



# ALACHUA COUNTY

## Budget and Fiscal Services

### Procurement

Theodore "TJ" White, Jr. CPPB  
Procurement Manager


Thomas J. Rouse  
Contracts Supervisor

Darryl R. Kight, CPPB  
Procurement Supervisor

September 19, 2023

#### **MEMORANDUM**

**TO:** Theodore "TJ" White, Jr. CPPB, Procurement Manager

**FROM:** Darryl R. Kight, CPPB, Procurement Supervisor   
Darryl Kight (Sep 19, 2023 15:21 EDT)

**FROM:** Mandy Mullins, Procurement Agent I *Mandy Mullins*

**SUBJECT: INTENT TO AWARD**  
**ITB 24-68-MM Annual Courier Services**

<u>Solicitation Opening Date:</u>	2:00 PM, Wednesday, September 6, 2023
<u>Solicitation Notifications View Count:</u>	398 Vendors
<u>Solicitations Downloaded by:</u>	15 Vendors
<u>Solicitations Submissions:</u>	3 Vendors

#### **Firms:**

D&L Business Development, Inc.  
dba Crosstown Couriers  
Tampa, FL 33609

Express Parcel Couriers, LLC.  
Saint Augustine, FL 32085

Personalized Postal Courier Inc.  
Chiefland, FL 32644

#### **RECOMMENDATION:**

That the bid be awarded to the lowest, most responsible bidder, Personalized Postal Courier Inc.

The resulting Agreement for the service will be effective for the period beginning on the date of the fully executed Contract and continue through September 30, 2024. The County has the option to renew this Agreement for two (2) additional two (2) year-periods at the same terms and conditions outlined in the Agreement.

The actual bid award is subject to the appropriate signature authority identified in the Procurement Code.



Sep 21, 2023

Approved  
Theodore "TJ" White, Jr., CPPB  
Procurement Manager

Date

Disapproved  
Theodore "TJ" White, Jr., CPPB  
Procurement Manager

### **Vendor Complaints or Grievances; Right to Protest**

Unless otherwise governed by state or Federal law, this part shall govern the protest and appeal of Procurement decisions by the County. As used in Part A of Article 9 of the Procurement Code, the term "Bidder" includes anyone that submits a response to an invitation to bid or one who makes an offer in response to a solicitation (e.g., ITB, RFP, ITN), and is not limited solely to one that submits a bid in response to an Invitation to Bid (ITB).

- (1) *Notice of Solicitations and Awards.* The County shall provide notice of all solicitations and awards by electronic posting in accordance with the procedures and Florida law.
- (2) *Solicitation Protest.* Any prospective Bidder may file a solicitation protest concerning a solicitation.
  - (a) *Basis of the Solicitation Protest:* The alleged basis for a solicitation protest shall be limited to the following:
    - i. The terms, conditions or specifications of the solicitation are in violation of, or are inconsistent with this Code, Florida Statutes, County procedures and policies, or the terms of the solicitation at issue, including but not limited to the method of evaluating, ranking or awarding of the solicitation, reserving rights of further negotiations, or modifying or amending any resulting contract; or
    - ii. The solicitation instructions are unclear or contradictory.
  - (b) *Timing and Content of the Solicitation Protest:* The solicitation protest must be in writing and must be received by the Procurement Manager, [twhite@alachuacounty.us](mailto:twhite@alachuacounty.us) by no later than the solicitation's question submission deadline. Failure to timely file a solicitation protest shall constitute a total and complete waiver of the Bidder's right to protest or appeal any solicitation defects, and shall bar the Bidder from subsequently raising such solicitation defects in any subsequent Award Protest, if any, or any other administrative or legal proceeding. In the event a solicitation protest is timely filed, the protesting party shall be deemed to have waived any and all solicitation defects that were not timely alleged in the protesting party's solicitation protest, and the protesting party shall be forever barred from subsequently raising or appealing said solicitation defects in a subsequent award protest, if any, or any other administrative or legal proceeding. The solicitation protest must include, at a minimum, the following information:
    - i. The name, address, e-mail and telephone number of the protesting party;
    - ii. The solicitation number and title;
    - iii. Information sufficient to establish that the protesting party has legal standing to file the solicitation Protest because:
      1. It has a substantial interest in and is aggrieved in connection with the solicitation; and
      2. That the protesting party is responsive, in accordance with the criteria set forth in the solicitation, unless the basis for the Solicitation Protest alleges that the criteria set forth in the solicitation is defective, in which case the protesting party must demonstrate that it is responsible in accordance with the criteria that the protesting party alleges should be used;
    - iv. A detailed statement of the basis for the protest;
    - v. References to section of the Code, Florida Statutes, County policies or procedure or solicitation term that the protesting party alleges have been violated by the County or that entitles the protesting party to the relief requested;
    - vi. All supporting evidence or documents that substantiate the protesting party's alleged basis for the protest; and
    - vii. The form of the relief requested.
  - (c) *Review and Determination of Protest:* If the Solicitation Protest is not timely, the Procurement Manager shall notify the protesting party that the Solicitation Protest is untimely and, therefore, rejected. The Procurement Manager shall consider all timely Solicitation Protests and may conduct any inquiry that the Procurement Manager deems necessary to make a determination regarding a protest. The Procurement Manager shall issue a written determination granting or denying the protest. The written determination shall contain a concise statement of the basis for the determination.

