

**REQUEST FOR INFORMATION  
FOR  
24-HOUR SORT AND DELIVERY SYSTEM  
FOR PUBLIC LIBRARY MATERIALS  
IN THE TWIN CITIES METRO AREA**

**Response Deadline**

**April 11, 2025**

**4:00 p.m. Central Standard Time**

**Issued by**

**METROPOLITAN LIBRARY SERVICE AGENCY**

**"MELSA"**

**1619 Dayton Avenue, Suite 314  
St. Paul, Minnesota 55104  
Sherry Wichitchu, Executive Director**

**Telephone (651) 645-5731  
email: [sherry@melsa.org](mailto:sherry@melsa.org)**

# Metropolitan Library Service Agency Request for Information (RFI) for Delivery Services

## I. GENERAL INFORMATION

### A. Purpose of this Request for Information

The Metropolitan Library Service Agency (MELSA) is seeking quotes for the provision of a centralized 24-hour-turnaround five-day (Monday through Friday) sort and delivery system. This Request for Information (RFI) provides the instructions for submitting quotes, the criteria by which a delivery vendor may be selected, and the contractual terms by which the Metropolitan Library Service Agency (MELSA) intends to manage the relationship between MELSA and the selected vendor.

### B. Metropolitan Library Service Agency (MELSA)

MELSA is a multi-jurisdictional federation composed of eight (8) member libraries located throughout the Twin Cities metropolitan area. A list of MELSA member libraries with their addresses is provided with this RFI as Attachment A.

MELSA was established in 1969 as a non-profit governmental agency in accordance with the Minnesota Joint Powers Act, an agreement among the cities and counties of the member libraries and serves as one of the twelve regional library systems in the state. It is governed by a Board of Trustees. One trustee is appointed by each party to the agreement. The Trustees receive professional advice from an advisory board composed of the directors of the regular member libraries. There are also teams and interest groups made up of staff members from the libraries organized to consider specialized areas of library operations.

MELSA member libraries cooperate with one another by supplying books and other materials from their own collections to library users in other locations. Such materials are loaned to the requesting library for varying amounts of time and then returned to the owning library via courier delivery. Materials may be requested and shipped by any of the MELSA member libraries to any other MELSA member. Details about the amount of library material shipped by MELSA member libraries are provided in Attachment E. **Please note that the shipment quantities shown in Attachment E are estimates. Actual quantities shipped may be more or less than shown.**

MELSA is seeking a price quote based on these estimates. MELSA's delivery needs are currently provided by a contract with Alliance Courier. If one of the quotes is accepted, MELSA will enter into a single master contract with the selected courier. This master contract will be managed at a single point of contact by MELSA staff.

C. Response Due Date

Quotes are due on Friday, April 11, 2025 at 4:00pm Central Time via email:

MELSA

Attn: Gina Goettl

gina@melsa.org

D. RFI Release

This RFI was issued March 24, 2025.

E. RFI Costs

MELSA is not responsible for any costs incurred by any quoting firm to prepare or submit a quote, or for any other cost incurred by the quoting firm in responding to the RFI.

F. Ownership of Quotes

All quotes timely submitted become the property of MELSA upon submission, and the quotes will not be returned to the quoting firms. The company submitting the quotes agrees that MELSA may copy the quotes for purposes of facilitating the evaluation or to respond to requests for public data. The quoting firm, by submitting a quote, consents to such copying and warrants that such copying will not violate the rights of any third party, including copyrights.

G. Public Records and Requests for Confidentiality

Pursuant to Minnesota Government Data Practices Act, Minn. Stat. § 13.591, the names of all entities that submitted a timely quote to MELSA will be public once the quotes have been opened. All other information contained in the quotes remains private until MELSA has completed negotiating a contract with the selected quoting firm. After a contract has been negotiated, all information in all of the quotes is public, except "trade secret" information as defined at Minn. Stat. § 13.37.

Requests for release of information held by MELSA are subject to the provision of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13. Quoting firm is encouraged to familiarize themselves with these provisions before submitting a quote.

