

**NYS Division of Parole**  
**IFB 2010-02 Messenger Services for NYC/Rikers Island**  
**Questions and Answers**

1. Q. The contract is for a 5 year period, is there any provisions in it for unforeseen changes such as drastic changes in the price of fuel, tariffs changes in bridges and tunnels, etc., or do we figure all of those potential adjustments into the bidding process.

A. Cost is all inclusive. Increased pricing of the items should be considered when calculating the cost per trip. As stated on Page 7 of the IFB, VI:

**The Cost per Trip is all inclusive.** Vendor must include all charges; i.e. all administrative, reporting or other requirements, all travel costs, parking fees, fuel charges, and any other ancillary fees and costs including permits, licenses, insurance, etc., and services not explicitly stated in these specifications, but necessarily attendant thereto. **Bid prices will be in effect during the entire contract period; no price adjustments will be allowed.**

2. Q. For the Daily and Weekly deliveries it states vendor is to be available from 7:30 am until 5 pm. With that in mind I am presuming that the schedule will vary and can change daily. How much advance notice will there be and once given the order for pick up, what is the expected time allowance period for pick up and delivery and is 5 pm the cutoff for the last delivery?

A. The delivery schedule varies only under special circumstances that rarely occur. The vendor should have several days notice prior to any change in schedule. Due to the reality of the traffic in NYC we are flexible as to time allowance for deliveries but most sites close at 4:30 pm not 5:00 pm.

3. Q. Since you mention that not all routes will always include all the stops, from previous history if possible, what percentage of the time would you say there would be the full routed trip as opposed to a partial trip?

A. There should always be a full routed trip that begins and ends at the 40th street office.

4. Q. You mention at times there can be waiting time for up to 20 minutes? Does this happen often? Also if the waiting period is longer and the Parole Revocation Unit Regional Office Administrator is notified, and advises us to wait can we charge for this overage of waiting time?

A. Waiting time is due to NYC department of Corrections clearance procedures which are not predictable. After calling the PVU Regional office we have been successful in overcoming these clearance obstacles. We have been able to avoid any delivery after the 4:30 pm deadline. Therefore, no waiting charge would be reimbursable.

Vendor: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_