



**REQUEST FOR PROPOSAL
#21-004**

**MAIL CENTER OPERATIONS
FOR
WAKE COUNTY
RALEIGH, NORTH CAROLINA**

**JANUARY 2021
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1 INTRODUCTION

1.1 OBJECTIVE

To provide Wake County General Services Administration, hereinafter called "Wake County" an efficient means to evaluate and decide about the acceptance of a proposal for contracted Mail Center Operations, which include Mail Couriers/Processors at specified Wake County facilities.

1.2 SCOPE

This document covers contract requirements for all Wake County designated facilities. The specifications are prepared for a County contract for services at these locations, including operative and administrative matters.

1.3 SUMMARY

The requirements of this proposal are necessary to assure Wake County that the level of competence, performance, and professionalism of the contracted company's assigned personnel are at the level expected and specified.

Wake County is specifically seeking to contract with an organization that actively works toward comprehensive employee care, motivation, training, and education and that manages these activities with an exceptional level of professional diligence. Prospective Contractors are challenged to utilize imaginative, innovative techniques and ideas to enhance the professional level of activity and the motivation of the personnel assigned to Wake County facilities. Contractors are invited to address this element of this request at length, indicating what creative concepts they can introduce that are beyond the requirements contained herein.

This Request for Proposal in its entirety and the complete documentation, including all responses, brochures and other documents, submitted by the potential Contractor, shall be incorporated into, and shall become a part of the final agreement with the Contractor selected by Wake County.

The requirements for proposal submission and the format to be followed are mandatory. Proposals using alternative formats will not be considered. The conditions of the bidding will be determined by Wake County, who reserves the right to reject any or all proposals and waive irregularities in the bidding.

2 BIDDING INSTRUCTIONS

2.1 ADDENDA

- 2.1.1 No interpretation of the meaning of the Proposal documents, nor correction of any apparent ambiguity, inconsistency or error therein, will be made to any bidder orally. Every request for such interpretation or correction must be in writing, addressed to the Purchasing Director and must be delivered to the Purchasing Director at least ten (10) calendar days prior to the date and time set for receipt of bids in order to be given consideration.
- 2.1.2 All such interpretations will be in the form of written Addenda to the Proposal Documents. Any such addenda will be delivered or mailed by the Purchasing Director to all prospective bidders not later than seven (7) calendar days prior to the date set for the receipt of bids. It is the bidder's responsibility to ascertain if any or all addenda have been received prior to bid being submitted.
- 2.1.3 In case any bidder fails to acknowledge receipt of any such addendum in the space provided in the Bid Form, its Bid will nevertheless be construed as though the Addendum had been received and acknowledged, and the submission of its Bid will constitute acknowledgment of the receipt of same.
- 2.1.4 No interpretation or correction except that which is provided in writing by the Purchasing Director will be binding. Prospective bidders are warned that no other source is authorized to give information concerning, or to explain or interpret the Proposal Documents.

2.2 AWARD OF CONTRACT

- 2.2.1 The Contract will not be awarded until the necessary investigations of the qualifications of the Bidders and the responsiveness of the Bids have been made. Such award will be made or all Bids rejected within sixty (60) days after the date set for the receipt of the bids.
- 2.2.2 The Contract will be awarded to the most qualified bidder submitting a responsive Bid for the *Total Annual Amount Bid* for all Bid Items in accordance with *Bid form 1*, unless all bids are rejected or unless such Bid is disqualified.
- 2.2.3 The Total Amount Bid shall be the correct summation of *Bid form 1*.
- 2.2.4 Wake County will consider *Bid Item 2 (Additional Services)* and *Bid Item 3 (Fuel Surcharge)* and *Bid Item 4 (Telematic Surcharge)* as additional criteria for selecting Contractors.
- 2.2.5 Wake County reserves the right to reject any or all Bids and to award the contract through private negotiations, based on the best interest of Wake County .
- 2.2.6 Wake County will not be liable for any costs in connection with the presentation and submission of any Bid whether responsive or not responsive or submitted by any Bidder whether qualified or not qualified.

2.3 BIDDER'S CONFERENCE

A mandatory bidders conference will be held for all interested Contractors at the Wake County General Service Center at 401 Capital Blvd. on **January 15, 2021 at 10:00 AM. Attendance is REQUIRED for proposal to be considered.**

2.4 CERTIFICATION

Each Bidder, by submitting a proposal, certifies that it has carefully examined all documents and is fully informed as to the scope of work and the operational activities of Wake County with regard to the performance of the services as defined in these documents.

2.5 DEFINITIONS

Whenever used in the *Request for Proposal, Proposal Forms* or in related documents, the terms or pronouns used shall be defined as follows:

- 2.5.1 **Addendum** - A modification of the *Instructions; Proposal Form; General Conditions; Special Conditions; Scope of Work* or any other documents issued by Wake County and distributed to prospective Bidders prior to the date and time set for the receipt of the Proposals.
- 2.5.2 **Bid** - The written offer of a bidder to enter into the agreement with Wake County.
- 2.5.3 **Bidder** - Any individual, partnership, or corporation submitting a proposal in accordance with the Instructions.
- 2.5.4 **Bidding Instructions** - The section describing the method of preparing and submitting bids and of awarding the contract together with other information of value to prospective bidders.
- 2.5.5 **Bid Form** - The Forms in the "Attachments" section on which the bids are submitted.
- 2.5.6 **Client** – Wake County GSA
- 2.5.7 **Contractor** – The Contractor contracted to provide services to Wake County.
- 2.5.8 **Contract Administrator** – The Service Coordinator for Wake County, or his designated person.
- 2.5.9 **Invitation For Bids** - The written notice by Wake County inviting the submission of bids for this contract.
- 2.5.10 **Purchasing Director** - The individual designated by Wake County and identified in the Invitation to bid or in an addendum authorized to solicit and receive or reject bids for contracts, to conduct the Bidder's Conference, to receive and answer any questions regarding the bidding documents, and to issue any addenda to the bidding documents.
- 2.5.11 **Request for Proposal** - The written notice by Wake County inviting the submission of bids for a contract.
- 2.5.12 **Wake County** – Wake County

2.6 DISQUALIFICATION

- 2.6.1 Wake County may disqualify an otherwise qualified Bidder for any reason but not limited to:
- 2.6.2 Submission of more than one bid for the same services by an individual, firm, partnership, or corporation under the same or different names.
- 2.6.3 Evidence of collusion among bidders.
- 2.6.4 Previous participation in collusion while bidding to Wake County.
- 2.6.5 Omission or falsification of information provided on the Bidder's Questionnaire.

2.7 EXECUTION OF CONTRACT

- 2.7.1 Within fourteen (14) calendar days after presentation of the prescribed documents for signature, the Bidder(s) to whom the contract has been awarded shall execute and deliver to the Purchasing Director; the contract, and the required evidence of insurance. These documents and evidence must be furnished, executed, and delivered before the Contract will be executed by Wake County.
- 2.7.2 The Contract shall not be binding upon Wake County until it has been executed by Wake County and a copy of such fully executed Contract is delivered to the Contractor.
- 2.7.3 Failure of the Bidder to whom the Contract has been awarded to execute and deliver the Contract, and the required evidence of insurance within fourteen days after the prescribed documents are presented for signature shall be just cause for the annulment of the award. Such forfeiture may have unfavorable consequences for future RFP submittals by the bidder.

2.8 INTERPRETATION OF ESTIMATED QUANTITIES

- 2.8.1 Wake County does not expressly or by implication represent that the actual quantities involved will correspond therewith, nor shall the bidder plead misunderstanding or deception because of such estimate of quantities. Payment will be made by Wake County for the actual quantities of such services performed at the unit bid prices in Bid Schedule 1.
- 2.8.2 Wake County shall have the unilateral discretion to increase or decrease the actual quantities and repetitions of such unit bid items in any way without invalidating any of the unit or lump sum bids.

2.9 SCHEDULE

Mandatory Pre-Bid Meeting	Jan 15, 2021 at 10 am
Last Day for Questions concerning RFP	Jan 18, 2021
Last Addenda, if needed	Jan 20, 2021
Proposals Due	Jan 28, 2021 BEFORE 3:00pm
Anticipated Award Date	TBD
Anticipated Start-up	TBD

2.10 SELECTION CRITERIA

An evaluation review panel comprised of Wake County General Services staff, Wake County Procurement Office staff and others will review the submitted proposals. The selection committee may choose to shortlist up to (3) three companies responding to this proposal for further consideration. Each company should be prepared to be interviewed and provide a presentation on their company and specifically, on their proposal. If the County is unable to successfully negotiate a contract with the highest ranked firm, negotiations will be initiated with the second ranked firm.

2.11 STARTUP

If awarded, Contract is expected to begin on or around March 1, 2021.

2.12 TERM OF CONTRACT

The term of this contract is **one (1) year**. Wake County may seek to extend the Contract for **five (5) additional one-year** terms, said option(s) to be exercised at the sole discretion of Wake County. In the event Wake County elects to exercise any one or more of the said options, the Contractor will be notified in writing at least sixty (60) calendar days prior to the commencement of the additional one-

year term involved, and the Contractor shall accept or reject, in writing, said extension within fourteen (14) calendar days after receipt of said notice.