- (d) *Appeal*: If the protesting party is not satisfied with the Procurement Manager's determination, the protesting party may appeal the determination to the County Manager by filing a written appeal, which sets forth the basis upon which the appeal is based, including all supporting documentation. The scope of the appeal shall be limited to the basis alleged in the Solicitation Protest. The appeal must be filed with the Procurement Manager within five business days of the date on which the Procurement Manager's written determination was sent to the protesting party. Failure to timely file an appeal shall constitute a waiver of the protesting party's rights to an appeal of the Procurement Manager's determination, and the protesting party shall be forever barred from subsequently raising or appealing said Solicitation defects in a subsequent award protest, if any, or any other administrative or legal proceeding. After considering the appeal, the County Manager must determine whether the solicitation should stand, be revised, or be cancelled, and issue a written determination and provide copies of the determination to the protesting party. The determination of the County Manager shall be final and not subject to further appeal under this code.
- (3) *Award Protest*. Any Bidder who is not the intended awardee and who claims to be the rightful awardee may file an award protest. However, an award protest is not valid and shall be rejected for lack of standing if it does not demonstrate that the protesting party would be awarded the Solicitation if its protest is upheld.
- (a) *Basis of the Award Protest*: The alleged basis for an Award Protest shall be limited to the following:
- i. The protesting party was incorrectly deemed non-responsive due to an incorrect assessment of fact or law;
  - ii. The County failed to substantively follow the procedures or requirements specified in the solicitation documents, except for minor irregularities that were waived by the County in accordance with this Code, which resulted in a competitive disadvantage to the protesting party; and
  - iii. The County made a mathematical error in evaluating the responses to the solicitation, resulting in an incorrect score and not *protesting party not being selected for award*.
- (b) *Timing and Content of the Award Protest*: The Award Protest must be in writing and must be received by the Procurement Manager, [twhite@alachuacounty.us](mailto:twhite@alachuacounty.us) by no later than 3:00 PM on the third business day after the County's proposed Award decision was posted by the County. Failure to timely file an Award Protest shall constitute a total and complete waiver of the Bidder's right to protest or appeal the County's proposed Award decision in any administrative or legal proceeding. In the event an Award Protest is timely filed, the protesting party shall be deemed to have waived any and all proposed Award defects that were not timely alleged in the protesting party's Award Protest, and the protesting party shall be forever barred from subsequently raising or appealing said Award defects in any administrative or legal proceeding. The Award Protest must include, at a minimum, the following information:
- i. The name, address, e-mail and telephone number of the protesting party;
  - ii. The Solicitation number and title;
  - iii. Information sufficient to establish that the protesting party's response was responsive to the Solicitation;
  - iv. Information sufficient to establish that the protesting party has legal standing to file the Solicitation Protest because:
    1. The protesting party submitted a response to the Solicitation or other basis for establishing legal standing;
    2. The protesting party has a substantial interest in and is aggrieved in connection with the proposed Award decision; and
    3. The protesting party, and not any other bidder, should be awarded the Solicitation if the protesting party's Award Protest is upheld.
  - v. A detailed statement of the basis for the protest;
  - vi. References to section of the Code, Florida Statutes, County policies or procedure or solicitation term that the protesting party alleges have been violated by the County or that entitles the protesting party to the relief requested;

