DATE: April 24, 2014
TO: All Prospective Proposers
FROM: Wendy McDermott
Assistant Director
301-985-7148
RE: RFP 91187 – Mail Operations, Addenda #6

The following revision regarding the above-captioned Request for Proposal is submitted for your review.

Q. Will the Largo location have any type of storage closet or room for the mail carts and dollies? Or will the staff have to transport this every day to and from sites?
A. It is expected that arrangements will be made for a storage area.

Q. “The contractor shall have experience with processing high volume bulk mailings in an efficient and economical way”. Does the “Bulk Mailing” processing refer to Pre-sort bar coding and mailing? This specifically requires the equipment to provide the ability to spray bar codes and sufficient quantities to provide reduced pricing. Due to the equipment currently in use at UMUC which is not capable of bar coding is a third party processing this mail after the postage is applied?
A. No

Q. Please confirm that the Offeror is only required to submit written technical and price proposals and the completed forms in Appendix A and B of the RFP.
A. It is the Offeror’s responsibility to read the Request for Proposal completely for a full understanding of what is required for submission.

Q. Since we are only performing 1 Mail run per day, will the hours of operation change so that we can let more mail accumulate before executing the pickup/delivery.
A. The hours of operation are not expected to change at this time.

Q. Please provide a floor plan for the “New” Mail Center space.
A. See Attached

Q. Why is UMUC electing to close the “Largo” Mail Center?
A. For budgetary reasons and for more efficient mail operations