



ADDENDUM #1

January 27, 2022

TO: ALL POTENTIAL BIDDERS

FROM: RON VENTURELLA, BUNCOMBE COUNTY PROCUREMENT MANAGER

SUBJECT: ADDENDUM #1 FOR RFP MAIL, COURIER, & SCANNING SERVICES

The following changes, revisions, additions, and/or clarifications to the plans and/or specifications are hereby made a part of the original documents.

Addendum # 1

The following questions were asked by potential bidders (listed in no particular order):

Q) Who is the current vendor or vendors providing each of the services listed in Section 5.0 of the RFP?

A) Patterson Pope is providing the services listed under section 5.0

Q) Is your current provider providing all of the services in section 5.0, or are they subcontracting for any of those services?

A) Only off-site storage is subcontracted

Q) Is the county currently getting any discounted presorted / automated postage rates on all of the county's daily mail or just retail postage rates on the county's daily mail?

A) Yes, although we do not know if it is the same across all BC departments

Q) What are the companies that the contract holder is sub-contracting services to, responsible for?

A) Responsible for storage of paper files

Q) Can you provide yearly volumes broken down by postcards, letters, flats, and parcels for all county mail?

A) We do not have this data broken out

Q) Can you confirm the total postage amount spent for all county departments, not just HHS?

A) \$409,319 for FY21

Q) Is the courier route currently being handled by the current contract holder, or by a county employee?

A) Current contract holder

Q) How much scanned data is currently being stored offsite as data storage for the county?

A) None. Only files not scanned are currently stored offsite

Q) Under scanning/storage in section 5.0, it states that those services are with a 3rd party vendor. Is that a separate contract or is the current contract holder using a 3rd party subcontractor?

A) The current contract holder subcontracts this service

Q) If it is a 3rd party vendor, then will the offsite computer data storage be part of this RFP or will that stay under a current separate contract?

A) This will remain as a separate contract

Q) Can companies outside the USA apply for this RFP?

A) Companies outside of the United States may participate in the RFP.

Q) Can we perform the tasks outside the USA?

A) Tasks will have to be performed within the United States, with some performed on location.

Q) Can proposals be submitted via email?

A) Proposals should be submitted as instructed in section 2.5 of the RFP.

END OF ADDENDUM #1

RFP MAIL, COURIER, & SCANNING SERVICES