- vii. All supporting evidence or documents that substantiate the protesting party's alleged basis for the protest; and
  - viii. The form of the relief requested.
- (c) *Review and Determination of Protest:* If the Award Protest is not timely, the Procurement Manager shall notify the protesting party that the Award Protests is untimely and, therefore, rejected. The Procurement Manager shall consider all timely Award Protests and may conduct any inquiry that the county Procurement Manager deems necessary to resolve the protest by mutual agreement or to make a determination regarding the protests. The Procurement Manager shall issue a written determination granting or denying each protest. The written determination shall contain a concise statement of the basis for the determination.
- (d) *Appeal:*
- i. If the protesting party is not satisfied with the Procurement Manager's determination, the protesting party may appeal the determination to the County Manager by filing a written appeal, which sets forth the basis upon which the appeal is based. The scope of the appeal shall be limited to the basis alleged in the award protest. The appeal must be filed with the Procurement Manager within five business days of the date on which the Procurement Manager's written determination was mailed to the protesting party. Failure to timely file an appeal shall constitute a waiver of the protesting party's rights to an appeal of the Procurement Manager's determination, and the protesting party shall be forever barred from subsequently raising or appealing said award defects in any administrative or legal proceeding.
  - ii. After reviewing the appeal, the County Manager will issue a written final determination and provide copies of the determination to the protesting party. Prior to issuing a final determination, the County Manager, in his or her discretion, may direct a hearing officer, or magistrate, to conduct an administrative hearing in connection with the protest and issue findings and recommendations to the County Manager. Prior to a hearing, if held, the Procurement Manager must file with the hearing officer the protest, any background information, and his or her written determination. The protesting party and the County shall equally share the cost of conducting any hearing, including the services of the hearing officer. If applicable, the County Manager may wait to issue a written final determination until after receipt of the findings and recommendations of the hearing officer. The determination of the County Manager shall be final and not subject to further appeal under this code.
- (4) *Burden of Proof:* Unless otherwise provide by Florida law, the burden of proof shall rest with the protesting party.
- (5) *Stay of Procurements during Protests.* In the event of a timely protest, the County shall not proceed further with the solicitation or with the award of the contract until the Procurement Manager, after consultation with the head of the using department, makes a written determination that the award of the solicitation without delay is:
- (a) Necessary to avoid an immediate and serious danger to the public health, safety, or welfare;
  - (b) Necessary to avoid or substantial reduce significant damage to County property;
  - (c) Necessary to *avoid or substantially reduce interruption of essential County Services; or;*
  - (d) Otherwise in the best interest of the public.



# Alachua County Fire Rescue

Harold Theus, **Chief**

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## MEMORANDUM

Date: September 19, 2023

To: Mandy Mullins, Procurement Agent I

From: Cheryl Ellis, Assistant Director of Administration and Finance <sup>CLE</sup>  
Ken Fair, Senior Administrative Support Manager <sup>KF</sup>

Subject: Annual Courier Services 24-68

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Upon review of the bid submittals, we recommend the bid be awarded to Personalized Postal Services as the lowest and most responsive bidders.

Let me know if you have any questions or need further information.



Alachua County, Florida  
**Procurement**  
Theodore "TJ" White, Jr. CPPB, Procurement Manager  
County Administration Building, Gainesville, FL 32601  
(352) 374-5202

**EVALUATION TABULATION**  
ITB No. ITB 24-68-MM  
Annual Courier Services

RESPONSE DEADLINE: September 6, 2023 at 2:00 pm

Tuesday, September 19, 2023

**SELECTED VENDOR TOTALS**

Vendor	Total
Personalized Postal Courier In	\$103.00
Crosstown Couriers	\$329.96
Express Parcel Couriers LLC	\$717.92

