ I am an otherwise qualified alien (8 § USC 1641) or nonimmigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:

Date

Printed Name:

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

* _____
Alien Registration number for non-citizens.

Notary Public
My Commission Expires:

***Instruction for Completing Systematic Alien Verification
for Entitlement (SAVE) Form***

O.C.G.A. § 50-36-1, requires Georgia's cities to comply with the federal **Systematic Alien Verification for Entitlements (SAVE) Program**. SAVE is a federal program used to verify that applicants for certain "public benefits" are legally present in the United States. Contracts with the City are considered "public benefits." Therefore, the successful bidder will be required to provide the Affidavit Verifying Status for City of Savannah Benefit Application prior to receiving any City contract. The affidavit is included as part of this bid package but is only required of the successful bidder.

EXHIBIT A

Mail Services Route #1

Dept. No.	Department	Address	Time
	Post Office	100 Fahm Street	7:30
1112	Revenue Admin- Utility Services	132 E. Broughton Street	8:00
1113	Parking Mngmt	100 E. Bryan Street	8:10
0123	Office of Public Communications	City Hall Basement	8:32
3123	311 Action Center	City Hall Sub-basement	8:32
1101	City Manager (Marty Johnson)	City Hall 4 th Floor	8:37
1105	Accounting Services Division	City Hall 3 rd Floor	8:40
0110	Mayor & Alderman	City Hall 2 nd Floor	8:42
0115	Clerk of Council	City Hall 1 st Floor	8:45
1121	Municipal Archives & Records Mngmt Div.	City Hall 1 st Floor	8:45
0130	City Attorney (Jen Herman)	Gamble Bldg 3 rd Floor	8:50
3108	Landbank Authority	Gamble Building - 3 rd Floor	9:13
0130	City Attorney (Lester Johnson)	200 Julian Street	9:00
1113	Parking Mngmt	100 E Bryan Street	9:10
0110	Mayor & Alderman (Bill Durrence)	516 E Julian Street	9:12
	BMB Building	132 E Broughton Street	9:13
1112	Revenue Admin- Utility Services	132 E Broughton basement	9:14
1112	Revenue Admin	132 E Broughton St 1 st Floor	9:15
1111	Revenue Admin Division	132 E Broughton St 2 nd Floor	9:18
6112	Cultural Arts & Grant Management	132 Broughton St 5 th Floor	9:19
	MPC	110 E. State Street	9:20
1103	Atty- W.W. Shearhouse	14 E State St	9:25
5101	Fire Chief	121 W. Oglethorpe Avenue	9:29

4201	Police Department Headquarters Information Desk Police Chief Major V. Adams Special Operations	Oglethorpe & Habersham 1 st Floor 2 nd Floor 2 nd Floor 3 rd Floor	9:30
4201			9:33
4201			9:35
4201			9:37
4201			
0110	Mayor & Alderman (Brian Foster)	305 E Charlston Street	9:39
6140	Civic Center Operations	Liberty & Montgomery Street	9:41
1106	Purchasing	Liberty/Montgomery St	9:43
	Oliver, Manor & Gray (call 236-3311)	218 W. Bay Street	9:50
	SMN BLDG (Chatham PKWY)		10:00
	SMN Front Desk		10:00
1140	Dept. of Information Technology	2 nd Floor	10:00
2141	Office of the Chief Infrastructure and Development Officer	2 nd Floor	10:00
3125	Property Acqui, Disp, Mngmt Div.	2 nd Floor	10:02
1103	Human Resources	2 nd Floor	10:04
4201	SPD Personnel	2 nd Floor	10:05
1102	Office of Mngmt. And Budget	2 nd Floor	10:06
0126	Arena of Development District	2 nd Floor	10:08
1155	Risk Management	2 nd Floor	10:10
3203	Housing Service Admin.	2 nd Floor	10:12
0125	Office of Performance and Accountability	2 nd Floor	10:12
3104	Human Services	2 nd Floor	10:16
3101	Office of Chief Community Services Officer	2 nd Floor	10:18
AFTERNOON			
1105	Accounting Services Division (Friday only for Clara Ward)		2:00
	SMN BLDG (Chatham PKWY)		2:30
	SMN Front Desk		