All information submitted by a contractor eventually will be treated as public information by MELSA unless the quoting firm properly requests, and MELSA agrees, that information be treated as private or confidential. A quoting firm making such a request must include the name, address, email address, and telephone number of the individual authorized by the quoting firm to answer inquiries by MELSA concerning the request. MELSA reserves the right to make the final determination of whether the data identified in such a request is private or confidential within the meaning of the Minnesota Government Data Practices Act. A quoting firm's failure to request private or confidential treatment of

information pursuant to this Section H will be deemed by MELSA as a waiver by the quoting firm of any private or confidential treatment of information included in the quote.

H. Questions about this RFI

There will be no pre-quote conference. Please submit written requests for additional information or clarification of this RFI by 4:00 P.M. on Friday, April 4, 2025:

Gina Goettl  
MELSA  
Email: [gina@melsa.org](mailto:gina@melsa.org)

Please include the name of your organization, contact person, telephone number, and email with your written request for clarification. MELSA will summarize each written request received along with MELSA's response in a written report, which will be emailed to each known potential firm.

Submission of a signed response to this RFI is certification that your firm (or any subcontractor) is not currently debarred, suspended, declared ineligible or excluded from participation in this transaction by any state or federal department or agency.

## II. PROPOSAL INSTRUCTIONS

- A. Each quote must include the entire cost to perform the services outlined in this RFI for MELSA 24-Hour Sort and Delivery System and quoting firm's response to the same. The entire cost must include all fees, permits, taxes and any other costs associated with performing the services.
- B. All quotes by corporations shall bear the official seal of the corporation, if applicable, along with the signature of a duly authorized officer of the corporation.
- C. All quotes are requested in electronic format (PDF or Word document) and should be emailed to [gina@melsa.org](mailto:gina@melsa.org).
- D. All alterations or erasures must be crossed out and the corrections thereof printed in ink or typewritten adjacent thereto. Each person signing the quote must initial the corrections in ink.
- E. MELSA reserves the right to accept or reject any or all quotes, to waive any defects or to advertise for new quotes where the acceptance, rejection, waiving or advertising would be in the best interests of MELSA. MELSA reserves the right to negotiate with one or more quoting firms responding to this RFI.

- F. Quotes received prior to the due date and time will be kept secured and unopened, including electronic version attachments. No quote received after the due date and time will be considered.
- G. MELSA may make such investigations as it deems necessary to determine the ability of the quoting firm to furnish the services outlined herein, and the quoting firm shall furnish to MELSA all such information and data for this purpose as MELSA may request. MELSA reserves the right to reject any quote if the evidence submitted by, or investigation, of such quoting firm fails to satisfy MELSA that such quoting firm is properly qualified to carry out the obligations of the contract.
- H. Quote Form  
The Quote Form, Attachment B, Attachment C and the Tennessee Notice must be filled out completely and submitted with the proposal.

### III. PROPOSAL REQUIREMENTS

- A. Narrative Letter  
Quoting firms shall submit with this RFI a narrative letter, which describes their firm and the services they are able to provide. The letter shall also include a list of clients of equal or greater buying power than MELSA for whom the quoting firm has provided contracted services similar to those being called for in the specifications herein. Indicate addresses, telephone numbers, and names of parties to be contacted. Quoting firms may also be requested to submit additional information concerning their firm prior to the award.
- B. Fee Schedule  
Quoting firms shall submit with this RFI a fee schedule, including details regarding the hours of service and language in which the services will be provided, for each of the first three years of service.
- C. Prices  
The fee schedules quoted to MELSA must be delivered price. Quoting firm represents and warrants that all prices for services, now or subsequently specified in this quote, are as low as and no higher for MELSA than for other clients who have contracted for the same or similar services of the same or equivalent quantity for delivery or performance during the same period. If during the term of any agreement, quoting firm shall reduce any or all prices charged to any or all customers other than MELSA for the same or similar products or services specified herein, contractor shall make an equal or equivalent reduction in corresponding prices for said specified products or services. Quoting firm also represents and warrants that all prices set forth in this quote and all prices in addition which quoting firm may charge under the terms of any contract do not and will not violate any existing federal, state, or municipal law or regulation concerning price discrimination and/or price fixing. Quoting firm agrees to

indemnify, exonerate, and hold MELSA harmless from any such violation now and through the term of any contract.