**FIRE RESCUE DEPARTMENT**

FIRE RESCUE DEPARTMENT				Crosstown Couriers	Express Parcel Couriers LLC	Personalized Postal Courier In
Selected	Line Item	Description	Per Day	Unit Cost	Unit Cost	Unit Cost
X	1	Annual Courier Service 2 days a week	\$ Per Day	\$74.00	\$229.00	\$40.00
Total				\$74.00	\$229.00	\$40.00

**FIRE RESCUE**

In the event additional stops are required, indicate the rate to be charged per mile:

Fire Rescue				Crosstown Couriers	Express Parcel Couriers LLC	Personalized Postal Courier In
Selected	Line Item	Description	Mile Per Stop	Unit Cost	Unit Cost	Unit Cost
X	2	Within City Limits	\$ Mile Per Stop	\$1.99	\$3.75	\$4.00
X	3	Outside City Limits	\$ Mile Per Stop	\$1.99	\$4.21	\$4.00
Total				\$3.98	\$7.96	\$8.00

**PUBLIC WORKS DEPARTMENT**

## EVALUATION TABULATION

ITB No. ITB 24-68-MM

Annual Courier Services

PUBLIC WORKS DEPARTMENT				Crosstown Couriers	Express Parcel Couriers LLC	Personalized Postal Courier In
Selected	Line Item	Description	Per Day	Unit Cost	Unit Cost	Unit Cost
X	1	Annual Daily Courier Service (4 days per week)	\$ Per Day	\$248.00	\$473.00	\$47.00
Total				\$248.00	\$473.00	\$47.00

## PUBLIC WORKS DEPARTMENT

In the event additional stops are required, indicate the rate to be charged per mile:

PUBLIC WORKS DEPARTMENT				Crosstown Couriers	Express Parcel Couriers LLC	Personalized Postal Courier In
Selected	Line Item	Description	Mile Per Stop	Unit Cost	Unit Cost	Unit Cost
X	2	Within City Limits	\$ Mile Per Stop	\$1.99	\$3.75	\$4.00
X	3	Outside City Limits	\$ Mile Per Stop	\$1.99	\$4.21	\$4.00
Total				\$3.98	\$7.96	\$8.00

## VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	Crosstown Couriers	Express Parcel Couriers LLC	FactoryMation LLC	Network Craze
Submittal Confirmation	Pass	Pass	No Response	No Response
Corporate Resolution	Pass	Pass	No Response	No Response
State Compliance	Pass	Pass	No Response	No Response
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass	Fail	No Response	No Response
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass	Fail	No Response	No Response
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	No Response	Fail	No Response	No Response
Option 1: Company is an Alachua County Certified Small Business Enterprise.	Pass	Pass	No Response	No Response

## EVALUATION TABULATION

ITB No. ITB 24-68-MM

Annual Courier Services

Question Title	Crosstown Couriers	Express Parcel Couriers LLC	FactoryMation LLC	Network Craze
Option 2: I certify that our Company will perform ALL work and that no subcontractors will be utilized for this bid.	Pass	Pass	No Response	No Response
Option 3: SBE Participation.	Pass	Pass	No Response	No Response
Option 4: SBE Good Faith Effort.	Pass	Pass	No Response	No Response
Alachua County Government Minimum Wage (GMW)	Pass	Pass	No Response	No Response
DRUG FREE WORKPLACE	Pass	Pass	No Response	No Response
Vendor Eligibility	Pass	Pass	No Response	No Response
List all subcontractor's being utilized on this BID, (NON-SBE) IF no sub contractor are being utilized respond N/A	Pass	Pass	No Response	No Response
Responsible Agent	Pass	Pass	No Response	No Response
Number of years in this type of service?	Pass	Pass	No Response	No Response
Number of years licensed in Alachua County?	Pass	Pass	No Response	No Response
How many employees "ON THE JOB" each week?	Pass	Pass	No Response	No Response
Number of employees "ON CALL" each week?	Pass	Pass	No Response	No Response
Major Equipment	Pass	Pass	No Response	No Response
Do you currently hold any municipality contracts?	Pass	Pass	No Response	No Response



