

THE CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN  
NEW BRITAIN, CT

**COURIER SERVICES BID SPECIFICATIONS**

**FOR THE PERIOD**

**JULY 1, 2023 THROUGH JUNE 30, 2026**

INSTRUCTIONS TO BIDDERS

The following instructions and specifications shall be observed by all bidders.

LOCATION OF PROPOSAL OPENING:

New Britain Board of Education  
Board Room  
272 Main Street  
New Britain, CT 06051

TIME OF PROPOSAL OPENING:

April 5, 2023 at 11:00 a.m.

GENERAL REQUIREMENTS:

**PROPOSAL COMPLIANCE:**

Proposals shall be submitted on the enclosed form. Incomplete proposal forms may be cause for disqualification of the proposal.

The purchaser shall be the sole judge as to whether any proposal complies with these specifications, and such a decision shall be final and conclusive. Bidders shall state any exceptions taken to the proposal specifications.

**RIGHT OF REJECTION:**

The purchaser reserves the right to reject any or all bids, waive any irregularities, and accept the bid deemed to be in the Board of Education's best interest.

## **BID ENVELOPE:**

Bids shall be submitted in envelopes plainly marked "**BID - MAIL DELIVERY.**" Bids submitted in unmarked envelopes, which are opened by the Board of Education in its normal course of business, will not be accepted. If time permits, the bids will be returned to the bidder informing her/him that the bid may be resubmitted in a sealed envelope, properly marked as indicated above.

## **BIDDER LIST:**

Bidders not responding may be deleted from our bidders' list.

## **LOCAL PREFERENCE DIFFERENTIAL:**

Per Section 2-578 of the City Code of Ordinances, a ten (10) percent differential in favor of local bidders will apply in the final award of this bid.

A copy of the appropriate ordinance section is as follows:

**"The purchasing agent shall be authorized to allow up to ten percent (10%) differential in favor of city-based bidder provided that where application of such a differential is to be allowed, the purchasing agent shall cause the bid document to specify the differential which will apply. On contracts for which a city-based preferential is to apply, any city-based bidder which has submitted a bid shall be awarded the bid provided that such city-based bidder agrees to accept the award of the bid at the amount of the low bid. If more than one city-based bidder submits a bid not more than ten percent (10%) higher than the low bid and has agreed to accept the award of the bid at the amount of the low bid, the bid shall be awarded to the city-based bidder which has submitted the lower/lowest bid. For purposes of this subsection, a "city-based bidder" shall mean a business with a legal principal place of business located within the City of New Britain. A business shall not be considered a city-based bidder unless evidence satisfactory to the purchasing agent has been submitted with the bid to establish that said business has a bona fide principal place of business within the City of New Britain. Such evidence may include evidence of ownership of or a long-term lease of real estate within the City from which the principal place of business is legally operated or the payment of personal property taxes on the personal property of the business to the City of New Britain."**

**BID WITHDRAWAL:**

Bids may not be withdrawn and shall remain firm in price for sixty (60) days after the bid opening.

**BID PRICE:**

Bid prices shall not include any sales, excise or other taxes for which the Board of Education is not liable.

**CONTRACTOR/VENDOR RESPONSIBILITIES:**

The Contractor/Vendor at all times shall observe and comply with all federal and state laws, local by-laws, ordinances and regulations in any manner affecting the performance of the work. The Contractor/Vendor agrees that it shall defend, indemnify, and save harmless the Board of Education and the City of New Britain, its public officials, employees, and/or its agents from and against all claims, liens, charges, suits, damages, causes of action, judgment costs (including reasonable attorneys' fees) losses, and expenses in any manner, directly or indirectly caused by the Contractor/Vendor resulting from or arising out of any act or omission of, or any person employed as a contractor of the company or any of its subcontractors, in any capacity during or in connection with this bid, excluding only the sole negligence or willful act of the Board of Education or the City of New Britain.

**INSURANCE:**

The successful bidder shall name the Board of Education and the City of New Britain as additional insured's and shall carry a minimum of \$1,000,000 liability and property damage coverage, as well as Workers' Compensation coverage as required by state law. A Certificate of Insurance shall be provided to the Board of Education prior to the issuance of a contract with the successful bidder. A copy of the policy and/or certificate of insurance reflecting the above coverage is required on an annual basis and/or at any time a request is made by the BOE.

**BONDING:**

A \$25,000 Cash Bond Insurance Certificate shall be provided to the Board of Education by the successful bidder prior to the signing of the contract.