2.13 TIME AND MANNER OF PROPOSAL SUBMISSION

The Proposal must be submitted in accordance with the following:

2.13.1 All Bid documents (Attachments 1 through 8) must be completed and returned to the Purchasing Director in a sealed, opaque envelope marked in the upper left hand corner with the bidder's name and address and addressed as follows with the Request for Proposal number in the address:

Proposal # 20-004
Attn: Tom Wester
Purchasing Director
Wake County Finance and Procurement
Wake County Justice Center – 2nd Floor – Room 2900
301 S. McDowell Street
Raleigh, NC 27602

2.13.2 The Proposal must be received BEFORE **2:00 p.m. Jan 28, 2021**

2.13.3 Any prospective bidder who decides not to submit a Proposal shall return all documents to the Purchasing Director as described above.

2.13.4 No late Proposals, regardless of delivery means, will be accepted.

2.13.5 Wake County is not responsible for late proposals due to any form of delivery.

2.13.6 Pricing sheet must be placed in the front of the bidder's submittal.

2.13.7 Bidders shall submit two complete written copies and one electronic copy on media (CD ROM or flash drive) compatible for a standard office computer. PDF format or Microsoft products are acceptable and need to be in version 2007 or newer.

2.14 TO BE CONSIDERED RESPONSIVE

- 2.14.1 Bidders must attend a mandatory bidder's conference at the Wake County General Service Center at 401 Capital Blvd., Raleigh, NC 27603 on Jan 15, 2021 at 10:00 AM. Limit persons from your firm to no more than 3
- 2.14.2 The Bid must conform in all respects to the invitation to bid and to the bidding instructions. Wake County may reject any Bid that contains omissions, alterations of form, additions not called for, conditions, limitations, unauthorized altered bids, or other irregularities of any kind.
- 2.14.3 All Bid Items must be balanced and in proportion to each other and to the total amount Bid.
- 2.14.4 All individual Bid Items must be sufficient to allow The Contractor to perform the work.
- 2.14.5 To be considered qualified, a Bidder must provide information to demonstrate, to the satisfaction of Wake County , as a minimum, that;
- 2.14.5.1 *The Bidder has or is able to obtain adequate financial resources to meet its contract obligations and the ability to maintain such resources for the initial term of the Contract plus the additional terms;*
- 2.14.5.2 *The Bidder has or is able to obtain adequate equipment and tools to perform the Services as required in the Proposal Documents or the financial resources to obtain such equipment and supplies.*
- 2.14.5.3 *The Bidder has adequate technical and managerial experience to perform the services as demonstrated by successful performance with clients of a similar size and type and by the submission of an adequate, balanced Bid.*
- 2.14.6 Wake County may waive any informalities or irregularities of bids.
- 2.14.7 Wake County will not accept conditional bids.

2.15 WITHDRAWAL OF BIDS

- 2.15.1 No bid can be withdrawn after it is submitted unless the bidder makes the request in writing to the Wake County Designated Representative, and such request is received before the day and time set for receipt of bids.
- 2.15.2 No bid can be withdrawn for a period of sixty (60) days after the date and time set for receipt of bids, without being subject to forfeiture of the bid deposit.

3 GENERAL CONDITIONS

3.1 ADVERTISING

In submitting a bid, all Contractors agree not to use the results of the bid, Wake County name, logo, or any other representation of Wake County as part of any commercial advertising, client list, or promotional materials without the express prior approval of Wake County.

3.2 AMENDMENTS

- 3.2.1 Any changes, additions, deletions or modifications of any type to *any Attachments; Scope Of Work; Special Conditions* or *General Conditions* that affect the Proposal price shall be made only by written Amendment including the change in the Proposal price and signed by the Contractor and Wake County .
- 3.2.2 Wake County shall have the unilateral right to make modifications in the Contract if such modifications do not affect the Contract price. Modifications include changing areas to the Contract by; adding, deleting, or changing usage or space; adding, deleting or changing Services; adding, deleting, or changing Special or General Conditions; or adding, deleting or changing Scope of work. Such changes shall be made only by written notification from the Contract Administrator to the Contract Manager.
- 3.2.3 Any changes in the Compensation to the Contractor resulting from such Change Orders shall be agreed upon by Wake County and the Contractor. Should the Contract Manager fail to protest such modifications within seven (7) calendar days after receipt of notice from the Contract Administrator, then the Contract Documents shall be amended without any change in Contract price.

3.3 APPLICABLE LAW

- 3.3.1 The validity, performance, interpretation and effect of this Contract shall be governed by local, federal, and state laws of the state where the facility is located.
- 3.3.2 The Contractor shall comply with the provisions of all applicable national, Federal State, county, and local laws, ordinances, regulations, and codes including, but not limited to the Contractor's obligations as an employer with regard to health, safety and payment of its employees, and identification and procurement of required permits, certificates, approvals, and inspections in the Contractor's performance of this Contract.

3.4 ASSIGNMENT

The Contractor shall not sublet, sell, transfer, assign, or otherwise dispose of this contract, or any portion thereof, or his right, entitlement or interest therein, without the express written consent of Wake County. There shall be no assignment or subcontract of this Contract by either party without the express written consent of the other, and any such attempted assignment or subcontract shall be void.

3.5 CLAIMS

The Contractor shall take every precaution necessary against injuring or damaging Wake County personnel or property, and shall, upon prompt written notice from Wake County, reimburse Wake County for such injury or damage. This section creates rights in addition to and shall in no way affect or diminish or impose any procedural restrictions on Wake County rights under any other section in the General Conditions or any other Contract Documents.

3.6 EMPLOYMENT OF ILLEGAL ALIENS

The Contractor shall establish and maintain procedures and controls adequate to prevent its employment of any alien who is not legally eligible for such employment under the immigration laws of the United States.

3.7 ETHICS

- 3.7.1 The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that governmental decisions and policy be made in proper channels of the governmental structure; and that public office not be used for personal gain; and that the public have confidence in the integrity of its government.
- 3.7.2 In recognition of these goals, a code of ethics for County Contractors is hereby adopted. The purpose of this policy is to establish guidelines for ethical standards of conduct for all such officials by setting forth those acts or actions that are incompatible with the best interests of the County.
- 3.7.3 Applicability of Ethics Policy - The provisions of this policy shall apply to all contracted employees.
- 3.7.4 Gifts and Favors - No Contractor shall offer any gift whether in the form of money, thing, favor, loan or promise, when it could reasonably be inferred that the gift was intended to influence or regard an official action on his part. Gifts, meals, other favors of an incidental nature and of minor value, or legitimate political contributions shall not be included in this policy.

3.8 E-VERIFY REQUIREMENTS

To ensure compliance with the E-Verify requirements of the General Statutes of North Carolina, all Contractors, including any subcontractors employed by the contract(s), by submitting a bid, proposal or any other response, or by providing any material, equipment, supplies, services, etc, attest and affirm that they are aware and in full compliance with Article 2 of Chapter 64, (NCGS 64-26(a)) relating to the E-Verify requirements.

3.9 EXISTING UTILITIES AND STRUCTURES

The Contractor shall establish and maintain procedures and controls adequate to protect Wake County property, adjacent property, and services.

3.10 FORCE MAJEURE

Neither party shall be responsible for delays or failures in performance resulting from acts beyond the reasonable control of such party. Such acts shall include but not be limited to acts of God, riots, acts of war, governmental regulations superimposed after the act, earthquakes, or other causes beyond the reasonable control of such party. In the event of any occurrence which a party considers may cause a delay or failure of performance, such party shall promptly notify the other party.

3.11 HOLIDAYS

Wake County observes thirteen (13) annual holidays. Contractor will not be required to perform services on these days and therefore will not bill Wake County for holidays.

3.12 INCLEMENT WEATHER

The Contractor will make every effort to provide service without interruption. In the event of severe weather and when weather conditions hinder safety, the Contractor will communicate to the Contract Administrator any intent to delay or cancel services. Wake County will calculate the impact of the

interruption and, if another service provider is used, deduct charges from the invoice to cover expenses. No compensation will be made to the Contractor for loss of work due to inclement weather.

3.13 INDEMNIFICATION

- 3.13.1 Contractor to the fullest extent permitted by law, the Contractor shall indemnify and hold harmless Wake County, its commissioners, administrators, officers, employees and agents, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the Services under this Contract or lack thereof, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting there from, and (2) is caused in whole or part by any alleged or actual negligence or willful conduct of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them are liable, regardless of whether or not it is caused in part by the negligence of a party indemnified hereunder. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person, described in this Article.
- 3.13.2 The Contractor shall save harmless Wake County, its commissioners, administrators, officers, employees and agents, from and indemnify it and them against all claims, liens and suits for labor and material furnished by The Contractor. The Contractor shall defend on behalf of Wake County, its directors, officers, employees and agents, any suits jointly against The Contractor and Wake County, against Wake County alone, or against any director, officer, employee or agent of Wake County, for or arising out of any or all of the aforesaid causes. The Contractor shall be liable to Wake County for consequential damages, costs, loss of revenue or loss of profit resulting from Contractor's negligence in the performance of the Services.
- 3.13.3 In any and all claims against Wake County or any of its commissioners, administrators, officers, employees or agents by any employee of The Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for The Contractor or any damages, or any Subcontractor under worker's compensation acts, disability benefit acts or other employee benefit acts.