## EVALUATION TABULATION

ITB No. ITB 24-68-MM

Annual Courier Services

Question Title	Crosstown Couriers	Express Parcel Couriers LLC	FactoryMation LLC	Network Craze
If you indicated yes to holding municipality contracts please list them below:	Pass	Pass	No Response	No Response
References	Pass	Pass	No Response	No Response
Are your employees screened by:	Pass	Pass	No Response	No Response
Cancelled or Termination	Pass	Pass	No Response	No Response
Cancellation and Termination	Pass	Pass	No Response	No Response
What constitutes your normal business days and working hours?	Pass	Pass	No Response	No Response
Describe below, the Bidder's operational plan for providing the Services to Alachua County.	Pass	Pass	No Response	No Response
Conflict of Interest			No Response	No Response
Acknowledgement of Requirements	Pass		No Response	No Response

Question Title	Personalized Postal Courier In	Rep Services, Inc.
Submittal Confirmation	Pass	No Response
Corporate Resolution	Pass	No Response
State Compliance	Pass	No Response
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass	No Response
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass	No Response
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	No Response	No Response

## EVALUATION TABULATION

ITB No. ITB 24-68-MM

Annual Courier Services

Question Title	Personalized Postal Courier In	Rep Services, Inc.
Option 1: Company is an Alachua County Certified Small Business Enterprise.	Pass	No Response
Option 2: I certify that our Company will perform ALL work and that no subcontractors will be utilized for this bid.	Pass	No Response
Option 3: SBE Participation.	Pass	No Response
Option 4: SBE Good Faith Effort.	Pass	No Response
Alachua County Government Minimum Wage (GMW)	Fail	No Response
DRUG FREE WORKPLACE	Pass	No Response
Vendor Eligibility	Pass	No Response
List all subcontractor's being utilized on this BID, (NON-SBE) IF no sub contractor are being utilized respond N/A	Pass	No Response
Responsible Agent	Pass	No Response
Number of years in this type of service?	Pass	No Response
Number of years licensed in Alachua County?	Pass	No Response
How many employees "ON THE JOB" each week?	Pass	No Response
Number of employees "ON CALL" each week?	Pass	No Response
Major Equipment	Pass	No Response
Do you currently hold any municipality contracts?	Pass	No Response
If you indicated yes to holding municipality contracts please list them below:	Pass	No Response
References	Fail	No Response
Are your employees screened by:	Pass	No Response
Cancelled or Termination	Pass	No Response
Cancellation and Termination	No Response	No Response
What constitutes your normal business days and working hours?	Pass	No Response

EVALUATION TABULATION

ITB No. ITB 24-68-MM

Annual Courier Services

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Question Title	Personalized Postal Courier In	Rep Services, Inc.
Describe below, the Bidder's operational plan for providing the Services to Alachua County.	Pass	No Response
Conflict of Interest	Pass	No Response
Acknowledgement of Requirements	Pass	No Response



EXECUTIVE SUMMARY  
ITB No. ITB 24-68-MM  
Annual Courier Services

RESPONSE DEADLINE: September 6, 2023 at 2:00 pm

Tuesday, September 19, 2023

## SOLICITATION OVERVIEW

Project Title	Annual Courier Services
Project ID	ITB 24-68-MM
Project Type	Invitation To Bid
Release Date	August 2, 2023
Due Date	September 6, 2023
Procurement Agent	Mandy Mullins
Project Description	<b>Purpose:</b> Annual Courier Services for Alachua County for the benefit of the Fire Rescue and Public Works Departments

## INTRODUCTION

**Purpose:** Annual Courier Services for Alachua County for the benefit of the Fire Rescue and Public Works Departments.

### Summary

Alachua County Board of County Commissioners are requesting the submission of Bids for ITB 24-68-MM Annual Courier Services.

The following apply to this Invitation to Bid (ITB): [Introduction](#), [Instruction to Bidders](#), [Terms and Conditions](#), [Insurance](#), [Scope of Services](#), [Sample Agreement](#), [Attachments](#), [Submittals](#), and [ITB Pricing Form](#). Specifications and supplementary documents are essential parts of the ITB and requirements occurring in one are as binding as though occurring in all.

