

TOWN OF HILTON HEAD ISLAND  
INVITATION FOR BIDS  
IFB 2017-05  
COURIER SERVICES

The Town of Hilton Head Island is soliciting sealed bids from for a multi-year contract from qualified Contractors for courier services in accordance with the scope of services/bid form reflected in Exhibit (A).

Sealed bids are due by 1:00 PM. April 24, 2017. A bid opening will be conducted immediately after receipt of bids at 1:00 PM. Sealed bids should be hand carried or delivered by traceable means to the receptionist at One Town Center Court, Hilton Head Island SC. 29928-2701. All Bids must be clearly marked on the outside with the following: IFB 2017-05 Courier Services. All bidders must use the bid sheet (Exhibit A). No faxed/emailed bids will be accepted.

To obtain a copy of this solicitation visit the Town's website at [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov) or see the receptionist at Town Hall. For information or questions regarding this solicitation contact Tom Fultz at 843 341 4600.

The Town reserves the right to refuse any and all bids and to waive any technicalities and formalities.

The Town reserves the right to accept or reject any or all bids received as a result of this invitation for bids or to negotiate with all qualified bidders, or to cancel in part or in its entirety this invitation for bids if it is in the best interest of the Town to do so.

This solicitation does not commit the Town to award a contract or to pay for any costs incurred in the preparation of your bid; or to procure or contract for any articles of goods or services.

Your bid must be signed by an official of your company authorized to bind the bidder, and shall contain a statement that the bid is good for a period of at least 60 days from the date of bid opening.

The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods and services.

COURIER SERVICE SPEC/BID FORM/SCOPE OF SERVICES

EXHIBIT (A)

**SERVICE**

**BID PRICE**

- 1. Daily A.M. pick up from Post Office and delivery to Town Hall at One Town Center Court. Daily A.M./P.M. mail pick up from Town Hall and delivery to Post Office. \$ \_\_\_\_\_ /per month
- 2. By 9:00 A.M. mail pick up at Facilities Management Office at **12A Gateway Circle**, Fire & Rescue Headquarters, Fire Stations and Dispatch (9 locations) to be delivered to the Post Office **no later than 2:00 PM**. \$ \_\_\_\_\_ /per month

Sorting and delivery of mail **not later than 2:00 PM** that day to (7) Fire Stations, (1) Dispatch, (1) Fire & Rescue Headquarters and (1) Town Hall. Including pick up of mail for distribution the next day.

**This includes two pick-ups daily (morning and afternoon) at Fire Stations, Dispatch and Fire & Rescue Headquarters.**

The Fire Stations (all within Plantations/require passes) and Dispatch locations are:

- Station One - 70 Cordillo Parkway
- Station Two - 65 Lighthouse Road
- Station Three - 534 William Hilton Parkway
- Station Four - 400 Squire Pope Road
- Station Five - 20 Whooping Crane
- Station Six - 16 Queens Folly Road
- Station Seven - 1001 Marshland Drive
- Dispatch - 21 Oak Park Drive
- Headquarters - 40 Summit Drive

- 3. **Package pick up/delivery** as requested (i.e., Town Council, Committee and Boards packages) for same day delivery. \$ \_\_\_\_\_ per package
- 4. **Bank Deposits and Mail Pick Up: (See 4.5 thru 4.5.8 –Specifications)** \$ \_\_\_\_\_ /per month  
By 10:30 AM pick up at Town Hall Business License Office for deposit to be taken to Wells Fargo Bank. Deposit slip to be returned next morning with mail drop-off. (Contact: April Akins).  
Pick up mail at Town Hall for Facilities Management Office.

4.5 **Specifications**

- 4.5.1 The Contractor will receive sealed or locked shipments containing currency, coin, and checks, and shall transport and deliver same in like condition, to the bank for deposit at a Wells Fargo Branch office on the island.

4.5.2 **Regular Service Schedule**

By 10:30 AM pick up of deposits at One Town Center (Town Hall) and afternoon pick up of deposits, if any, at the Facilities Management Office located at 12A Gateway Circle. The deposits will be presented to a Wells Fargo teller and the deposit receipt returned to the Town the same business day by the Contractor. Pick ups will be made daily from both locations.

- 4.5.3 The Contractor warrants that, without exception, it shall transport and deliver all items in strict accordance with these specifications. The Contractor further warrants that there shall be no late pick ups or any missed pickups, nor shall the Town be charged for any such late or missed pickups.

Neither traffic, vehicle or equipment break-down, nor inclement weather, shall cancel this warranty, unless: (1) Contractor shall immediately notify the Town of an incident, urgency, or emergency preventing Contractor from timely completing the required services, and, (2) Contractor shall complete the required services within a reasonable time after such incident, urgency, or emergency.

- 4.5.4 The Contractor shall provide the Town's Director of Finance with monthly updated, legible and clear photo sheets and signatures of all current Contractor employees.

- 4.5.5 Any and all property delivered into Contractor's care will be clearly labeled with the consignor's name and address.

- 4.5.6 All Town locations, regardless of address, shall be considered "on route."

- 4.5.7 No service will be required during Town holidays, which are: New Year's Day (January 1); Martin Luther King, Jr. Day (third Monday in January); Memorial Day (last Monday in May); Independence Day (July 4th); Labor Day (first Monday in September); Thanksgiving (fourth Thursday in November); day after Thanksgiving; Christmas (December 25<sup>th</sup>).

- 4.5.8 No service is required on any day that the Town is closed due to inclement weather and such closing is broadcast over local radio or television, or notification is made at the Town's website: <http://www.hiltonheadislandsc.gov>.

5. By 2:00 PM, stop at Facilities Management Office at **12A Gateway Circle** to pick up mail and drop off at Town Hall same day (Contacts: Mary Ellen Tschupp and Pam Rhoades)

6. Twice weekly pickup and delivery of correspondence at the Coastal Discovery Museum located at 70 Honey Horn Drive, Hilton Head Island, SC 29926.            \$            /per month

7. Weekly pickup on Thursdays at approximately 2:00 PM of correspondence at Finance Department, Village of Wexford, 1000 William Hilton Parkway, Clarendon Bldg., Suite 101, and delivery of same to Island Recreation Center, 20 Wilborn Rd., Hilton Head Island SC 29926. Including weekly pickup of any correspondence from Island Recreation Center for Finance and delivery of same to Town Hall the following day (Friday).  
Contact Person at Finance: Jim Alm  
Contact Person at Island Rec Center: Nicole Burton

\$ \_\_\_\_\_ /per month