3.14 INSURANCE

3.14.1 The Provider shall obtain, at its sole expense, all insurance required in the following paragraphs and shall not commence work until such insurance is in effect and certification thereof has been received by Wake County's Finance Office. If any required insurance policy expires during the term of this agreement, Provider must provide a certificate of insurance to the Wake County Finance as evidence of policy renewal prior to such policy expiration.

Provider signature on this agreement indicates that Provider agrees to the terms of this insurance section and understands that failure to comply may result in cancellation of this agreement at Wake County's option.

Workers' Compensation Insurance, with limits for Coverage A Statutory- for State of North Carolina and Coverage B - Employers Liability \$500,000 each accident/disease each employee/disease policy limit.

Commercial General Liability - with limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate, including contractual liability.

Commercial Automobile Liability, with limits no less than \$1,000,000 per occurrence for bodily injury and property damage for any vehicle used during performance of contract services, including coverage for owned, hired, and non-owned vehicles. Evidence of commercial automobile coverage is only necessary if vehicles are used in the provision of services under this Agreement.

Professional Liability Insurance, applicable to any professional services provided under this Contract with limits of no less than \$1,000,000 per claim and \$2,000,000 aggregate.

If any coverage is on a claims-made basis, Provider agrees to maintain a retroactive date prior to or equal to the effective date of this Agreement and to purchase and maintain Supplemental Extended Reporting Period or 'tail coverage' with a minimum reporting period of not less than three (3) years if the policy expires or is cancelled or non-renewed. If coverage is replaced, the new policy must include full prior acts coverage or a retroactive date to cover the effective dates of this Agreement. Provider shall provide a Certificate of Insurance annually to Wake County indicating any claims made coverage and respective retroactive date. The duty to provide extended coverage as set forth herein survives the effective dates of this Agreement.

All insurance companies must be authorized to do business in North Carolina and have an AM Best rating of "A-/VII" or better; or have reasonable equivalent financial strength to the satisfaction of the County's Finance Office. Proof of rating shall be provided to the county upon request.

Insurance with limits no less than those specified above shall be evidenced by a Certificate of Insurance issued by a duly authorized representative of the insurer and dated no more than thirty (30) days prior to the start date of the agreement. In the case of self-insurance, a letter of explanation must be provided to and approved by Wake County Risk Management.

The Provider shall be responsible for providing immediate notice of policy cancellation or non-renewal during the term of this Agreement to the Wake County Finance Office and for three years subsequent for any claims made coverage.

If Provider does not meet the insurance requirements specified above, alternate insurance coverage satisfactory to Wake County may be considered. Any requests for consideration of

alternate coverage must be presented by Provider PRIOR TO provision of any services associated with this Agreement.

In the event that Provider uses subcontractors to perform any of the services under this Agreement, then and in that event, Provider shall contractually require such subcontractor(s) to meet all of the requirements of this section shall be filed by the Contractor without written permission from Wake County .

3.15 NON-DISCRIMINATION

The non-discrimination clause contained in Section 202, Executive Order 11246, as amended by executive order 11375, relative to Equal Employment Opportunity for all person without regard to race, color, religion, sex, or national origin, and implementing of rules and regulations prescribed by the Secretary of Labor shall be adhered to by all Contractors wishing to obtain contracts with Wake County .

3.16 NON-WAIVER

Failure of the Contract Administrator during the progress of the Services to discover or reject unacceptable Services, or Services not in accordance with the Contract, shall not be deemed an acceptance thereof nor a waiver of Wake County right to a proper performance of the Contract or any part of it by the Contractor.

3.17 OTHER CONTRACTS

Wake County shall have the right to award other contracts for additional Services, and The Contractor shall fully cooperate with such other Contractors, and shall fit its own schedule to that provided under other contracts. The Contractor shall have no claim against Wake County for additional payment due to delays or other conditions created by the operation of other Contractors. The Contract Administrator will decide the respective rights of the various Contractors in order to secure the completion of the Services.

3.18 PERMITS, LICENSES AND FEES

The Contractor shall procure all permits and licenses, pay all charges, taxes and fees and give all notices necessary and incidental to the due and lawful prosecution of the Services. All cost thereof shall be deemed to be included in the prices proposed for the Services.

3.19 ROYALTIES

The Contractor shall pay all royalties and licenses for any patented or copyrighted items used in the performance of the Services.

3.20 SEVERABILITY

In the event that any one or more of the provisions contained herein shall for any reason be held to be illegal or unenforceable in any respect under the laws of the jurisdiction governing the entire Contract, all other terms in this Contract will remain in full force. In the event that the stricken provision materially affects the rights, obligations, or duties of either party, the Client and the Contractor shall substitute a provision by mutual agreement that preserves the original intent of the parties as closely as possible under applicable law.

3.21 SUBSTANCE ABUSE

Employees serving hereunder, shall not use controlled substances not prescribed for them, nor illegal substances on or off Wake County's premises, and shall not use alcohol on Wake County's premises nor preceding their work shift when to do so would in any way affect the performance of the Services.

3.22 SUCCESSORS AND ASSIGNS

- 3.22.1 The Contractor shall not assign the Contract or any interest herein or any moneys due or to become due hereunder.
- 3.22.2 Wake County and any of its successors and assignees reserve the unconditional right to assign any or all of its rights, title, interest or obligations in and to this Contract for any or all locations covered by this Contract. Upon the effective date of any such assignment, the assignor shall be released from all rights, titles, interests, and obligations under that portion of the Contract assigned and the assignee shall assume all such rights, titles, interests, and obligations.

3.23 TERMINATION

- 3.23.1 Wake County shall have the right, at its sole option and discretion, to terminate this Contract at any time, without any default on the part of the Contractor, by giving written notice to the Contractor at least thirty (30) days prior to the effective date of termination.
- 3.23.2 Wake County shall have the right to terminate this Contract immediately by Written Notice to the Contractor if the Contractor fails to execute the Services promptly and to Wake County satisfaction or fails to perform any obligation imposed by any provision of this Contract. In the event of termination for default, Wake County has against the Contractor all remedies provided by law and equity.
- 3.23.3 The Contractor, at its sole option and discretion, shall have the right to terminate this Contract at any time by giving written notice to Wake County at least sixty (60) days prior to the effective date of termination.
- 3.23.4 In the event of termination of this Contract by either party, the Contractor shall terminate all Services under this Contract to the extent and on the date specified in the Notice of Termination and until such date shall, to the extent stated in the Notice of Termination, do such Services and be compensated only for such Services as may be necessary as determined by the Contract Administrator to preserve the Services in progress and to protect the facilities of Wake County. Wake County may then proceed with the remainder of the Services in any lawful manner, which it may elect.
- 3.23.5 In the event of termination or reduction in the scope of Services by Wake County, Wake County shall pay the Contractor for all Services satisfactorily performed up to the effective date of termination or reduction in the scope of Services, less all partial payments made on account prior to the effective date of termination or reduction in the scope of Services.
- 3.23.6 Upon termination as above, the Contract Administrator shall make final determination of the amount due the Contractor for Services performed. Upon reduction in the scope of Services, the Contract Administrator and the Contractor shall negotiate in good faith to arrive at a revised Contract price.

3.24 TIME OF THE ESSENCE

- 3.24.1 For all requests made by Wake County pursuant to this Contract, time is of the essence. The acceptance of a late performance, with or without objections or reservations by Wake County, shall not waive the right to claim damages for such breach nor constitute a waiver of the requirements of timely performance of any obligations remaining to be performed.
- 3.24.2 If the Contractor fails to perform the Services in a timely manner, or if in the judgment of the Contract Administrator, the Contractor's methods are not adequate to assure completion of the

Services per the allotted schedule, the Contract Administrator may direct the Contractor, at no additional cost to Wake County, to revise its work schedules to ensure completion of the Services.

- 3.24.3 If the Contractor is prevented from complying with stated time limits or time intervals by causes beyond its control, then the time limit or interval shall be extended for such reasonable time as Wake County may decide. The Contractor's request for such extension shall be made within five (5) calendar days from the beginning of causes therefore. In case of a continuing cause of delay, only one claim is necessary.

3.25 WAIVER OF BREACH

The waiver by Wake County of a breach of any provision of this Contract by the Contractor shall not operate or be construed as a waiver by Wake County of any subsequent breach by the Contractor.

3.26 IRAN DIVESTMENT

By signing this agreement; accepting this contract/purchase order; or submitting any bid, proposal, etc., vendors and contractors certify that as of the date of execution, receipt, or submission they are not listed on the Final Divestment List created by the NC Office of State Treasurer pursuant to [NCGS 147 Article 6E, Iran Divestment Act](#), Iran Divestment Act Certification. Vendors and contractors shall not utilize any subcontractor that is identified on the Final Divestment List.

In addition:

Any organization defined under NCGS 147-86.80(2), Divestment from Companies Boycotting Israel, shall not engage in business totaling more than \$1,000 with any company/business, etc. that boycotts Israel. A list of companies that boycott Israel is maintained by the NC Office of State Treasurer, pursuant to NCGS 147-86.81(a)(1). Any company listed as boycotting Israel is not eligible to do business with any State agency or political subdivision of the State.

