



Finance Department  
Purchasing Division

**REQUEST FOR PROPOSALS (RFP)  
Specification No. 23-11568-C  
FOR  
HUMAN PROPELLED COURIER AND MAIL SERVICES  
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY**

**ADDENDUM "A"**  
2/15/2023

Dear Proposer:

Questions received from proposers along with answers are attached.

**Proposals/bids must be received no later than 2:00 pm, on Thursday, February 23, 2023.**

All responses should be sent via email to [purchasing@cityofberkeley.info](mailto:purchasing@cityofberkeley.info) and have "**HUMAN PROPELLED COURIER AND MAIL SERVICES**" and **Specification No. 23-11568-C** indicated in the subject line of the email. Please submit one (1) PDF of the technical proposal. Corresponding cost proposal shall be submitted as a separate PDF document.

Proposals will not be accepted after the date and time stated above.

We look forward to receiving and reviewing your proposal.

Sincerely,

Darryl Sweet  
General Services Manager

**Addendum “A”**

**Questions and Answers for Specification No. 23-11568-C  
HUMAN PROPELLED COURIER AND MAIL SERVICES**

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 23-11568-C, HUMAN PROPELLED COURIER AND MAIL SERVICES**. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

Q1: Is this a new requirement?

A1: This is not a new requirement. The City has utilized a third party for these services for several years.

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Q2: If no, are you able to provide who was the previous awarded contractor and the awarded amount?

A2: Current contract for these services is publicly available: [32200216](#)

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Q3: Can we also have a copy of the pricing records?

A3: See A2

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Q4: If information from previous awarded contract cannot be provided, are you going to give us the list of items of all the services that we must provide price, or we will be the one to list down items?

A4: Contract information provided in A2 above. The RFP lists the satellite locations to service daily, the potential for planning department deliveries, and mail room task when covering mail room. Proposed pricing should be for providing those services.

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Except as provided herein all other terms and conditions remain unchanged.