## TECHNICAL SPECIFICATIONS:

1. Mail and Media Services Department delivery to begin at the first stop, Administration Building, and continue to the second stop, Central Registration Office. The second stop, Central Registration Office, is the starting point for the delivery route to each of the facilities listed below for a calendar year. This includes each day school is in session (currently 180 days), plus two full calendar weeks after the end of the school session.
2. The successful bidder will deliver inbound and outgoing mail from the United States Postal Service to Administration Building daily. Postal mail pick up from the post office at 8:15 a.m. \*each weekday for Administration Building; postal mail pick up from Administration Building to post office at 3:30 p.m. each weekday. \*With the exception to the abbreviated summer schedule and bulk mailing deliveries.
3. Immediately following the two full weeks of mail and media service at the end of the academic year, there is an abbreviated internal mail and media delivery. Internal mail will be delivered every Monday, Wednesday and Friday. The District reserves the right to select an alternative internal mail day if a federally recognized holiday falls on a Monday, Wednesday or Friday. Courier service will resume at a full schedule two weeks prior to the commencement of the new school year.

During the school year, if school has been cancelled due to inclement weather conditions, the contractor shall be responsible for all required pick-ups and deliveries unless otherwise informed.

The daily load to be delivered is estimated as follows:

- a) The mail delivery route should begin with the Administration Building to load twenty-three (23) mailbags, one per facility, consisting of mail notices and small parcels. Twenty (20) bins, one per location, consisting of parcels and other items which do not fit into mailbags. The mailbag is approximately 1-1/2"X1' X8".
- b) The mail delivery route should continue to the second pick up location, Central Registration Office, to load up to twenty-three (23) mailbags, one per facility, to be sorted and delivered to various facilities on that same day. The Central Registration Office is the second stop and the starting point for the delivery route to the various locations.

Locations of deliveries are:

<u>Facility</u>	<u>Address</u>
Administration Building/Gates Building	272 Main Street
MIS/Central Registration -Basement Entrance	183 Steele Street
Slade Middle School - Main Bldg.	183 Steele Street
New Britain Transitional Center	183 Steele Street
Lincoln School	45 Steele Street
Chamberlain School	120 Newington Ave.
DiLoreto School	732 Slater Road
Gaffney School	322 Slater Road
Holmes School	2150 Stanley Street
Jefferson School	140 Horse Plain Road
Northend School	60 Bassett Street
Smalley Academy	175 West Street
Smith School	142 Rutherford Street
Vance Village School	183 Vance Street
Pulaski Middle School	757 Farmington Avenue
Butler Building (Expulsion Site-behind Pulaski Middle School)	204 Merigold Drive - (NEW LOCATION)
Roosevelt Early Learning Ctr	40 Goodwin Street
Satellite Careers Academy (CSA)	40 Goodwin Street
Adult Literacy/CLIMB	40 Goodwin Street
HALS Academy	40 Goodwin Street
New Britain High School	110 Mill Street
Brookside	505 South Main Street
Headstart	180 Clinton Street
City Hall	27 West Main Street

- c) In addition to the delivery schedule above, there will be 4 - 6 boxes to be delivered daily between the various locations. Advanced notice will be provided and boxes will be clearly marked with the delivery location.
- d) There are approximately three (3) Budget Meetings held throughout the year that requires a special delivery consisting of 11 stops within the City of New Britain. A detailed delivery list will be provided by the Board at the time of the delivery request.

- e) Postal mail pick up from the post office at 8:15 a.m. \*each weekday for Administration Building; postal mail pick up from Administration Building to post office at 3:30 p.m. each weekday. \*With the exception to the abbreviated summer schedule and bulk mailing deliveries.
  - f) Advance notice of bulk mail delivery requirements will be provided so the courier can pick up the appropriate number of trays from the USPS to be delivered to the Administration Building. Bulk delivery to the USPS will be picked up from the Administration Building no later than 2:30 p.m. and delivered to the USPS prior to 3:00 p.m. On the days there is bulk mail delivery there will be only one delivery to the post office which is to include both bulk mail and standard metered mail.
  - g) During the first two (2) weeks in July, the boxed and sealed student cumulative records picked up and delivered to the appropriate location(s) as indicated on each box.
  - h) During the second (2<sup>nd</sup>) week in August there will be approximately 20 - 26 boxes delivered from the Administration Building to various locations. Advanced notice will be provided and boxes will be clearly marked with the deliver location.
4. School mail is to be picked up at the Administration Building between 9:00 a.m. and 9:30 a.m. then continue to the Central Registration Office for additional mail pickup and then delivered to the schools. Inbound mail from the schools shall be collected and returned to the Administration Building.
  5. It is estimated that approximately five (5) hours per day will be required for this service.
  6. The bid period shall be for a three-year period, July 1, 2023 through June 30, 2026 with the Board of Education exercising its option to continue the service for an additional year, July 1, 2026 through June 30, 2027, if it so desires.
  7. The Board of Education will review courier performance evaluations at 90 days, 180 days, 365 days, and reserves the right to cancel the agreement with a written notice within thirty (30) days if the performance evaluation prove unsatisfactory.
  8. Bidders shall provide a minimum of three (3) references for which similar mail delivery service is provided.