**IV. PROPOSAL EVALUATION AND AWARD PROCESS**

A. Proposal Evaluation Criteria

The award shall be based on the following factors:

1. MELSA’s evaluation of quoting firm’s ability to service its libraries in terms of the requirements as called for in the specifications, general reputation and experience of quoting firm, the nature and the extent of company data furnished with this quote or furnished upon request at any time prior to award, financial responsibility of the quoting firm, size and location of quoting firm’s facilities, quality of product or service, overall completeness of line offered, satisfactory evidence of work experience and performance history. 75%
2. Completeness of the quote. 5%
3. Cost. 20%

B. Award Process

MELSA shall send a written notice of the award to the successful quoting firm. The successful quoting firm will be required to sign a contract with MELSA. Included in the contract will be specifications for service, performance standards, non-performance penalties, and other contract terms. The successful quoting firm will be required to certify that it is an independent contractor and will provide MELSA with a Certificate of Insurance listing all applicable insurance coverage for staffing and managing a 24-hour sort and delivery system including worker’s compensation and general liability.

C. There is no appeal process for this request. All decisions made by the MELSA Board of Trustees are final.

D. Contract Period

The contract period shall commence approximately on June 2, 2025 and terminate on June 1, 2026, with the option to extend it for two additional 12-month terms.

**V. DEFINITIONS FOR 24-HOUR SORT AND DELIVERY SYSTEM SERVICE**

The following definitions refer to terms used throughout this RFI:

A. Pickup Location

A pre-specified location within a building at a MELSA member site where delivery service is to be provided.

B. Delivery Service

Arrival at a designated serving point for the purpose of pickup and/or delivery of library materials. The vendor is responsible for loading and unloading library materials from the pickup locations and the vendor's vehicles.

C. Library Materials

Predominantly hardcover and paperback books, but may include magazines, photocopies, CDs, DVDs, educational kits, etc. On occasion, inter-office correspondence, promotional items, and small, well-packed library equipment may also be shipped.

D. Shipment

The batch of library materials sent out from a pickup location on a given day.

E. Sorting

Opening each bin picked up, identifying the library to which the material is to be sent, and depositing the material into the correct receiving library's delivery bin.

F. Business Days

Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding designated holidays.

## **Attachments**

Timetable

A: MELSA Library Locations

B: Non-Collusion Statement

C: RFI Response Form

D: Tennessen Notice

E: Volume of Activity

F: Reciprocal Return Forms

## Time Table

<b>March 24, 2025</b>	MELSA issues Request for Information.
<b>April 4, 2025</b>	Last date and time to submit written request for clarification of specifications.
<b>April 11, 2025</b>	At 4:00 p.m. Central Time all responses are due.
<b>April 14 – 16, 2025</b>	Conduct on-site visits to Central Dispatch and Sorting Center if necessary, in response to received quotes.
<b>April 22 - 30, 2025</b>	MELSA staff will review submissions and approve a firm.
<b>May 1 - 9, 2025</b>	MELSA meets with successful quoting firm to discuss contractual details, startup procedures and sign contract. Representatives from the MELSA member libraries will also meet with quoting firm to discuss delivery operations and startup procedures.
<b>May 12 - 16, 2025</b>	Successful quoting firm shall meet with MELSA and MELSA's current Delivery Service provider to work out necessary details to facilitate orderly transfer of delivery services.
<b>May 19 - 23, 2025</b>	MELSA meets with successful quoting firm to discuss operational procedures. Future meetings pertaining to operations will be scheduled as necessary.
<b>June 2, 2025</b>	Delivery service operations start.
<b>June 1, 2026</b>	End first year of contract.



## Attachment A

### MELSA Pickup Locations

To comply with the contracted specifications, the successful Quoting Firm will provide daily, Monday through Friday, pickup and drop-off service at each of the locations listed below. All locations listed are in the Minneapolis/St. Paul seven-county metropolitan area. Eight (8) different daily stops are required with an additional biweekly stop required at the MELSA offices.