Services, as defined herein, are to include all labor, materials, supplies and equipment in accordance with the terms, conditions, and specifications set forth within this solicitation.

Bidder must be qualified and fully capable of performing the required Services while adhering to all laws, specifications, procedures, protocols, applicable guidance, and industry best practices.

**Purpose:** Annual Courier Services for Alachua County for the benefit of the Fire Rescue and Public Works Departments

### Background

**Location:** Alachua County is located in North Central Florida. The County government seat is situated in Gainesville. Gainesville is located 70 miles southwest of Jacksonville, 129 miles southeast of Tallahassee, 140 miles northeast of Tampa - St. Petersburg and 109 miles northwest of Orlando. Alachua County has a population of over 250,000 and a regional airport. The County itself consists of a total area of 969 square miles.

**Form of Government:** Alachua County is governed by a Board of five (5) elected County Commissioners and operates under the established County Manager Charter form of government. In addition to the five County Commissioners, there are five elected Constitutional Officers: Supervisor of Elections, Sheriff, Clerk of the Court, Tax Collector, and the Property Appraiser. The Alachua County Attorney also reports to the Board.

### Contact Information

**Mandy Mullins**

Procurement Agent I

Email: [mmmullins@alachuacounty.us](mailto:mmmullins@alachuacounty.us)

Phone: [\(352\) 384-3090](tel:(352)384-3090)

**Department:**

Fire Rescue

### Timeline

OpenGov Project Release Date	August 2, 2023
Question Submission Deadline	August 27, 2023, 12:01am
Solicitation Submission Deadline	September 6, 2023, 2:00pm

<p><b>Solicitation Opening – Teams Meeting</b></p>	<p>September 6, 2023, 2:00pm</p> <p>The scheduled solicitation opening will occur via Teams Meeting; the information to join is provided below. Attendance (live viewing) of the bid opening is not required.</p> <p>Join Microsoft Teams meeting Join on your computer, mobile app or room device:</p> <p><a href="https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTQyYzk5YzMtZDc4ZS00N2lxLTljMWUtMjAwNTQwN2NjNTNi%40thread.v2/0?context=%7b%22Tid%22%3a%2290fc851d-766d-4d7b-a09c-bfbf1d2dac94%22%2c%22Oid%22%3a%22c82ab8e7-6ee1-4cd5-9191-4aa322a1828f%22%7d">https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTQyYzk5YzMtZDc4ZS00N2lxLTljMWUtMjAwNTQwN2NjNTNi%40thread.v2/0?context=%7b%22Tid%22%3a%2290fc851d-766d-4d7b-a09c-bfbf1d2dac94%22%2c%22Oid%22%3a%22c82ab8e7-6ee1-4cd5-9191-4aa322a1828f%22%7d</a></p> <p>Meeting ID: 259 625 692 241 Passcode: yX9G3Q Or call in (audio only) +1 469-998-7938,,366862554# United States, Dallas Phone Conference ID: 366 862 554#</p> <p>If you have a disability and need an accommodation in order to participate, please contact the Alachua County ADA Coordinator at <a href="mailto:ADA@alachuacounty.us">ADA@alachuacounty.us</a> or Equal Opportunity Office at 352-374-5275 at least 7 business days prior to the event. If you are unable to notify the Office prior to the event, please inform an Alachua County employee that you need assistance. TDD/TTY users, please call 711 (Florida Relay Service)</p>
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## SOLICITATION STATUS HISTORY

Date	Changed To	Changed By
Jul 12, 2023 6:50 PM	Draft	Mandy Mullins
Jul 12, 2023 6:55 PM	Review	Mandy Mullins

Date	Changed To	Changed By
Aug 2, 2023 6:27 AM	Final	Mandy Mullins
Aug 2, 2023 6:27 AM	Post Pending	Mandy Mullins
Aug 2, 2023 6:34 AM	Open	Mandy Mullins
Sep 6, 2023 2:00 PM	Pending	OpenGov Bot
Sep 14, 2023 12:15 PM	Evaluation	Mandy Mullins
Sep 14, 2023 12:17 PM	Pending	Mandy Mullins
Sep 14, 2023 12:18 PM	Evaluation	Mandy Mullins