**DELIVERY VEHICLE:**

All materials are to be transported between locations in an enclosed van or pickup with enclosed cap. A picture of the vehicle to be used for transporting materials must accompany the bid.

**WRITTEN CONTRACT:**

The successful bidder shall be required to execute a written agreement similar in nature to Attachment A.

**MAIL SERVICE PENALTIES:**

Penalties should be assessed against the contractor for service problems as noted below:

<u>Service Problem</u>	<u>Penalty</u>
No Services for Day	Annual Rate divided by 200
Per Location Missed (maximum penalty not to exceed total daily rate)	\$25.00
Missed Post Office a.m. pickup	\$25.00
Missed Post Office p.m. pickup	\$25.00

**PAYMENT SCHEDULE:**

1/12 payment of the annual contracted services will be provided within 2 weeks following the month courier services are provided.

**MAIL DELIVERY BID FORM**

**NOTE: FORM MUST BE COMPLETED IN INK OR TYPEWRITTEN**

BIDDER'S NAME:

\_\_\_\_\_

BIDDER'S ADDRESS:

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER:

\_\_\_\_\_

**BID AMOUNT:**

July 1, 2023 - June 30, 2024

\$ \_\_\_\_\_

July 1, 2024 - June 30, 2025

\$ \_\_\_\_\_

July 1, 2025 – June 30, 2026

\$ \_\_\_\_\_

Three Year Total: \$ \_\_\_\_\_

NOTE: Determination of the low bid will not include the 2026 - 2027 option year.

**OPTION YEAR:**

July 1, 2026-June 30, 2027

\$ \_\_\_\_\_

BIDDER'S AUTHORIZED REPRESENTATIVE:

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



**ATTACHMENT A**

**AGREEMENT  
between  
THE NEW BRITAIN BOARD OF EDUCATION  
and  
XXXXXXXXXXXXXXXXXXXXXXX**

XXXXXXXXXXXXXXXXXXXXXXX hereby agrees to provide mail delivery services in accordance with the bid specifications herein attached.

This Agreement will be in effect from July 1, 2023 through June 30, 2026. The Board of Education reserves the right to cancel the Agreement within 30 days of written notice if services prove unsatisfactory at the performance evaluation dates indicated in the above specification. The Board of Education may exercise its option to continue the service for one (1) additional year, July 1, 2026 through June 30, 2027.

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I HEREBY AGREE TO THE ABOVE TERMS TO FURNISH THE NEW BRITAIN SCHOOL DISTRICT WITH MAIL DELIVERY SERVICES AT A RATE OF XXXXXX FOR THE PERIOD JULY 1, 2023 - JUNE 30, 2024, XXXXXX FOR THE PERIOD JULY 1, 2024 THROUGH JUNE 30, 2025, AND XXXXXX FOR THE PERIOD JULY 1, 2025 THROUGH JUNE 30, 2026. SHOULD THE BOARD OF EDUCATION EXERCISE ITS OPTION TO CONTINUE THE SERVICE FOR ONE (1) ADDITIONAL YEAR, THE RATE SHALL BE XXXXXXXX FOR THE PERIOD JULY 1, 2026 THROUGH JUNE 30, 2027.

XXXXXXXXXXXXXXXXXXXXXXX

**FOR THE BOARD OF EDUCATION**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Penalties for service problems shall be as follows:

**MAIL SERVICE PENALTIES**

<b><u>Period Beginning</u></b>	<b><u>Year 1</u></b>	<b><u>Year 2</u></b>	<b><u>Year 3</u></b>	<b><u>Year 4</u></b>
No Service for Day	Annual rate divided by 200			
Per Location Missed <small>*Not to exceed daily service price</small>	<b>\$25.00</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>\$25.00</b>
Missed Post Office A.M. P/U	<b>\$25.00</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>\$25.00</b>
Missed Post Office P.M. D/O	<b>\$25.00</b>	<b>\$25.00</b>	<b>\$25.00</b>	<b>\$25.00</b>

XXXXXXXXXXXXXXXXXXXX

***FOR THE BOARD OF EDUCATION***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date