3203	Housing Services Admin (Special Del. Friday Only for Clara Ward)	2 nd Floor	2:30
1140	Dept. of Information Technology	2 nd Floor	2:32
2141	Office of the Chief Infrastructure and Development Officer	2 nd Floor	2:32
3125	Property Acqui, Disp, Mngmt Div.	2 nd Floor	2:32
1103	Human Resources	2 nd Floor	2:32
4201	SPD Personnel	2 nd Floor	2:32
1102	Office of Mngmt. And Budget	2 nd Floor	2:32
0126	Arena of Development District	2 nd Floor	2:32
1155	Risk Management	2 nd Floor	2:32
3203	Housing Service Admin.	2 nd Floor	2:34
3104	Human Services	2 nd Floor	2:36
3101	Office of Chief Community Services Officer	2 nd Floor	2:38
1120	Recorders Court	133 Montgomery Street	2:55
1113	Parking Management	100 E. Broughton Street	3:00
1112 1112 1111	BMB Building Revenue Revenue Admin- Utility Svc Revenue Admin Div.	132 E. Broughton Street Basement 1 st Floor 3 rd Floor	3:05 3:06 3:10
1105	Accounting Services Division (Friday Only)	City Hall (3 rd Floor)	3:15
0110	Mayor & Alderman	City Hall (2 nd Floor)	3:17
	Close Mail Room		4:30
	Mail Drop off at Post Office	Bay and Fahm Street	5:00

EXHIBIT A

Mail Services Route #2

Dept. No.	Department	Address	Time
-	US Post Office Box Pickups Boxes 1027, 2101, 1968/1228, 726	100 Fahm St	7:30
2553	President Street Plant	1400 E. President Street	8:40
-	History Museum (Visitors Center)	303 MLK Blvd.	8:45
4201	Savannah Police Dept. SPD	602 E Lathrop Ave	9:00
4201	TRAPP	602 E Lathrop Ave	9:00
4201	SPD Internal Affairs	602 E Lathrop Ave	9:00
4201	Budget	602 E Lathrop Ave	9:00
3131	Resource & Success Centers	1410B Richards Street	9:05
6117	Senior Services	Richards Street	9:05
4201	Police Chief (Downtown Precinct 1)	102 E. Lathrop Avenue	
2501	Water Resources Planning & Eng. Div.	City Lot 702	9:10
1103	Police-Human Resource Dept.	City Lot 702	9:14
2105	Streets Maintenance	City Lot 702	9:15
2502	Supply & Treatment	City Lot 706	9:18
2502	Supply & Treatment- Director's Office	City Lot 706	9:18
1106	Purchasing Division (Inventory Mngmt)	1100 W. Gwinnett Street Bldg. C	9:20
2103	Signals and Streetlights	1100 W. Gwinnett Street Bldg. B	9:23
0110	Mayor & Aldermen (Van Johnson)	1429 Clairmont Circle	9:30
6121	Facility Maintenance & Operation	5 Interchange Court	9:35
2150	Greenscapes Division	5 Interchange Court	9:36
7101	Sanitation Administration	14 Interchange Court	9:37