4 SECURITY

4.1 CONTRACTOR'S ACCESS

- 4.1.1 The Contract Administrator shall designate access routes through buildings, entrance gates or doors, parking and storage areas, etc. and any imposed time limitations on the Contractor. The Contractor shall conduct its operations in strict observance of the access routes and other restricted areas as described above. All doors unlocked by the Contractor, both internal and external, will be locked by the Contractor before leaving any facility.
- 4.1.2 The Contractor shall ensure that under no circumstances shall any of the employees of the Contractor enter or move upon any area not authorized by the Contract Administrator.
- 4.1.3 Wake County shall give Contractor's personnel reasonable access to the areas where the Services are to be performed to the extent necessary or appropriate for the performance of services subject, however, to Wake County's security and safety rules and regulations. Wake County shall arrange for access to buildings, including the provision of keys or access cards as required for Contractor to perform Services.
- 4.1.4 The Contractor will be responsible for disarming and re-arming security controls if Contractor's employees are in the building before County staff.
- 4.1.5 The Contractor shall ensure all employees shall prominently wear a Wake County I.D. badge at all times while on the premises of Wake County. There is a \$15.00 charge per badge issued.

4.2 DISCLOSURE OF INFORMATION

- 4.2.1 The Contractor agrees that it will not during or after the term of this Contract disclose any proprietary information or confidential business information of Wake County, including but not limited to its costs, charges, operating procedures and methods of doing business to any person, firm, corporation, association or other entity or to the general public for any reason or purpose whatsoever without the prior written consent of Wake County. Such confidential or proprietary information received by the Contractor shall be used by it exclusively in connection with the performance of the Services.
- 4.2.2 The Contractor shall not issue or release for publication any articles or advertising or publicity matter relating to the Services performed by Contractor hereunder or mentioning or implying the name of Wake County, its subsidiaries or affiliated companies or their respective personnel, without the prior written consent of Wake County.

4.3 KEY CONTROL

- 4.3.1 The Contractor shall adequately secure the keys, access cards, other entry devices and codes provided by Wake County. The Contractor shall maintain a record of the key numbers issued to its employees.
- 4.3.2 The Contractor shall not duplicate and shall not allow such items to be duplicated or removed from the site of the Services.
- 4.3.3 The Contractor shall immediately report any such item that becomes lost, missing or stolen to the Contract Administrator or his designee and to the Wake County Security Center. Should the Contractor lose or have stolen any keys, entry cards, other entry devices or entry codes issued to the Contractor by Wake County, the cost of changing locks, keys, entry cards, other entry devices or entry codes to buildings, rooms or areas accessible by the lost or stolen keys will be deducted from the Contractor's invoice to Wake County for the Work performed under this Contract.
- 4.3.4 The Contractor shall physically present all keys, entry cards and other entry devices for verification upon request of the Contract Administrator.
- 4.3.5 The Contractor shall return all keys, access cards and other entry devices at the termination of this contract.
- 4.3.6 The Contractor shall return access cards and other entry devices at the termination of any employee.

4.4 IDENTIFICATION

- 4.4.1 The Contractor shall take all measures necessary to comply and to ensure the employees of Contractor comply with the security rules and regulations of Wake County and all applicable Federal, State and local rules, laws and regulations.
- 4.4.2 Additionally, prior to badges being issued, the Contractor shall submit a Wake County Badge Access Request form with required employee information and a background check to the extent allowed by law has been conducted on each employee prior to employment. A copy of each background check shall be provided to the Contract Administrator for review and approval prior to the employee working on Wake County premises. The background checks will provide written certification that each employee has no records of criminal convictions other than minor traffic violations. The Contractor shall provide written certification of any other information developed in the course of the Contractor's investigation of each employee. This certification shall include the full name, present telephone number, place of current residence, Social Security verification, Criminal Background check, Social Security number address trace, motor vehicle report, National Criminal Sex Offender Database, Federal Criminal Court. The Contractor shall also submit employees' names for background check by the Wake County Sheriff's Office.
- 4.4.3 Contractor is responsible for informing Wake County of any arrests and/or criminal charges brought against any employee working for Wake County. Wake County reserves the right to review and determine if any action, up to and including termination is warranted by such arrests.
- 4.4.4 Upon termination or transfer of any employee of the Contractor, the Contractor shall immediately notify the Contract Administrator in writing of such termination or transfer, and shall immediately obtain and void all identification badges.

4.5 PARKING

- 4.5.1 Where parking is controlled by Wake County, access to parking facilities will be approved by the Contract Administrator. Many facilities have public parking available. The Contractor is responsible for any parking violations (or other traffic citations) incurred while performing the duties of this agreement.

5 SCOPE OF WORK

5.1 COURIER SERVICE

5.1.1 General

5.1.1.1 Each route has a defined beginning time (5:45 AM) and an average ending time. The ending time may vary depending upon the number of stops and unforeseen delays.

5.1.1.2 Special requests are considered those performed outside of the “routine” services.

5.1.1.3 All routine work will be performed during the daily route. If the Contractor decides to make a return trip for work that is considered routine, the Contractor will not charge Wake County for extra trips.

5.1.1.4 Routes are run according to GSA schedules and are subject to change to accommodate Wake County’s needs, new facilities and operational effectiveness.

5.1.2 Categories of Items Transported

5.1.2.1 Interoffice mail

5.1.2.2 US mail

5.1.2.3 Certified US Mail

5.1.2.4 Laboratory samples (biohazardous)

5.1.2.5 Medical records

5.1.2.6 Special Delivery

5.1.2.7 Package delivery company

5.1.2.8 Miscellaneous as determined by Wake County

5.1.3 Procedures

5.1.3.1 **Inter-Office Mail** – Mail is picked up at the beginning of each day in the Mail Center and distributed throughout County facilities. Mail is also picked up at each facility and returned to the Mail Center for sorting.

5.1.3.2 **US Mail** - Mail is picked up at the beginning of each day at various Post Offices. Mail is taken to the Mail Center and then distributed throughout County facilities. Mail is picked up at each facility and returned to the Mail Center for processing. All US Postal regulations apply when transporting US Mail.

5.1.3.3 **Certified US Mail** - Mail is picked up at the beginning of each day in the Mail Center and distributed throughout County facilities. Drivers are required to receive appropriate signatures and return the signed document to the Mail Center. All US Postal regulations apply when transporting US Mail.

5.1.3.4 **Laboratory samples** – Drivers assigned to clinic routes will pick up lab samples and deliver them to the State Lab or the Wake County Lab for testing. Samples are kept in coolers, separating warm from cool. Samples transported include but are not limited to: blood and serum samples, gonorrhea, throat and urine cultures, pap collection vials, Chlamydia specimens, stool and sputum samples, viral cultures.

5.1.3.5 **Medical Records** - Drivers assigned to clinic routes will pick up medical records in locked boxes and deliver them to various clinics. Return records are taken from clinics back to the origin.

5.1.4 Manifests

- 5.1.4.1 A Manifest of routes will be supplied to the Contractor by the Contract Administrator during the startup period.
- 5.1.4.2 Manifests are maintained for accuracy during the contract period by both the Contractor and by the Contract Administrator.
- 5.1.4.3 Drivers may suggest changes in the manifest to the Contract Administrator. All manifest changes must be approved by the Contract Administrator.
- 5.1.4.4 The Contractor will supply their most current copies of the manifest to the Contract Administrator upon request to compare for accuracy.

5.1.5 Work Order

- 5.1.5.1 A Work Order is a written order issued by The Contract Administrator directing the Contractor to perform Special Deliveries. Most work orders can be carried out as routine services during the workday. Special Requests are considered those performed outside of the "routine services".
- 5.1.5.2 If work orders require extra time, the costs would be as stated in Bid Item 2.

5.2 PROCESSING SERVICE

5.2.1 General

- 5.2.1.1 Contractor's employees who are performing courier services shall process and sort mail during designated times after they return to the GSA Mail Center.
- 5.2.1.2 The ending time is scheduled for 2:30 pm daily, with a 45-minute lunch break.
- 5.2.1.3 If additional services are required by the Contract Administrator, Contractor employees conducting processing services will be compensated for the additional hours per Bid Item 2.

5.2.2 Procedures

- 5.2.2.1 Sort incoming mail from the Post Office as well as interoffice mail from various buildings brought in by couriers into sort bins assigned to each department.
- 5.2.2.2 Separate, prepare, and meter mail with the proper postage per USPS regulations.
- 5.2.2.3 Sort and prepare Certified Mail and generate reports on Certified Mail.
- 5.2.2.4 Sort and prepare mail and accompanying paperwork for the State Courier.
- 5.2.2.5 Deliver and pick up in the GSA building, interoffice mail, and any mail or packages that require metered postage.