- Anoka County Library            707 County Road 10 NE            Blaine
- Carver County Library            7711 Kerber Blvd            Chanhassen
- Dakota County Library            1340 Wescott Rd.            Eagan
- Hennepin County Library            300 Nicollet Mall            Minneapolis
- Ramsey County Library            4560 North Victoria Street            Shoreview
- Saint Paul Public Library            2105 Wilson Avenue            St. Paul
- Scott County Library            1615 Weston Court            Shakopee
- Washington County Library            8595 Central Park Place            Woodbury

Twice a week delivery and pickup must also be made to the MELSA offices, currently located at 1619 Dayton Avenue, Suite 314, Saint Paul.

## Attachment B

### Non-Collusion Statement

Please print or type (in ink)

COMPANY NAME: \_\_\_\_\_ FEDERAL TAX ID NUMBER: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ email: \_\_\_\_\_

In signing this Quote, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of the competition; that no attempt has been made to induce any other person or firm to submit or not to submit a Quote; that this Quote has been independently arrived at without collusion with any other Contractor, competitor or potential competitor, that this Quote has not been knowingly disclosed prior to the opening of the Quotes to any Contractor competitor; that the above statement is accurate under penalty or perjury.

This company will comply with all terms, conditions, specifications required by the Contractor in this Request for Quote and all terms of our Quote response.

---

Authorized Signature

Title

Date

**Submit this form as part of the Quote response.**

## Attachment C

### MELSA Request for Information (RFI) for 24-Hour Sort And Delivery System Response Form

#### Vendor Information

Vendor name:  
Address:  
Website address:  
Contact name:  
Phone number:  
Fax:  
Email:

I certify that the information provided to MELSA in this quote is accurate.

---

Authorized Signature

---

Name (please print or type)

---

Title

---

Date

# Attachment D

## Tennessen Notice

### Data Privacy: Acknowledgment

In accordance with the Minnesota Government Data Practices Act, Minn. Stat. § 13.04 and § 13.591, MELSA is required to inform you of your rights as they pertain to private or non-public information collected from you. "Private or non-public data" is information that is available to you, but not to the public.

**NEED FOR INFORMATION:** The information we collect or have collected from you or from other sources authorized by you is needed for evaluation of bids or proposals received by MELSA for labor and materials to determine the lowest responsive and responsible contractor to perform the planned work.

**REFUSAL:** You are not legally required to supply the requested data by MELSA. You have the right to refuse to supply the information we request; however, without this information, we may be unable to properly evaluate your bid or proposal and may not be able to award you the contract to perform the planned work.

**ACCESS TO DATA:** Private or non-public information we collect from you may be shared, as a matter of program or service necessity, with another jurisdiction providing funding or a consultant hired by MELSA to prepare the plans, oversee and pay for the work.

Before MELSA has completed its selection or evaluation process, information will not be given to any other agency or individual without your written consent unless specifically authorized by state or federal law, or under a valid court order. Unless otherwise authorized by law, government agencies with whom we share private or confidential information must also treat the information they receive as private or confidential. You, as the subject of collected data, unless otherwise specified by law or court order, may view the information we have concerning you and may make written comments as to the accuracy of the information. Copies of information we have concerning your bid or proposal may be made, for a reasonable fee, upon your request.

After MELSA has completed its selection or evaluation process, information that is not trade secret data will become public, as provided by Minn. Stat. § 13.591, subd. 3.

**RETENTION:** All information on you will be kept until federal, state and/or county retention requirements have been met, at which time the information will be destroyed. Unless otherwise noted, this consent will only be effective for a period of one (1) year from the date of signature.

**IN ACCORDANCE WITH MINNESOTA STATUTES, SECTION 13.04, I HAVE BEEN INFORMED OF AND UNDERSTAND MY RIGHTS AS SUBJECT OF DATA.**

\_\_\_\_\_  
Name of Organization

By: \_\_\_\_\_

\_\_\_\_\_  
Date

PRINT NAME AND TITLE \_\_\_\_\_

**Submit this form as part of the Proposal response.**

# Attachment E

## Volume of Activity

The charts below provide estimates of the number of bins picked up and delivered to the nine locations on a single day. All Quoting Firms to this proposal are cautioned that the chart below is not intended to represent valid sample data from which statistically valid extrapolations may be made.

