May 16, 2014

ITN #14-21 Campus-wide Unified Print & Mailroom Services

Addendum #3

1. Revised Calendar of Events:

May 22  Walk through of current Housing mail operations
         Housing Maintenance Building
         Betty Holzendorf Drive
         9 a.m.

May 27  Last day for UNF to receive communications and/or inquiries from
         Vendors regarding the Housing mail operation via email to Gaea Holt at
         g.holt@unf.edu

May 30  UNF will respond to requests for clarifications to Housing mail operations
         by posting an addendum on the website.

June 5  Deadline to receive solicitation responses from Vendors is 2 p.m. with the
         solicitation opening immediately thereafter at UNF Hicks Hall, Suite 2950

2. The documented processes of the current Housing mail operations are below.

Student Mail Room Assessment:

Student Mailroom Building 62 currently staffs three employees from 8 a.m. to 5 p.m. The
employees' primary job function is to scan, track, verify, sort, and stuff/deliver incoming mail
and packages. Packages are dropped off at the service desks located at the Club House
and the Fountains. Flat mail is stuffed in the student mailboxes at both locations. Student
mailroom employees utilize the state van for traveling to each destination.
Mailroom equipment:

Housing mailroom operation utilizes up to three PC’s, three barcode scanners, and sorting bins. The mailroom software verifying and tracking packages and flats is a system that was designed by the University’s IT department. This software interfaces directly with Banner. The system’s main function is to verify student mailbox numbers and track student packages. PC’s and barcode scanners are UNF owned.

Mystery Mail:

Packages, certified and 1st class mail are returned to sender. All other mail is destroyed.

Student Services Desk:

There are two student service desks located at Osprey Clubhouse and Osprey Fountains. The service desk is responsible for distributing packages to the students and handling student mail complaints. Housing is responsible for all staffing of the student service desk.

Mail Box:

Mail Boxes are front loading units. Mail box numbers are visibly located on the outside and inside of each unit. There are no set hours on when the mail boxes will be stuffed by the employees from building 62. Housing will be responsible for maintaining and changing combination of student mail boxes. There are a total of 1000 mailboxes at Osprey Fountains. All 1000 are utilized each Fall and Spring. There are a total of 2992 mailboxes at Osprey Clubhouse. Only approx. 2000 will be utilized. The additional Osprey Clubhouse boxes were put in place to accommodate future housing expansion.
Packages and incoming Mail:

Packages are delivered to student mail room building 62 by Shipping/Receiving, FEDex, UPS, DHL, and by Ricoh Services. Incoming Mail is delivered by Ricoh Services. Housing creates their own barcode which is placed on each package for tracking purposes. Packages are scanned into UNF application and then delivered to service desk located at Housing Club House and Fountains.

Busiest Semester:

The first three weeks of the fall semester is Housing busiest time for receiving packages. During this time Housing can receive up to 200 packages daily.

Reporting:

There are no reports generated from the Housing mail system.

3. On Pricing Schedule G indicate the proposed labor cost for providing the Housing Mailroom support services as outlined above.

YOU MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WITH YOUR ITN RESPONSE ON THE FORM PROVIDED IN THE ITN DOCUMENT

Kathryn B. Ritter, C.P.M.
Director of Purchasing

cc: Gaea Holt
    Evaluation Committee members

Attachment - Pricing Schedules

GEH/KBR