6 SPECIAL CONDITIONS

6.1 FUEL SURCHARGE/DISCOUNT

- 6.1.1 A fuel surcharge will be permitted when the monthly average fuel prices meet or exceed the “surcharge point” established in *Bid Item 3*. (\$1.00 above the September 2020 gasoline price)
- 6.1.2 A fuel discount will be deducted from invoices when the monthly average fuel prices meet or exceed the “discount Point” established in *Bid Item 3*. (\$1.00 below the current average) The fuel discount will equal the fuel surcharge amount in *Bid Item 3*.
- 6.1.3 Fuel surcharges and discounts are applied on a month to month basis and only when the monthly average fuel prices meet or exceed the criteria described in this section.
- 6.1.4 Fuel surcharges will be billed as a separate charge from other services.
- 6.1.5 The Contractor will be responsible for accurately justifying the fuel surcharge.
- 6.1.6 For this agreement, the average monthly prices of fuel posted on the “Energy Information Administration” web site will be used.
- 6.1.7 The price of “regular” gasoline in the “Central Atlantic, Conventional Areas” will be used as the fuel price index for this proposal. Data is available on the EIA site on this page: http://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_r1y_m.htm (See example below)

Weekly Retail Gasoline and Diesel Prices

(Dollars per Gallon, Including Taxes)

Area: Central Atlantic (PADD 1B) Period: Monthly

Download Series History Definitions, Sources & Notes									
Show Data By: <input checked="" type="radio"/> Product <input type="radio"/> Area		<input type="button" value="Graph"/> <input type="button" value="Clear"/>	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	View History
Gasoline - All Grades		<input type="checkbox"/>	2.138	2.104	2.233	2.319	2.323	2.349	1993-2020
All Grades - Conventional Areas		<input type="checkbox"/>	2.156	2.148	2.301	2.391	2.396	2.439	1994-2020
All Grades - Reformulated Areas		<input type="checkbox"/>	2.126	2.074	2.187	2.268	2.273	2.288	1994-2020
Regular		<input type="checkbox"/>	2.061	2.027	2.162	2.248	2.253	2.278	1993-2020
Conventional Areas		<input type="checkbox"/>	2.103	2.094	2.249	2.339	2.344	2.387	1993-2020
Reformulated Areas		<input type="checkbox"/>	2.029	1.978	2.096	2.178	2.184	2.198	1994-2020
Midgrade		<input type="checkbox"/>	2.426	2.383	2.487	2.569	2.571	2.596	1994-2020
Conventional Areas		<input type="checkbox"/>	2.412	2.402	2.541	2.628	2.629	2.672	1994-2020
Reformulated Areas		<input type="checkbox"/>	2.433	2.374	2.460	2.537	2.540	2.556	1994-2020
Premium		<input type="checkbox"/>	2.597	2.555	2.663	2.742	2.743	2.769	1994-2020
Conventional Areas		<input type="checkbox"/>	2.662	2.655	2.797	2.892	2.893	2.934	1994-2020
Reformulated Areas		<input type="checkbox"/>	2.574	2.519	2.615	2.687	2.688	2.709	1994-2020
Diesel (On-Highway) - All Types		<input type="checkbox"/>	2.767	2.675	2.682	2.700	2.690	2.671	1997-2020
Ultra Low Sulfur (15 ppm and Under)		<input type="checkbox"/>	2.767	2.675	2.682	2.700	2.690	2.671	2007-2020

6.2 CONSUMER PRICE INDEX ADJUSTMENT FACTOR

6.2.1 Contractor may request an annual contract increase. The request must be requested by November 15 of each year. The basis of this increase must be tied directly to the current Consumer Price Index (CPI). Contractor must provide documentation supporting requested raise. Based on information provided by the Contractor, it will be the decision of the Client to determine if an increase will occur and the amount of the increase. If approved, the contract increase would not occur until July 1 in the following year. The first year an increase will be considered is July 1, 2022.

<https://beta.bls.gov/dataViewer/view/timeseries/CUUR0300SEMC>

6.2.2 The Consumer Price Index (CPI) Adjustment Factor shall be calculated by using above database (CPI for All Urban Consumers (CPI-U); Professional services in South urban, all urban consumers, not seasonally adjusted.) The maximum increase in any one year is limited to the CPI increase or 3 percent, whichever is lower. The base CPI for the contract shall be calculated using the September 2020 value. For example, the percent increase from September 2020 to September 2021 shall be used as the basis for the requested increase (submitted in November 2021) for the July 1, 2022 to June 30, 2023 contract year.

6.3 STATEMENTS, INVOICES AND TIME SHEETS

The Contractor shall prepare and submit to the Contract Administrator monthly invoices for Routine Services, Special Delivery Services and Fuel Surcharges as separate line items as follows:

- 6.3.1 Routine Services - The Contractor shall prepare and submit monthly invoices based on the actual number of days worked, times the daily amount determined in *Bid Item 1*.
- 6.3.2 Additional Services - The Contractor shall prepare and submit monthly invoices based on the number of hours worked and miles traveled multiplied by the prices determined in *Bid Item 2*.
- 6.3.3 Fuel Surcharge – Fuel charges will be applied on a monthly basis and only for months when the average cost of fuel is at or above the agreed Surcharge point determined in *Bid Item 3*. The charge will be equal to the price determined in *Bid Item 3*. The charge should appear on invoices as a separate line item and labeled as “fuel Surcharge”.
- 6.3.4 Fuel Discount – Fuel discounts will be applied on a monthly basis and only for months when the average cost of fuel is at or below the agreed Discount point determined in *Bid Item 3*. The charge will be equal to the price determined in *Bid Item 3*. The charge should appear on invoices as a separate line item and labeled as “fuel Discount”.
- 6.3.5 Properly documented, substantiated invoices shall be payable within thirty (30) days after approval by the Contract Administrator. Those invoices not acceptable to the Contract Administrator shall be returned to the Contractor for correction and subsequent re-submittal for payment.

6.4 SUPERVISION

- 6.4.1 The Contractor shall provide a trained, qualified Manager capable of providing adequate supervision to accomplish the Services. The Manager need not be on site but must be available to the Contract Administrator for conference within 30 minutes.
- 6.4.2 The Contract Administrator will have authority to communicate directly with the drivers to relay route information and special needs.
- 6.4.3 Managers will be required to meet with the Contract Administrator occasionally to discuss route changes, operational procedures and personnel.
- 6.4.4 The Contractor shall give managers and supervisors the authority to make decisions necessary in emergency circumstances so as to allow Wake County to get answers and results quickly and without delay. Managers and supervisors shall be informed that reasonable instructions given by Wake County representatives shall be followed as closely and quickly as possible. These representatives include, but are not limited to: General Services Director, Contract Administrator, and their designated representatives.

6.5 TELEPHONE/E-MAIL SERVICE

- 6.5.1 The Contractor shall provide a cellular telephone for drivers and Contract Manager to the Contract Administrator and an email address for the Contract Manager.
- 6.5.2 Should the Contract Manager be away from the site or otherwise not able to respond to telephone calls, another authorized person shall be designated to act for the Contractor.

7 PERSONNEL

7.1 CONTRACT ADMINISTRATOR

- 7.1.1 Wake County shall designate an employee of Wake County as Contract Administrator who shall act on behalf of Wake County.

7.2 CONTRACT MANAGER

- 7.2.1 The Contractor shall provide a Manager to oversee all drivers and serve as a contact person for the Contract Administrator.
- 7.2.2 The Contract Manager, or designate, shall be on-call at all times during service hours and must be able to report within 30 minutes to the Contract Administrator.
- 7.2.3 Contract Managers shall make themselves available to the Contract Administrator to discuss performance of the drivers or other provisions of the contract.
- 7.2.4 The Manager shall make sufficient inspections to ensure the services are performed as specified.
- 7.2.5 The Manager shall be adequately trained in the compliance of all applicable OSHA, EPA, and other Federal, State and Local laws and regulations regarding materials that may be encountered in the performance of the Services.
- 7.2.6 The Contract Manager shall be capable of verbal and written communication in the English language and shall be able to communicate adequately to all drivers and the Contract Administrator.

7.3 DRIVERS AND PROCESSORS

- 7.3.1 The Contractor shall provide an adequate number of trained, qualified drivers/processors capable of performing the Services outlined in the proposal.
- 7.3.2 The drivers/processors shall be capable of verbal and written communication in the English language and shall be able to communicate adequately to the Contract Administrator.
- 7.3.3 Drivers/processors will be required to have a safe driving record.
- 7.3.4 Drivers/processors will be employees of the Contractor. Contractor will not sub-contract any portion of the service in this agreement.
- 7.3.5 Vendor must have fidelity bond/employee dishonesty insurance coverage and courier/cargo insurance coverage.
- 7.3.5 Drivers/processors will be required to be bonded.
- 7.3.6 The Contractor shall obtain and provide to the Contract Administrator a background check for each driver/processor in accordance with section 4 "Security" in this document.

- 7.3.7 The Contractor shall provide an adequate number of trained, qualified personnel capable of performing the Services outlined in the proposal.

7.4 TRAINING

- 7.4.1 All drivers/processors will be adequately trained by the Contractor as to the general procedures and locations for each route.
- 7.4.2 All drivers/processors will be adequately trained by the Contract Administrator as the to the general procedures of sorting and processing mail.
- 7.4.3 As a minimum, the Contractor shall provide each employee performing Services with the following classes within the first two weeks of employment, and again each successive twelve-month period.
- 7.4.3.1 *Safe driver's training*
 - 7.4.3.2 *OSHA/Safety Training in blood borne pathogens.*
 - 7.4.3.3 *HIPPA Training*
 - 7.4.3.4 *Wake County Electronic Keypad/Building Alarm Training*
- 7.4.4 The Contractor shall maintain a training record for each employee. The training record shall show, as a minimum, the employee's name, date of employment, the type and date of each training attended, and the instructor. The Contractor shall present such records for inspection upon request by the Contract Administrator. The Contract Administrator may, from time to time, monitor the conduct of such training.
- 7.4.5 The time each employee spends attending a training class shall not be applied to any minimum number of hours required for the performance of the Services.
- 7.4.6 The Contract Managers are required to attend the same level of training provided to the drivers prior to Contract startup.