Note:

ACL = Anoka County Library – Blaine  
CCL = Carver County Library – Chanhassen  
DCL = Dakota County Library – Eagan  
HCL = Hennepin County Library – Minnetonka  
RCL = Ramsey County Library – Shoreview

Saint Paul Public Library – Saint Paul  
SCL = Scott County Library – Savage  
WCL = Washington County Library – Woodbury  
MELSA = MELSA – Saint Paul

### CAUTION TO ALL QUOTING FIRMS –

The attached 2025 MELSA Delivery Survey provides some information as to activity levels (number of daily red bins picked up and delivered). All Quoting firms are cautioned that these estimates are based on sample survey data and do not easily lend themselves to statistically valid daily, weekly, monthly or annual extrapolations. They should rather be viewed as a “snapshot” in time.

### 2025 MELSA Delivery Survey

	2025
Total number of items received	6987
Total number of red bins received	133
Total number of red bins sent out	156

## 2025 MELSA Delivery Survey

**March 3 – March 7, 2025**

### Red Bin Survey

	Monday / In	Tuesday / In	Wednesday / In	Thursday / In	Friday / In	Weekly Total
Anoka	1	3	2	3	3	
Carver	2	1	2	2	0	
Dakota	2	1	1	3	3	
Hennepin	7	7	9	2	6	
Ramsey	4	6	8	2	5	
Saint Paul	7	4	4	1	8	
Scott	0	2	0	3	1	
Washington	5	5	4	3	1	
MELSA	0	0	0	0	0	
<b>Total</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>19</b>	<b>27</b>	<b>133</b>

	Monday / Out	Tuesday / Out	Wednesday / Out	Thursday / Out	Friday / Out	Weekly Total
Anoka	2	4	3	1	3	
Carver	4	1	2	1	2	
Dakota	2	5	3	3	1	
Hennepin	6	10	7	9	8	
Ramsey	3	3	9	3	3	
Saint Paul	3	7	3	1	5	
Scott	2	2	2	0	2	
Washington	7	6	5	6	7	
MELSA	0	1	0	0	0	
<b>Total</b>	<b>29</b>	<b>39</b>	<b>34</b>	<b>24</b>	<b>31</b>	<b>156</b>

## Attachment F

### Reciprocal Return Forms

The sorter must open each red plastic bin and identify the correct destination library for each item in the bin.

To assist the sorter in this task, a specially printed large identification flag (one is attached for you to view) indicating the intended destination point, is attached to each item in the red plastic bin. Each flag, or reciprocal return form, will have all the codes for each library listed on top circled. (For example, ACL stands for the Anoka County Library and DCL stands for the Dakota County Library). Each reciprocal return form measures approximately 3 X 11 inches.

The sorter finds this reciprocal form inside of the book. The length of the form allows it to easily extend from both the top and bottom of the item. The sorter finds that the initials DCL (**D**akota **C**ounty **L**ibrary) have been circled. The sorter knows to repack this item in the red plastic bin for shipping to the Dakota County Library.

The sorter may also find this reciprocal form attached by a rubber binder to the outside of a DVD/CD case. The form has been carefully attached so that the sorter easily sees the top half of the form. The sorter also finds that the initials ACL (**A**noka **C**ounty **L**ibrary) have been circled.

**SECTION I**  
**QUOTE PROPOSAL FOR THE**  
**24-HOUR SORT AND DELIVERY SYSTEM**  
**FOR PUBLIC LIBRARY MATERIALS**  
**OPERATING IN THE TWIN CITIES METRO AREA**

To: MELSA  
1619 Dayton Avenue, Suite 314  
St. Paul, Minnesota 55104  
Gina Goettl, Office Manager  
[gina@melsa.org](mailto:gina@melsa.org)

From: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_

1. The following Quote Proposal is for 24-Hour Sort and Delivery System for Public Library Materials Operating in the Twin Cities Metro Area as set forth in the Quote Documents on file in the MELSA office.
2. This quote is in accordance with the requirements and terms specified in the information and Conditions for Quoting Firms and Specifications that were distributed with this Quote Proposal form, and any addenda to the above.
3. The Quoting Firm certifies that this Quote has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this Quote with any other Quoting Firm or with any competitor.
4. Quoting Firm hereby agrees to execute a contract within fifteen (15) days of mailing of contract.
5. Should this Quote Proposal be accepted, I / We agree to furnish a Performance Bond as specified in MELSA's Request for Quote.
6. Should this proposal be accepted, MELSA member libraries may require delivery staff that enter library premises complete a background check.



