

**Addendum 1 – RFP – Library Courier Services – 2010-0309**

**Issued March 25, 2010**

**Addendum 1 – Consists of Bidder Questions and Complete Libraries' Address List**

**Please Note** – The first page (7) of Appendix “A” was meant to show the various pick-up locations. Pricing should be included on page eight (8). Bidders can use a daily rate encompassing the runs as stated, with an on-demand price schedule for call-ups.

The flat rate charge (as an alternative to per tote or envelope) can be priced per month OR per year.

The Nova Scotia House of Assembly Legislative Library should have been included in the list on page seven. Unfortunately, it was omitted in error.

This page **must** be signed and returned with your response to acknowledge receipt of the additional information.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## **Addendum 1 - RFP – Library Courier Services – 2010-0309**

### **Bidder Questions Follow with Answers Beneath Them.**

1. What time is material available for pick-up at Killam?  
Approximately 8:30 a.m.
2. Is the requirement for a “dedicated man and van” to cover all stops, or can bidders filter these shipments through existing network/infrastructure?  
No – a “dedicated man and van” is not required – the shipments can be filtered through existing network infrastructure – as long as the criteria is met. Pick-up at Killam should be early morning and deliveries to the various other locations should be approximately the same time each day.
3. What are the delivery time requirements or expectations? Can we deliver throughout the day or do all deliveries need to be completed by a set time each day?  
Deliveries should be completed by noon or early afternoon in order to meet the 2:00 p.m. delivery deadline to the Killam.
4. What time does Killam close for the day? What is the latest time we can deliver returns to Killam?  
For courier purposes, the Killam closes at 4:30 p.m. However, deliveries to the Killam should be any time before 2:00 p.m.
5. Is there an actual spreadsheet listing the libraries’ full address and postal codes? (for route planning purposes)  
See attached sheet.
6. Piece count information on page 13 of enclosed indicates shipments inbound to Killam but nothing outbound?  
The outbound shipments will basically be the same as the inbound ones as deliveries are a continuous cycle – books are picked up at the Killam – delivered to the various locations – and the next lot is picked up the next morning. The only increases may be from books dropped off, in person, which would be minimal.
7. How large are the totes? Weights?  
The measurements of the totes are: width – 38.1cm; height – 32.39cm; depth – 54.61cm; and weight – 2.81kg. The weight of the totes to be delivered would be anything from one book up to many books weighing approximately 50 lbs maximum.
8. Are there any same-day requirements, On-demand pick up/delivery requirements?  
The cycle is the same daily - pick-up at the Killam and drop-off at the various library locations as well as pick up their current items to be taken back to the Killam for sorting.  
  
On-demand pick up/delivery requirements are very minimal, .

**Dalhousie  
Killam Memorial Library**  
6225 University Avenue  
Halifax NS, Canada B3H 4H8  
Phone: 902-494-3601 Fax: 902-494-2062

**Dalhousie  
Law Library**  
Weldon Law Building  
6061 University Avenue  
Halifax, NS B3H 4H9

**Dalhousie  
Pharmacy**  
Room 113  
George A. Burbidge Pharmacy Building  
5968 College Street  
Dalhousie University, Halifax, NS, CANADA  
B3H 3J5

**Dalhousie  
Kellogg Library**  
Sir Charles Tupper Building  
5859 University Avenue  
Halifax, NS  
B3H 4H7

**Dalhousie  
Sexton Library**  
1360 Barrington Street  
Halifax, NS  
B3J 2X4

**Atlantic School of Theology Library**  
624 Francklyn Street  
Halifax, NS  
B3H 2B5

**QEII Health Sciences Library - Infirmary Site**  
2nd Floor  
1796 Summer St.  
Halifax, NS B3H 3A7

**IWK Health Centre**  
Family Resource Library  
5980 University Ave., Rm G2262  
Halifax, NS B3H 4N1

Women's & Maternal Health Site  
*Mailing address:*  
PO Box 3070  
Halifax, NS B3J 3G9

**Mount St. Vincent University Library**  
166 Bedford Hwy.  
Halifax, NS B3M 2J6

**NSCAD University  
Library**  
5163 Duke St.  
Halifax, NS B3J 3J6

**Nova Scotia Community College - IT  
Library Services**  
Central Office & Public Services  
5685 Leeds St.  
PO Box 1153  
Halifax, NS B3J 2X1

**Nova Scotia Community College  
Akerley Campus**  
21 Woodlawn Rd.  
Dartmouth, NS B2W 2R7

**Nova Scotia Community College  
Waterfront Campus Library.**  
80 Mawiomi Place  
Dartmouth, NS B2Y 0A5

**Nova Scotia House of Assembly  
Legislative Library**  
Province House,  
1726 Hollis St.  
PO Box 396  
Halifax, NS B3J 2P8

**Saint Mary's University  
Patrick Power Library**  
5946 Inglis St.  
Halifax, NS B3H 3C3

**University of Kings College  
Library**  
6350 Coburg Rd.  
Halifax, NS B3H 2A1

**Nova Scotia Museum**  
1747 Summer Street, Halifax,  
Nova Scotia, Canada, B3H 3A6

**Halifax Regional Library**  
5381 Spring Garden Road  
Halifax, NS B3J 1E9