7.5 UNIFORMS

- 7.5.1 The Contractor shall ensure all of its employees are clean, neat, and appropriately attired with uniforms and work shoes at all times during the performance of the Services. The Uniforms and work shoes must meet the approval of the Contract Administrator.

7.6 RELIEF FOR ABSENTEEISM AND VACATION

- 7.6.1 The Contractor shall provide relief personnel as necessary to ensure that the Routine Services of the Mail Courier Routes and the sorting and processing of mail are performed as required.
- 7.6.2 If the Contract Manager is absent, The Contractor shall provide a competent replacement that has the authority to carry out the terms and provisions of this Proposal.

7.7 ROUTE ASSIGNMENTS

- 7.7.1 The Contractor shall assign its employees to routes in accordance with the Scope of Work as defined in the Scope of Work section of this Request.
- 7.7.2 Routes are run consistently each day, except for special deliveries.
- 7.7.3 Wake County shall have the unilateral right to make modifications in routes. Such modifications may include adding, deleting, or changing buildings to be serviced, number of service locations within a building, and/or days of service. Any changes in the compensation to the Contractor resulting from such changes shall be agreed upon by Wake County and the Contractor. Should the Contractor fail to protest such modifications within seven (7) calendar days after receipt of notice from the Contract Administrator, then the Contract Documents shall be amended with the proposed change in Contract price.

7.8 REMOVAL OF PERSONNEL

The Contractor shall remove from service on the premises of Wake County any employee of the Contractor who, in the opinion of Wake County is not performing the Services in a proper manner, or who is incompetent, disorderly, abusive, dangerous, or disruptive or does not comply with rules and regulations of Wake County. Such removal shall in no way be interpreted to require dismissal or other disciplinary action of the employee by Contractor.

8 VEHICLES, EQUIPMENT AND SUPPLIES

8.1 GENERAL REQUIREMENTS

- 8.1.1 The Contractor shall furnish all vehicles, fuel and equipment necessary to properly perform the services defined in this Proposal. As a minimum, The Contractor shall furnish each driver and each vehicle with the types of equipment and supplies defined in this section as required to perform the services.
- 8.1.2 Contractor vehicles must have company identification on both sides.

8.2 MAINTENANCE AND REPAIR

- 8.2.1 The Contractor shall maintain all vehicles to proper and safe working order.
- 8.2.2 The Contractor shall insure that all equipment and supplies used by its employees shall be used in accordance with the manufacturer's instructions and good safety practices.
- 8.2.3 All vehicles used by The Contractor in the performance of the services shall meet all applicable safety requirements. Contractor is required to obtain all applicable inspections including annual NC State inspection.
- 8.2.4 The Contractor shall ensure that all vehicles remain in good, clean condition.
- 8.2.5 The Contractor shall maintain backup vehicles to ensure that the service is performed without interruption.

8.3 MINIMUM EQUIPMENT

The Contractor will supply, at a minimum, the following equipment and supplies for each route:

- 8.3.1 One Van or SUV type vehicle with adequate cargo space to perform the courier services.
- 8.3.2 One heavy duty two-wheel dolly that will convert to four-wheel dolly.
- 8.3.3 Two small coolers for each vehicle to carry laboratory samples (one hot, one cold)
- 8.3.4 An adequate supply of rubber gloves for handling laboratory samples.
- 8.3.5 Communication devices as outlined in section 6.4 "Telephone/E-Mail Service"

8.4 ALTERNATE EQUIPMENT

- 8.4.1 The Contractor may equip all vehicles with technology such as telematics, to promote overall vehicle safety, productivity and accountability. At a minimum, the technology will capture vehicle location and activity data. Data collected from telematics systems shall be available to the Contract Administrator upon request.

9 PERFORMANCE STANDARDS

- 9.1.1 The Contractor shall perform the routine Scope of Work daily Monday Through Friday except holidays in the time frames specified.
- 9.1.2 The Contractor shall perform the Special Delivery work as needed Monday Through Friday except holidays in the time frames specified unless otherwise arranged or approved by the Contract Administrator.
- 9.1.3 Contractor shall provide Staff to sort, meter, and prepare mail and packages for courier pick-up.

9.2 PERFORMANCE OF THE SERVICES

The Contractor shall be responsible for the complete and timely performance of all the services under this Proposal and for all vehicles, equipment, and supplies required to successfully perform all services.

9.3 NON-PERFORMANCE OF SERVICES

Services shall be considered not to have been performed when, in the judgment of The Contract Administrator, any one or more of the following conditions exist:

- 9.3.1 Failure to provide the number of trained and qualified Drivers and Managers as required to perform services.
- 9.3.2 Failure to assign qualified substitute Drivers as replacements.
- 9.3.3 Failure to maintain and submit daily log sheets.
- 9.3.4 Adjusting the pay of an employee downward without prior notice to Wake County's authorized representative.
- 9.3.5 Failure to perform an adequate and/or appropriate background investigation.
- 9.3.6 Failure to produce documentation concerning pre-employment investigation prior to assignment.
- 9.3.7 Failure to assign a correctly uniformed and equipped driver/processor or manager.
- 9.3.8 Failure to remove any employee immediately upon Wake County's request.
- 9.3.9 Failure to furnish equipment and material necessary for the performance of the services under this agreement.
- 9.3.10 Failure to promptly notify Contract Administrator of any schedule changes or delays.
- 9.3.11 Failure to complete training requirements specified within the contract.
- 9.3.12 Failure to provide accurate and error-free invoices.
- 9.3.13 Failure to deliver contract-specified deliverables in a prompt and timely manner as specified in the contract.
- 9.3.14 Failure to acquire proper signatures for deliveries as required, including certified mail, express mail, UPS packages, and supply orders.
- 9.3.15 Failure to accomplish special work orders as scheduled.
- 9.3.16 Failure to provide the number of trained Processors as required to perform services during the specified business hours.
- 9.3.17 Failure to abide by Security Rules and Regulations as outlined by Wake County
- 9.3.18 Failure to correctly meter mail by type of mail.
- 9.3.19 Failure to report known errors in metered mail processing

9.4 NON-PERFORMANCE OF SERVICES/DEDUCTIONS FOR

- 9.4.1 Upon the occurrence of any acts or omissions listed in section 9.3, there shall be an equitable downward adjustment of the Contractor's charges to fairly reflect the reduced value of the services provided (i.e. the cost for incorrectly metered mail). Wake County may deduct the actual costs of the solution plus staff time from the Contractor's invoice. In every instance, the Contractor will be provided advance written or verbal (phone, fax, e-mail, letter, face-to-face) notification of intent to make a penalty deduction. This section will apply, but not be limited to, the acts or omissions listed in section 9.3.
- 9.4.2 Upon notification of a problem or issue, The Contractor has 1 hour to respond and fix the problem/issue and/or provide a plan detailing corrective action. Any problem/issue not corrected immediately shall be communicated to the Contractor by the Contract Administrator with Wake County's intentions to correct the problem and notification of deductions as described above.
- 9.4.3 In the event of non-performance of Routine Services by The Contractor, The Contract Administrator shall have the right to exercise any one or combination thereof of the following options:
- 9.4.3.1 The Contractor shall correct such item of non-performance within 1 hour upon notification by Wake County, and Wake County shall make no deductions for such item of non-performance.
 - 9.4.3.2 Wake County may correct the item of non-performance by using another Contractor, or by any means it deems necessary and reasonable. Direct cost incurred by Wake County for the correction of the item of non-performance including a reasonable amount for the cost of the time of the employees of Wake County involved in such correction shall be deducted from payments made to The Contractor.
 - 9.4.3.3 Should the non-performance remain uncorrected, Wake County shall make a deduction of fifty (50) dollars per day per occurrence or incident from payments to The Contractor until the issue is resolved.

10 BID FORMS

10.1 BID FORM 1

BIDDER: _____

DATE: _____

Indicate costs per mile and daily charges for each route performed. Include all Wages, Salaries, Payroll Taxes and Payroll Insurance, vehicle and fuel, vehicle maintenance and overhead based on hours worked and mileage driven.

Bid Item 1 – BID TAB

Mileage Charge:

Mileage Charge per mile for all routes mileage charge = \$_____ per mile

Supply all costs below on a DAILY basis:

Route 1

Approximately 82 miles/day.....x mileage charge (from above) = \$_____

8 hours of work per day x Hourly rate _____ = \$ _____
Monday-Friday 5:45 AM – 2:30 PM (includes 45-minute lunch)

Route 2

Approximately 87 miles/day.....x mileage charge (from above) = \$_____

8 hours of work per day.....x Hourly rate _____ = \$ _____
Monday-Friday 5:45 AM – 2:30 PM (includes 45-minute lunch)

Route 3

Approximately 55 miles/day.....x mileage charge (from above) = \$_____

8 hours of work per day.....x Hourly rate _____ = \$ _____
Monday-Friday 5:45 AM – 2:30 PM (includes 45-minute lunch)

Bid Item 1 - Total Annual Charges

Total Daily Charge \$_____ times 249 working days* = Total Estimated Annual Amount \$ _____

**Working days calculated each year*

Bid Item 2 – Indicate charges for Additional Services including Courier, Processing , and Special Delivery work performed that DOES NOT fall within the normal Scope of work outlined in this proposal. Include all Wages, Salaries, Payroll Taxes and Payroll Insurance and Overhead in the “Charge per hour”. Include vehicle, fuel, insurance, and maintenance in the “Charge per mile”.