2581	I&D Water Dist.	6183 Hwy 21 N., Port Wentworth	9:50
2554	Regional Plants	125 Gulfstream Rd. Port Wentworth	9:55
3123	311 Action Center	Hwy 21	
4264	Crime Stoppers	1150 Armstead	10:05
7101	Sanitation Admin	Dean Forest Road	10:15
7101	Sanitation Admin - Director's Office	Dean Forest Road	10:16
0110	Mayor & Alderman (Estella Shabazz)	1923 Archer Street	10:30
4201	Savannah Police Dept. (SPD) Quartermaster	3401 Edwin Street 3401 Edwin Street	10:35
4201	Property Room	3401 Edwin Street	10:35
4201	SIU	3401 Edwin Street	10:35
4266			
4261	Counter Narcotics Team (CNT)	71 Ross Road	10:40
2104	Stormwater Management Division	Laurel Grove Cemetery North	10:45
0130	City Attorney (James Blackburn)	1510 Drayton Street	10:49
4201	Savannah SPD (Central Precinct)	1512 Bull Street	10:51
5101	Fire Chief/ Fire Prevention Center	10 W. 33 rd Street	10:56
3112	Code Enforcement Division	1700 Drayton St	11:00
2150	Greenscapes Division	2600 Bull Street	11:05
0110	Mayor & Alderman (Mayor Deloach)	206 E. 45 th Street	11:20
0110	Mayor & Alderman (Julian Miller)	516 E. 44 th Street	11:23
3203	Housing and Neighborhood Services- Admin	5513 Abercorn Street	11:48
	Land Bank	5513 Abercorn Street	11:48
2142	Office of Capital Projects Management	5515 Abercorn Street	11:49
2131	D/S- Admin	5515 Abercorn Street	11:50
2131	D/S - Inspections	5515 Abercorn Street	11:51
2131	Urban Planning	5515 Abercorn Street	11:52

0110	Mayor & Alderman (Tony Thomas)	18 Vernonburg Avenue	12:00
1140	Department of Information Technology	6900 Sallie Mood Drive	12:15
1130	Fleet Maint.	6900 Sallie Mood Drive	12:16
1106	Purchasing/Inventory Andrew Shuman	6900 Sallie Mood Drive	12:17
2502	Supply & Treatment	208 Agonic Road	12:22
2551	Sewer Maint.	230 Agonic Road	12:24
6116	Athletics Service Div.	7170 Skidaway Road	12:30
3309	Employment Services	7216 Skidaway Rd, Ste A	12:35
3346	Youthbuild	601 E. 66 th Street Ste. 202	12:36
6116	Athletic Service Div. (Bacon Park)	6262 Skidaway Road	12:41
0110	Mayor & Alderman (John Hall)	3301 Hazel Street	12:48
6124	City Cemeteries	330 Bonaventure Road	12:55
6115	Youth Services	1301 E. Victory Drive	1:00
6101	Parks & Rec. Admin (Barry Baker)	1301 E. Victory Drive	1:01
1116	Special Events, Film, & Tourism	1 Waring Drive	1:05
3205	Office of Business Opportunity	801 E. Gwinnett Street	1:10
0110	Mayor & Alderman (Carol Bell)	210 E. Bolton Street	1:15

**ATTACHMENT 1
REFERENCES**

This attachment must be included with the RFP response in order to be considered further.

In the spaces below, list a minimum of three (3) current commercial (government) references, of similar size. These references must have the correct phone numbers and contact names.

Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Email address: _____
Dates of Service: _____

Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Email address: _____
Dates of Service: _____

Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Email address: _____
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Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Email address: _____
Dates of Service: _____

Name of Company/Municipality: _____
Address: _____
Contact: _____
Phone: _____
Email address: _____
Dates of Service: _____

ATTACHMENT 2
FORMAT STATEMENT OF QUALIFICATIONS

The qualification submitted must address the following major topics in the following order:

- Letter of Interest:*** A letter of interest signed by an authorized principal of your firm with a statement of the project and your firm's availability to provide the services noted in the scope of work. The letter should include complete contact information and a brief history of the firm.
- Approach:*** A general statement of the firm's approach with particular focus on distinguishing characteristics or services. A discussion of the proposer's general understanding of the project and the major work tasks to be performed.
- Project Schedule:*** The proposer shall provide a sample timeline keyed to the scope of work, including all stages of the project, and the responsibilities of all parties involved.
- Team Expertise:*** The proposal shall include information about the firm's personnel, stating their proposed role in the project. Bidders shall provide a brief description of general qualifications and a list of key personnel that would be available to work on this project.
- Experience:*** The proposer will provide a narrative of qualifications and experience with respect to this project including a brief description of previous comparable projects.
- Additional Info:*** Proposal response shall address each of the above qualifications criteria and should be prepared in a complete, concise manner. Brochures, project photos and other illustrative information may be submitted as an appendix to your response.