REQUEST FOR QUOTES

COURIER SERVICES
QUESTIONS AND ANSWERS

Below are questions VRE received as of February 18, 2020 with responses. Whenever possible, questions are presented as originally asked. Otherwise, the questions or inquiries are presented to capture the main thrust or idea.

1. What is the maximum weight for each lost & found box pick-up?
   The maximum weight for each lost & found box is fifty (50) lbs.

2. Can you please provide a basic description of the lost & found items being picked up?
   A typical lost & found pick up consists of hats, gloves, cell phones, tickets, wallets, umbrellas, small gym bags, and sometimes luggage.

3. What are the pick-up location(s) for On-Call Services?
   Typically, on-call services require pick up from VRE Headquarters located at 1500 King Street, Alexandria, VA. However, on rare occasions, pick up may be required at any location within the VRE service area.

4. What is the maximum delivery mileage distance for On-Call Services?
   The majority of the on-call services required by VRE involve transport between VRE Headquarters and the Alexandria Courthouse located at 520 King Street, Alexandria, VA. However, there are occasions when on-call services may extend up to seventy (70) miles.

5. What is the volume of On-Call Services (How often does this happen…per day, per week, etc.)?
   Generally, on-call services are required two (2) to three (3) times per month.

6. Please describe the full turnaround delivery time frames for the following services:
   o Scheduled Delivery – Daily Lost & Found as described in the RFQ.
   o Same Day Delivery – Pick up and deliver to destination within the same business day.
   o Rush – Pick up and deliver to the destination within one (1) to two (2) hours, depending on the distance.