Bid Item 2 - Charges for special delivery not included in daily hours worked.

Charge per Hour (Driver/Processor) \$ _____ . _____ Charge per Mile \$ _____ .

Bid Item 3– Fuel Surcharge/Discount – Indicate your fuel surcharge amount based on the criteria in Section 6.1 (Special Conditions).

Bid Item Fuel Surcharge/discount

Current Fuel price per gallon \$___ 2.387 ___ per gal.
Established “Surcharge Point” \$___ 3.387 ___ per gal. (add \$1 to current price)
Established “Discount Point” \$___ 1.387 ___ per gal. (subtract \$1 from current price)

Fuel Surcharge per month (when applicable) \$ _____ . _____

Fuel Discount per month (when applicable) Same as Surcharge per month

Bid Item 4 – Alternate – Telematic Device – Additional cost, if any, for providing telematic devices and reporting in all vehicles.

Total Monthly Fee (all routes) \$ _____/month

Bidders Questionnaire

Name of Company _____

Address _____

Area Code/Phone Number(_____)_____

a. Is your Company a Corporation _____, Partnership _____, or individually owned _____? If incorporated, in what state _____?

b. Give names and titles of persons of authority in your organization. If partnership, list all partners.

c. What types of services do you provide other than mail/courier services?

d. How long has your organization been in business under your present name? _____.
Former names, if any

4a. How long under former names? _____

4b. Affiliated companies (If parent company, list subsidiaries and divisions. If subsidiary or division, name of parent company, its principals and their addresses):

e. What are your craft labor affiliations?

f. What surety companies have furnished bonds for you in the past?

g. What are your bond limits?

Bidders Questionnaire – Continued

- h. Are there any judgments, suits, claims or liens pending against your firm? _____ If so, submit brief details on a separate sheet and attach.
- i. Are there any liens for labor or material filed on any of your work? _____ If so, submit, brief details on a separate sheet and attach.
- j. Please furnish the following:
 - a. List the organizations or firms, their addresses, contacts, phone numbers, and hours serviced per week for all current customers in the Wake County Area and a representative sample of current customers.
 - b. List the organizations or firms, their addresses, contacts, phones numbers, and hours serviced per week for all previous customers for whom your services have been discontinued for any reason within the past 12 months.
 - c. Copy of your last fiscal year financial statement (audited, if available).
 - d. Any other information you would like considered, including bank and trade references.

10.4 CONFLICT OF INTEREST

Bidder: _____

Conflict of Interest

All Bidders must disclose in the space provided below the name of any officer, director, or agent who is also an employee of Wake County. Further all bidders must disclose the name of any Wake County Employee who owns, directly or indirectly, an interest of ten percent (10%) or more in the bidder's firm or any of its branches.

<u>Name</u>	<u>Interest or position</u>	<u>Amount of ownership</u>
-------------	-----------------------------	----------------------------

10.5 ACKNOWLEDGMENT OF ADDENDA

Addendum	Date	Signature
No. _____	_____	_____

10.6 BID SIGNATURE PAGE

The Officers of The Corporation Are as Follows:

President _____

Vice President _____

Secretary _____

Treasurer _____

The full names and residences of stockholders, persons, or firms interested in the foregoing bid, as principals, are as follows:

The undersigned hereby attests and affirms that the Bidding Documents have been read in detail by officers, employees, agents or representatives of the company named below; that the company named below is fully qualified and able to perform in accordance with the terms and conditions of these Bidding Documents; that he/she is an officer or employee of the company named below; that he/she is authorized to submit this Bid, and should Wake County accept this Bid, bind the company to the terms of these Bidding Documents.

The undersigned, as bidder hereby declares the only person or persons interested in this bid as principal, or principals, is or are named herein, and that no person other than herein mentioned has any interest in this bid or in a Contract to be entered into; that this bid is made without connection with any other person, company, or parties making a bid; and that it is in all respects fair and in good faith without collusion or fraud.

The bidder further declares that it has examined the site of the work and informed itself fully in regard to all conditions pertaining to the sites where the work is to be performed; that it has examined the Bidders Instructions; Bid Forms, Questionnaire, Current Customers, Discontinued Customers, Conflict of interest / Addenda form, Agreement between Wake County and The Contractor, General Conditions, Special Conditions, Performance Standards, Scope of Work, and all other Proposal documents and has read all of the Addenda furnished prior to the bid due date, has carefully examined the site of the services and understands the conditions and restrictions under which the services must be provided and the time within which the services must be performed.

The Bidder agrees, if this bid is accepted, to furnish all necessary tools, equipment, supplies, trucks, fuel, labor, management, supervision, direction and incidentals necessary to perform and complete within the time specified the services covered by this contract, and to furnish evidence of the required insurance.

The Bidder agrees to accept as full compensation for all services required to complete the Contract, the prices named therefore in Bid item 1 – Plus additional charges indicated in Bid Items 2, 3, and 4 if applicable.

The Bidder further agrees not to withdraw this Bid for a period of sixty (60) days after the time and date set for receipt of bids.

Bidder: _____
(Corporate Name)

(Mailing Address)

By: _____ *Date:* _____
(President)

Attest _____ *Date:* _____
(Secretary)

State in which Chartered: _____

Registry with _____ Secretary of State *Date:* _____
(if foreign)

11 EXHIBITS

11.1 SAMPLE CONTRACT

NORTH CAROLINA
WAKE COUNTY

SERVICES AGREEMENT

THIS AGREEMENT, is made and entered into this ___ day of _____, 20___ by and between Wake County, North Carolina (the "County") party of the first part; and _____ (the "Provider"), party of the second part;

WITNESSETH:

For the purpose and subject to the terms and conditions hereinafter set forth, the County hereby contracts for the services of the Provider, and the Provider agrees to provide the services to the County in accordance with the terms of this Agreement.

I.SERVICES TO BE PROVIDED

The services to be performed by the Provider shall be as follows:

Enter services provided or add attachment

Provider shall not sub-contract all or any part of the services provided for in this Agreement without written approval of the County.

II.TERM

The services of the Provider shall begin on _____, 20___, and shall be provided until _____, 20___.

III.MAXIMUM AMOUNT PAYABLE: _____ (\$_____)

IV.PAYMENT

Provider shall submit an invoice for services provided. The invoice shall contain Provider's name and federal tax identification number and shall be signed and dated by an officer of Provider. It shall detail all services provided in payment requests. The County will make payments to Provider upon receipt of and approval of the invoice by the contracting department.

V. RELATIONSHIP OF PARTIES

Provider is an independent contractor of the County. Provider represents that it has or will secure, at its own expense, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the County. All personnel engaged in work under this Agreement shall be fully qualified and shall be authorized or permitted under state and local law to perform such services. It is further agreed that the Provider will obey all State and Federal statutes, rules and regulations that are applicable to provisions of the services called herein. Neither Provider nor any employee of the Provider shall be deemed an officer, employee or agent of the County.

VI.CANCELLATION

This Agreement may be canceled by Provider upon sixty (60) days' written notice to the County, and the County may terminate this agreement upon thirty (30) days' written notice to Provider.

VII.INSURANCE REQUIREMENTS

The Provider shall obtain, at its sole expense, all insurance required in the following paragraphs and shall not commence work until such insurance is in effect and certification thereof has been received by Wake County's Finance Office. If any required insurance policy expires during the term of this agreement, Provider must provide a certificate of insurance to the Wake County Finance as evidence of policy renewal prior to such policy expiration.

Provider signature on this agreement indicates that Provider agrees to the terms of this insurance section and understands that failure to comply may result in cancellation of this agreement at Wake County's option.

Workers' Compensation Insurance, with limits for Coverage A Statutory- for State of North Carolina and Coverage B - Employers Liability \$500,000 each accident/disease each employee/disease policy limit.

Commercial General Liability - with limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate, including contractual liability.

Commercial Automobile Liability, with limits no less than \$1,000,000 per occurrence for bodily injury and property damage for any vehicle used during performance of contract services, including coverage for owned, hired, and non-owned vehicles. Evidence of commercial automobile coverage is only necessary if vehicles are used in the provision of services under this Agreement.

Professional Liability Insurance, applicable to any professional services provided under this Contract with limits of no less than \$1,000,000 per claim and \$2,000,000 aggregate.

If any coverage is on a claims-made basis, Provider agrees to maintain a retroactive date prior to or equal to the effective date of this Agreement and to purchase and maintain Supplemental Extended Reporting Period or 'tail coverage' with a minimum reporting period of not less than three (3) years if the policy expires or is cancelled or non-renewed. If coverage is replaced, the new policy must include full prior acts coverage or a retroactive date to cover the effective dates of this Agreement. Provider shall provide a Certificate of Insurance annually to Wake County indicating any claims made coverage and respective retroactive date. The duty to provide extended coverage as set forth herein survives the effective dates of this Agreement.

All insurance companies must be authorized to do business in North Carolina and have an AM Best rating of "A-/VII" or better; or have reasonable equivalent financial strength to the satisfaction of the County's Finance Office. Proof of rating shall be provided to the county upon request.

Insurance with limits no less than those specified above shall be evidenced by a Certificate of Insurance issued by a duly authorized representative of the insurer and dated no more than thirty (30) days prior to the start date of the agreement. In the case of self-insurance, a letter of explanation must be provided to and approved by Wake County Risk Management.