**INSTRUCTIONS: PLEASE ANSWER ALL QUESTIONS**

1. Please describe below your firm's knowledge and experience in working with and providing 24-hour-turnaround sort and delivery transportation operations, structures and operating procedures. Please include any other additional information regarding your firm's experience or background that would assist you in providing this service.

(attach additional pages as necessary and initial here if attached\_\_\_\_\_)

2. Quoting Firms should signal their understanding of MELSA's requirements by submitting a brief overview/general approach of how they would provide services outlined in Attachments E and F. Include procedures to provide emergency backup vehicles, drivers, sorters trained to carry out contracted MELSA services, log sheets to track number of bins delivered and picked up daily and supervisory procedures that will be established by the successful Quoting Firm.

(attach additional pages as necessary and initial here if attached \_\_\_\_\_)

3. Indicate projected range of daily scheduled delivery times (i.e. Carver County Library 9:00 a.m. – 9:45 a.m.) for each of the locations listed below.

All locations are in the Minneapolis/St. Paul seven-county metropolitan area. This service will be required even in the event that no deliveries to a given location are on hand, since there is a need to pick up items from that location.

- a. All delivery and pickup services at all of the locations listed below need to be accomplished between the hours of 9:00 a.m. and 1:00 p.m. daily, Monday through Friday.**

Anoka County Library \_\_\_\_\_

Carver County Library \_\_\_\_\_

Dakota County Library \_\_\_\_\_

Hennepin County Library \_\_\_\_\_

Ramsey County Library \_\_\_\_\_

Saint Paul Public Library \_\_\_\_\_

Scott County Library \_\_\_\_\_

Washington County Library \_\_\_\_\_

- b. All delivery and pickup services to the location listed below need to be accomplished two weekdays per week (preferably Tuesday and Thursday)**

MELSA Office \_\_\_\_\_

MELSA would prefer delivery on Tuesday and Thursday, please indicate below days on which you could provide this delivery service to MELSA office.

\_\_\_\_\_

\_\_\_\_\_

4. Quoting firms should signal their understanding of MELSA's requirements by submitting a brief step-by-step statement of the procedures that will be taken to **clean all of the MELSA red bins in use on a quarterly basis.** (MELSA estimates that there are 260 red bins in the current delivery stream. MELSA also estimates that 52% of the total, or 100 bins, are in use daily and the remaining 48% are being held in reserve.)

(attach additional pages as necessary and initial here if attached \_\_\_\_\_)

5. Indicate steps and procedures that will be taken daily and/or weekly by the Quoting Firm to help insure that **MELSA's sorting operations area** located in the successful Quoting Firm's Central Dispatch Center will be carried out in a **clean environment** that is free of dirt, snow, and other harmful agents that may damage or be detrimental to library materials and other MELSA materials.

(attach additional pages as necessary and initial here if attached \_\_\_\_\_)

6. Indicate steps and procedures that will be taken daily and/or weekly by the Quoting Firm to help insure that MELSA's materials are **transported in vehicles** that have a **clean environment** that is free of dirt, snow, and other harmful agents that may damage or be detrimental to library materials and other MELSA delivery items.

(attach additional pages as necessary and initial here if attached \_\_\_\_\_)

7. Indicate the number of years that your firm has been providing delivery service:  
Twin Cities metro area \_\_\_\_\_ number of years.  
Nationwide \_\_\_\_\_ number of years.
8. Indicate the number of employees within your company dedicated/assigned specifically to driving delivery truck and who will carry out actual delivery duties.  
\_\_\_\_\_ # of full-time employees  
\_\_\_\_\_ # of part-time employees
9. Indicate the make, model, year of manufacture and number of delivery vehicles within your company and currently in operation in the metro area that are capable of carrying out the services called for in this request for quote proposal.

# of Delivery Vehicles	Year Vehicle was Manufactured	Make and Model
_____	2025 – 2021	_____
_____	2020 – 2019	_____
_____	2018 – 2017	_____
_____	2016 – 2015	_____
_____	2014 – and earlier	_____

10. Indicate location of Central Dispatch Center where all sorting of MELSA materials shall be carried out by successful Quoting Firm.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. MELSA would prefer a starting date of June 2, 2025. Please indicate the date on which you could begin providing delivery service to MELSA as described in Attachments E and F of MELSA's Request for Quote.