## PROPOSALS RECEIVED

Status	Vendor	Contact Info	Submission Date
Submitted	Crosstown Couriers	Lisa Blasko lisab@crosstowncouriersfl.com (813) 286-3085	Aug 28, 2023 1:51 PM
Submitted	Express Parcel Couriers LLC	Shonda Werts shondawerts@yahoo.com	Sep 6, 2023 8:14 AM
No Bid	FactoryMation LLC	Tiffany Lempesis support@factorymation.com	Aug 2, 2023 8:41 AM
No Bid	Network Craze	Michael Featherstone mfeatherstone@networkcraze.com	Aug 2, 2023 7:15 AM
Submitted	Personalized Postal Courier In	Douglas Murphy dougppc.murphy520@gmail.com	Aug 10, 2023 11:26 AM
No Bid	Rep Services, Inc.	Nathan Almon sales@repervices.com (407) 831-9658	Aug 2, 2023 9:08 AM

## VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	Crosstown Couriers	Express Parcel Couriers LLC	FactoryMation LLC	Network Craze
Submittal Confirmation	Pass	Pass	No Response	No Response
Corporate Resolution	Pass	Pass	No Response	No Response
State Compliance	Pass	Pass	No Response	No Response
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass	Fail	No Response	No Response

EXECUTIVE SUMMARY  
ITB No. ITB 24-68-MM  
Annual Courier Services

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Question Title	Crosstown Couriers	Express Parcel Couriers LLC	FactoryMation LLC	Network Craze
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Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	No Response	Fail	No Response	No Response
Option 1: Company is an Alachua County Certified Small Business Enterprise.	Pass	Pass	No Response	No Response
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Option 3: SBE Participation.	Pass	Pass	No Response	No Response
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EXECUTIVE SUMMARY  
ITB No. ITB 24-68-MM  
Annual Courier Services

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Question Title	Crosstown Couriers	Express Parcel Couriers LLC	FactoryMation LLC	Network Craze
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Cancelled or Termination	Pass	Pass	No Response	No Response
Cancellation and Termination	Pass	Pass	No Response	No Response
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Describe below, the Bidder's operational plan for providing the Services to Alachua County.	Pass	Pass	No Response	No Response
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Question Title	Personalized Postal Courier In	Rep Services, Inc.
Submittal Confirmation	Pass	No Response

EXECUTIVE SUMMARY  
ITB No. ITB 24-68-MM  
Annual Courier Services

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Question Title	Personalized Postal Courier In	Rep Services, Inc.
Corporate Resolution	Pass	No Response
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Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass	No Response
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Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	No Response	No Response
Option 1: Company is an Alachua County Certified Small Business Enterprise.	Pass	No Response
Option 2: I certify that our Company will perform ALL work and that no subcontractors will be utilized for this bid.	Pass	No Response
Option 3: SBE Participation.	Pass	No Response
Option 4: SBE Good Faith Effort.	Pass	No Response
Alachua County Government Minimum Wage (GMW)	Fail	No Response
DRUG FREE WORKPLACE	Pass	No Response
Vendor Eligibility	Pass	No Response
List all subcontractor's being utilized on this BID, (NON-SBE) IF no sub contractor are being utilized respond N/A	Pass	No Response
Responsible Agent	Pass	No Response
Number of years in this type of service?	Pass	No Response
Number of years licensed in Alachua County?	Pass	No Response
How many employees "ON THE JOB" each week?	Pass	No Response
Number of employees "ON CALL" each week?	Pass	No Response
Major Equipment	Pass	No Response
Do you currently hold any municipality contracts?	Pass	No Response

Question Title	Personalized Postal Courier In	Rep Services, Inc.
If you indicated yes to holding municipality contracts please list them below:	Pass	No Response
References	Fail	No Response
Are your employees screened by:	Pass	No Response
Cancelled or Termination	Pass	No Response
Cancellation and Termination	No Response	No Response
What constitutes your normal business days and working hours?	Pass	No Response
Describe below, the Bidder's operational plan for providing the Services to Alachua County.	Pass	No Response
Conflict of Interest	Pass	No Response
Acknowledgement of Requirements	Pass	No Response

## QUESTIONS AND ANSWERS

### Approved, Unanswered Questions

### Approved, Answers Provided

#### 1. Previous Award

*Aug 2, 2023 5:11 PM*

**Question:** • Who was the previous awarded contractor and the awarded amount? - Can we also have a copy of the pricing records or any Bid Tabulation? Hope you can also indicate if the amount is fixed for the whole year of service or just a year.