The Provider shall be responsible for providing immediate notice of policy cancellation or non-renewal during the term of this Agreement to the Wake County Finance Office and for three years subsequent for any claims made coverage.

If Provider does not meet the insurance requirements specified above, alternate insurance coverage satisfactory to Wake County may be considered. Any requests for consideration of alternate coverage must be presented by Provider PRIOR TO provision of any services associated with this Agreement.

In the event that Provider uses subcontractors to perform any of the services under this Agreement, then and in that event, Provider shall contractually require such subcontractor(s) to meet all of the requirements of this section.

VIII. INDEMNIFICATION

Provider agrees to defend, indemnify, and hold harmless the County, for all loss, liability, claims or expense (including reasonable attorney's fees) arising from bodily injury, including death or property damage, to any person or persons caused in whole or in part by the negligence or misconduct of the Provider, except to the extent same are caused by the negligence or willful misconduct of the County. It is the intent of this section to require Provider to indemnify Wake County to the extent permitted under North Carolina law.

IX. NO WAIVER OF SOVEREIGN IMMUNITY

Wake County and the Provider agree that nothing in this Agreement shall be construed to mandate purchase of insurance by Wake County pursuant to N.C.G.S. 153A-435; or to be inconsistent with Wake County's "Resolution Regarding Limited Waiver of Sovereign Immunity" enacted October 6, 2003; or to in any other way waive Wake County's defense of sovereign or government immunity from any cause of action alleged or brought against Wake County for any reason if otherwise available as a matter of law.

X. NON-ASSIGNMENT

Provider shall not assign all or any portion of this Agreement, including rights to payments, to any other party without the prior written consent of the County.

XI. ENTIRE AGREEMENT

The parties have read this Agreement and agree to be bound by all of its terms, and further agree that it constitutes the complete and exclusive statement of the Agreement between the parties unless and until modified in writing and signed by the parties. Modifications may be evidenced by telefacsimile signatures.

XII. NON-APPROPRIATION

Provider recognizes that Wake County is a governmental entity, and the contract validity is based upon the availability of public funding under the authority of its statutory mandate.

In the event that public funds are not available and not appropriated to purchase the services specified in this Agreement, then this Agreement shall automatically expire without penalty to Wake County and without the thirty (30) day notice requirement set forth in Section VI.

In the event of a legal change in Wake County's statutory authority, mandate, and mandated functions which adversely affects Wake County's authority to continue its obligations under this Agreement, then this Agreement shall automatically expire without penalty to Wake County and without the thirty (30) day notice requirement set forth in Section VI.

XIII. GOVERNING LAW

Both parties agree that this Agreement shall be governed by the laws of the State of North Carolina.

XIV. E-VERIFY REQUIREMENTS

To ensure compliance with the E-Verify requirements of the General Statutes of North Carolina, all contractors, including any subcontractors employed by the contract(s), by submitting a bid, proposal or any other response, or by providing any material, equipment, supplies, services, etc, attest and affirm that they are aware and in full compliance with Article 2 of Chapter 64, (NCGS 64-26(a)) relating to the E-Verify requirements.

XV. IRAN DIVESTMENT

By signing this agreement; accepting this contract/purchase order; or submitting any bid, proposal, etc., vendors and contractors certify that as of the date of execution, receipt, or submission they are not listed on the Final Divestment List created by the NC Office of State Treasurer *pursuant to NCGS 147 Article 6E, Iran Divestment Act*, Iran Divestment Act Certification. Vendors and contractors shall not utilize any subcontractor that is identified on the Final Divestment List. Any organization defined under NCGS 147-86.80(2),

Divestment from Companies Boycotting Israel, shall not engage in business totaling more than \$1,000 with any company/business, etc. that boycotts Israel. A list of companies that boycott Israel is maintained by the NC Office of State Treasurer, pursuant to NCGS 147-86.81(a)(1). Any company listed as boycotting Israel is not eligible to do business with any State agency or political subdivision of the State.

XVI. FEDERAL FUNDS

If the source of funds for this contract is federal funds, the following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable): Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland "Anti-Kickback" Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); and Record Retention Requirements (2 CFR § 200.324)

WAKE COUNTY, NORTH CAROLINA

PROVIDER

By: _____
Wake County Department Head

By: _____

Date: _____

Date: _____

(Mailing Address)

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

FINANCE DIRECTOR

11.2 ROUTES

Route 1

Building Name	Address	City	Time	Miles	# Of Stops
Human Services Center Sunnybrook	10 Sunnybrook Road	Raleigh	5:45 AM		3
Southern Regional Center	130 N Judd Parkway	Fuquay-Varina	6:45 AM		2
Human Services Center Sunnybrook	10 Sunnybrook Road	Raleigh	7:25 AM		3
State Lab	4312 District Drive	Raleigh	8:00 AM		1
General Services Center (GSA)	420 N. Harrington Street	Raleigh	8:20 AM		1
Justice Center - Clerk of Court	300 South Salisbury St	Raleigh	8:40 AM		2
Justice Center - Main	300 South Salisbury St	Raleigh	8:45 AM		11
Public Safety Center - Sheriff	330 South Salisbury St	Raleigh	9:00 AM		3
Public Safety Center - EMS/Fire	331 S. McDowell Street	Raleigh	9:15 AM		1
General Services Center (GSA)	420 N. Harrington Street	Raleigh	9:30 AM		1
Sunnybrook Post Office	236 Sunnybrook Road	Raleigh	9:55 AM		1
Human Services Center Swinburne	220 Swinburne Street	Raleigh	10:05 AM		1
Animal Care, Control, & Adoption	8230 Beacon Drive	Raleigh	10:20 AM		1
Emergency Services Education Ctr (ESEC)	221 S. Rogers Road	Raleigh	10:30 AM		1
Board of Elections Operation Center	1200 N. New Hope Road	Raleigh	10:40 AM		1
General Services Center (GSA)	420 N. Harrington Street	Raleigh	10:55 AM		1
Sorting/Processing (45-minute lunch)					
End of Day			2:30 PM	Est. 82 miles	34 Stops

Route 2

Building Name	Address	City	Time	Miles	# Of Stops
Human Services Center Sunnybrook*	10 Sunnybrook Road	Raleigh	5:45 AM		3
Human Services Center Departure Drive*	5809 Departure Drive	Raleigh	6:25 AM		2
Northern Regional Center*	350 E. Holding Avenue	Wake Forest	6:45 AM		2
Eastern Regional Center*	1002 Dogwood Drive	Zebulon	7:10 AM		2
Human Services Center Sunnybrook*	10 Sunnybrook Road	Raleigh	7:35 AM		3
General Services Center (GSA)	420 N. Harrington St.	Raleigh	7:50 AM		1
South Wilmington Street Center	1420 S. Wilmington St.	Raleigh	8:25 AM		1
Wake County Detention Center (Sheriff/CCBI)	3301 Hammond Road	Raleigh	8:35 AM		1
Parkview Building	2321 Crabtree Blvd	Raleigh	8:55 AM		1
Agricultural Services Building	4001-E Carya Drive	Raleigh	9:05 AM		2
Oakview	4028 Carya Drive	Raleigh	9:10 AM		1
Wake Library Administration	4020 Carya Drive	Raleigh	9:15 AM		1
Larry B. Zieverink Sr. Alcoholism Treatment Center (ATC)	3000 Falstaff Road	Raleigh	9:25 AM		3
Human Services Center Sunnybrook	10 Sunnybrook Road	Raleigh	9:35 AM		2
Human Services Center Swinburne	220 Swinburne Street	Raleigh	9:45 AM		2
Somerset Park	4401 Bland Road	Raleigh	10:05 AM		1
General Services Center (GSA)	420 N. Harrington Street	Raleigh	10:30 AM		1
Sorting/Processing (45-minute lunch)					
End of Day			2:30 PM		1
				Est. 87 miles	30

Route 3

Building Name	Address	City	Time	Miles	# Of Stops
Human Services Center Sunnybrook	10 Sunnybrook Road	Raleigh	6:15 AM		1
Sunnybrook Post Office	236 Sunnybrook Road	Raleigh	6:30 AM		1
Human Services Center Swinburne	220 Swinburne Street	Raleigh	6:40 AM		2
Century Station Post Office	300 Fayetteville Street	Raleigh	7:00 AM		1
General Services Center (GSA)	420 N. Harrington Street	Raleigh	7:10 AM		1
Cornerstone	220 Snow Avenue	Raleigh	8:20 AM		2
Crosby-Garfield Center	568 E Lenoir Street	Raleigh	8:35 AM		1
Century Station Post Office	300 Fayetteville Street	Raleigh	8:45 AM		1
Wake County Office Building	336 Fayetteville Street	Raleigh	8:55 AM		14
General Services Center (GSA)	420 N. Harrington Street	Raleigh	9:15 AM		1
HS Weatherbridge	111 James Jackson Avenue	Cary	9:50 AM		2
Wake Medical Center	3000 New Bern Ave, 2nd Flr.	Raleigh	10:20 AM		1
General Services Center (GSA)	420 N. Harrington Street	Raleigh	10:40 AM		1
Various Additional Stops (10 miles)					
Capital Station Post Office	311 New Bern Avenue	Raleigh	2:00 PM		
End of Day			2:30 PM		
				Est. 55 miles	29

**Indicates that lab samples will be handled to/from this location*