\_\_\_\_\_

Date Service is to Start

12. Please list below up to three references for whom similar work was conducted within the last 5 years.

a.

Name of Organization \_\_\_\_\_

Name of Individual/Contact \_\_\_\_\_

Address and email \_\_\_\_\_

\_\_\_\_\_

Telephone # \_\_\_\_\_ Year Work Performed \_\_\_\_\_

Brief description of work performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b.

Name of Organization \_\_\_\_\_

Name of Individual/Contact \_\_\_\_\_

Address and email \_\_\_\_\_

\_\_\_\_\_

Telephone # \_\_\_\_\_ Year Work Performed \_\_\_\_\_

Brief description of work performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c.

Name of Organization \_\_\_\_\_

Name of Individual/Contact \_\_\_\_\_

Address and email \_\_\_\_\_

\_\_\_\_\_

Telephone # \_\_\_\_\_ Year Work Performed \_\_\_\_\_

Brief description of work performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



13. Indicate if you intend to subcontract with other companies or with private individuals.  
\_\_\_\_\_no \_\_\_\_\_ yes (if yes) identify subcontractor here and portion of work that will be provided by the subcontractor

Name of Subcontractor\_\_\_\_\_

Location\_\_\_\_\_

\_\_\_\_\_  
Description of work to be carried out.  
\_\_\_\_\_  
\_\_\_\_\_

14. The undersigned agrees that this quote may not be withdrawn for a period of 90 calendar days immediately following the April 11, 2025 quote deadline.

15. The quoting firm hereby submits the following quote price for a one-year contract for providing delivery service as described above to MELSA for a period of one year beginning June 2, 2025.

a. Total monthly quote price for **first year** \$\_\_\_\_\_  
Not to exceed (*includes c below*)

b. Total annual quote price for **first year** \$\_\_\_\_\_  
Not to exceed (*includes c below*)

c. Annual Cargo Insurance Fee for **first year** \$\_\_\_\_\_  
Not to exceed

d. Annual Red Bin Cleaning Fee for **first year** \$\_\_\_\_\_

Not to exceed

16. Quoting Firms are encouraged to submit quotes for up to two additional years of service as described in MELSA’s Request for Quote. MELSA reserves the right to contract by May 30, 2026 for a second year of service and by May 30, 2027 for a third year of service.

- a. Total monthly quote price for **second year** \$ \_\_\_\_\_  
Not to exceed (*includes c below*)
- b. Total annual quote price for **second year** \$ \_\_\_\_\_  
Not to exceed (*includes c below*)
- c. Annual Cargo Insurance Fee for **second year** \$ \_\_\_\_\_  
Not to exceed
- d. Annual Red Bin Cleaning Fee for **second year** \$ \_\_\_\_\_  
Not to exceed
- e. Total monthly quote price for **third year** \$ \_\_\_\_\_  
Not to exceed (*includes g below*)
- f. Total annual quote price for **third year** \$ \_\_\_\_\_  
Not to exceed (*includes g below*)
- g. Annual Cargo Insurance Fee for **third year** \$ \_\_\_\_\_  
Not to exceed
- h. Annual Red Bin Cleaning Fee for **third year** \$ \_\_\_\_\_  
Not to exceed

17. Occasionally, MELSA requires an additional delivery to each of its pickup/delivery locations due to a special project.

- a. Is your firm able to add extra deliveries on an infrequent basis?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- b. If so, what would be the daily cost of adding a delivery to all of the nine pickup/delivery locations?  
\$ \_\_\_\_\_

PROPOSAL SUBMITTED BY:

\_\_\_\_\_  
Name of Firm (type or print)

\_\_\_\_\_  
Email

\_\_\_\_\_  
Telephone

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

\_\_\_\_\_

For Corporations

\_\_\_\_ Corporate Seal Affixed  
\_\_\_\_ Proposer's Corporation  
does not employ a seal

State of Incorporation: \_\_\_\_\_

For Partnerships

Signatures of Partners:

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

\_\_\_\_\_

\_\_\_\_\_  
Name and Email (type or print)