

ADDENDUM # 1  
To Specification 07-214  
Library Van Delivery Service

Pre-Bid Meeting Minutes  
July 10, 2007

Listed below are the questions raised during the meeting and questions raised during the tour of the various locations:

Q - How many times do we have to run the routes, it appears there isn't enough time to fill a whole day, is there other work for the driver to do?

A - Presently the route is run twice a day, however the Library believe it can be accomplished once a day thus saving tax dollars.

Q - What is the earliest time mail can be taken to the Post Office?

A - Ideally , we would like it taken at 3:00 P.M., however it could be done no earlier than 2:30 but no later than 4:30.

Q - How much mail are we talking about?

A - 2-3 bags in the morning and 1-2 bags in the afternoon.

Q - What about Saturday's mail?

A - Saturday's mail is only from the Post Office only

Q - How is the money handled?

A - All monies are in locked bags.

Q - Are Sub Contractors required to have same insurance and bonds as the Prime contractor?

A - YES

Following the meeting and tour at BMPL we traveled to Walt Branch Library where Gary Meier showed all attendee's the loading dock entrance, the location where incoming deliveries were to be placed and the location of the outgoing deliveries.

Q - Is this the same basic layout used at all locations?

A - Yes, with some minor modifications. At Bethany you will need to take materials into and pick up materials from within the Library proper and at Arnold Heights you will need to take materials off of shelves and place them into bins with the correct destination.

Q - Do you have a fixed time schedule?

A - The only fixed times are when the morning mail is to be delivered to BMPL, When the delivery leaves BMPL and when the p.m. mail is collected from BMPL.

- Q – Can we do part of the route, take a break and complete the route at a later time?  
A – We expect consistency in delivery times to the various branches – if the same schedule is followed every day it doesn't matter to us what the schedule is.
- Q – Are we required to use the tubs?  
A – I don't think that we would require that you use the tubs but 'we' have found them to be the best solution. **if a contractor wants to propose and alternate method of moving the books that we would take it into consideration\*\***
- Q – If we were to get a truck and park it at the same location that you currently use would we be allowed to keep materials in the truck overnight?  
A – **No library materials remain in the possession of the contractor overnight**
- Q – If you don't have a time schedule or a route how can we be sure that deliveries are being performed properly?  
A – While there is not a fixed time schedule we do have a specified route. We expect that route to be followed
- Q – Do we have to take the tubs from the locations?  
A – If you want to remove the items from a tub at any given location and place those items in a tub that is already on the vehicle with the same destination that becomes an operational decision and is solely at the discretion of the contractor. As long as the material gets to it's location.
- Q – Do all units have loading docks?  
A – Only Gere Branch has a true loading dock. Walt, South, Anderson and Eiseley Branches have receiving areas. Neither Bethany nor Arnold Heights Branches have any type of receiving area. Bethany's delivery is taken into, and removed from the Library proper through a mechanical room at the rear of the building; Arnold Heights delivery is housed, on shelves, in their staff work area which is accessed via the main door to the library. At this location the contractor will need to put the outgoing materials into tubs for transport.
- Q – Do all locations have keyless entry?  
A – Access to Arnold Heights Branch is with a key; all other units in the system are equipped with keyless entry systems.

At this point in the discussion it was the consensus of the group that no further facilities needed to be examined and the tour was discontinued.

All other terms and conditions in the proposal remain unchanged.

Vince M. Mejer  
Purchasing Agent