*Aug 2, 2023 5:11 PM*

**Answered by Mandy Mullins:** See Notice #1.

*Aug 3, 2023 2:34 AM*

## ADDENDA & NOTICES

ADDENDA ISSUED:

#### Addendum #1

*Aug 28, 2023 2:30 PM*

Solicitation opening date extended to Solicitation

Submission Deadline: September 6, 2023, 2:00pm

Solicitation Opening – Teams Meeting: September 6, 2023, 2:00pm

Please use the [See What Changed](#) link to view all the changes made by this addendum.

ADDENDA ACKNOWLEDGEMENTS:

Addendum #1

Proposal	Confirmed	Confirmed At	Confirmed By
Personalized Postal Courier In	X	Aug 29, 2023 1:36 PM	Douglas Murphy
Crosstown Couriers	X	Aug 29, 2023 8:49 AM	Lisa Blasko
Express Parcel Couriers LLC	X	Aug 30, 2023 9:05 AM	Shonda Werts

NOTICES ISSUED:

**Notice #1**

*Aug 3, 2023 2:33 AM*

Bid Tab, Award.

## EVALUATION

SELECTED VENDOR TOTALS

Vendor	Total
Personalized Postal Courier In	\$103.00
Crosstown Couriers	\$329.96
Express Parcel Couriers LLC	\$717.92

FIRE RESCUE DEPARTMENT

FIRE RESCUE DEPARTMENT				Crosstown Couriers	Express Parcel Couriers LLC	Personalized Postal Courier In
Selected	Line Item	Description	Per Day	Unit Cost	Unit Cost	Unit Cost
X	1	Annual Courier Service 2 days a week	\$ Per Day	\$74.00	\$229.00	\$40.00
Total				\$74.00	\$229.00	\$40.00

FIRE RESCUE

EXECUTIVE SUMMARY  
ITB No. ITB 24-68-MM  
Annual Courier Services

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In the event additional stops are required, indicate the rate to be charged per mile:

Fire Rescue				Crosstown Couriers	Express Parcel Couriers LLC	Personalized Postal Courier In
Selected	Line Item	Description	Mile Per Stop	Unit Cost	Unit Cost	Unit Cost
X	2	Within City Limits	\$ Mile Per Stop	\$1.99	\$3.75	\$4.00
X	3	Outside City Limits	\$ Mile Per Stop	\$1.99	\$4.21	\$4.00
Total				\$3.98	\$7.96	\$8.00

**PUBLIC WORKS DEPARTMENT**

PUBLIC WORKS DEPARTMENT				Crosstown Couriers	Express Parcel Couriers LLC	Personalized Postal Courier In
Selected	Line Item	Description	Per Day	Unit Cost	Unit Cost	Unit Cost
X	1	Annual Daily Courier Service (4 days per week)	\$ Per Day	\$248.00	\$473.00	\$47.00
Total				\$248.00	\$473.00	\$47.00

**PUBLIC WORKS DEPARTMENT**

In the event additional stops are required, indicate the rate to be charged per mile:

PUBLIC WORKS DEPARTMENT				Crosstown Couriers	Express Parcel Couriers LLC	Personalized Postal Courier In
Selected	Line Item	Description	Mile Per Stop	Unit Cost	Unit Cost	Unit Cost
X	2	Within City Limits	\$ Mile Per Stop	\$1.99	\$3.75	\$4.00
X	3	Outside City Limits	\$ Mile Per Stop	\$1.99	\$4.21	\$4.00
Total				\$3.98	\$7.96	\$8.00










# ITA 24-68 Annual Courier Services

Final Audit Report

2023-09-21

Created:	2023-09-19
By:	Mandy Mullins (mmmullins@alachuacounty.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAjn6b9a7y7IHrOxKEjhS1-FXDm9XHLmhr

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