



Purchasing Services  
2815 E. Garland  
Spokane, WA 99207  
509-354-7174  
Buyer: Barb Carson  
509-354-7186

**REQUEST FOR QUOTE NO. 8713-1819**  
**MAIL DELIVERY SERVICE**

**QUOTES ACCEPTED UNTIL: 4:00 PM PDT THURSDAY, MAY 30, 2019**

**NOTE:** All respondents must read and understand this Request for Quote in its entirety. There may be special instructions either in the terms and conditions or as an integral part of the quote document that will impact the respondents ability to perform.

1. **SCOPE:**  
Spokane Public Schools (SPS) is seeking proposals from local firms licensed in the state of Washington to operate in the city and county of Spokane, Washington for the purpose of providing district wide mail delivery services. It is estimated that the district will spend between \$21,000 and \$53,000 annually for this service; however, district service needs may change upwards or downwards in any given service year.
2. **QUOTE COMPLETION:**  
Written quotes must be submitted on or before **Thursday, May 30, 2019 at 4:00 p.m.** and must include an original signature by an authorized representative. Please complete all information in Section III of this specification document. Submit your completed and signed proposal documents to **Spokane Public Schools, Purchasing Services**, located at **2815 E. Garland Avenue, Spokane, WA 99207**.

Quotations shall include **"all costs"** associated with the delivery service from the district's mailroom at 200 North Bernard Street to all locations specified herein and return. The number of locations may vary as requirements change. **Under no circumstances will the district be liable for, or pay for, any fuel surcharges.**

3. **SERVICES REQUIRED:**
  - 3.1 It shall be the vendor's responsibility to comply with all appropriate federal, state, and local regulations. If this service is provided by a firm whose normal function is that of passenger transport, that function shall become secondary during the daily hours of performance cited herein. Under no circumstance will the successful firm allow the responsibilities of this agreement to be interfered with by any other responsibilities of that firm. The vendor and the mail supervisor shall review and approve the proposed vehicles for adequate transport of mail tubs.
  - 3.2 All vehicles and drivers used in this service shall be properly licensed in the state of Washington.
  - 3.3 All respondents must have a valid Washington State Business License.

- 3.4 Delivery vehicles shall not be driven or parked on school district property except in designated parking lots. Under no circumstance will delivery vehicles be allowed on playground areas.
- 3.5 The District is seeking 2 cost proposals for the mail delivery services. Daily delivery to all school district sites as Option A, and twice weekly delivery to all district school sites as Option B. Although Option B is a twice weekly delivery schedule, it will require daily service to selected locations. However, the routes will be adjusted to a smaller delivery area. Tentative route and schedule for Option A is identified on Exhibit A. Tentative route and schedule for Option B is identified on Exhibit B.
- 3.6 Service to those facilities listed in Section III shall commence on August 1, 2019 and continue through July 31, 2020. Exceptions to this shall be for official school holidays which will include, but are not necessarily limited to, Labor Day, Veterans Day, Thanksgiving and the Friday after, Christmas Eve and Christmas Day, New Years Eve and New Years Day, Martin Luther King's Birthday, Presidents' Day, Memorial Day and Independence Day. Because many facilities are closed during the summer months, mail delivery will generally be as follows:

**OPTION A:** Daily Mail Delivery

- A. Elementary Schools  
-Daily delivery August 14 through June 26
- B. Middle Schools  
-Daily delivery August 14 through June 26
- C. Senior High Schools  
NEWTECH Skill Center  
Eagle Peak  
Bryant  
-Daily delivery August 14 through June 26  
-Wednesday delivery June 26 through August 12
- D. Warehouse Complex  
ITSC/Libby M-W-F during summer  
-Daily delivery year round
- E. Special Schools  
Delivery - August 29 through June 14

The above schedule is, except for weekends and holidays, for the summer and school period 2019-20 and is provided as an example of the service required during the summer period. Vacation and holiday dates will vary from year to year and the district will assure the Contractor is apprised of delivery peculiarities in all cases in sufficient time to effectively schedule resources. All notification of delivery peculiarities, or any other matters relating to this service schedule modifications, will be provided by SPS' authorized representative, Mark Martell, who may be contacted at (509) 354-7212.

**OPTION B:** Twice Weekly Delivery

- A. Elementary Schools  
Twice Weekly delivery August 14 through June 15
- B. Middle Schools  
Twice Weekly delivery August 14 through June 23
- C. Senior High Schools  
NEWTECK Skill Center  
Eagle Peak  
Bryant  
Twice Weekly delivery August 14 through June 23  
-Wednesday delivery June 24 through August 12
- D. Warehouse Complex  
ITSC/Libby M-W-F during summer  
Twice Weekly delivery year round
- E. Special Schools  
Delivery - August 29 through June 14

- 3.7 Mail pick up time shall be at 8:15 a.m. daily, except weekends and holidays, from the mailroom at 200 North Bernard St. Mail picked up from each facility shall be returned by 12:00 p.m. to 200 North Bernard St. daily. Any deviation from this schedule shall be approved by the authorized SPS representative identified above. Failure to comply with this schedule will result in the termination of this contract for unsatisfactory service. So that each facility may properly plan its activities, a route shall be followed which allows each delivery and pick up to be accomplished at the same time each scheduled day.
- 3.8 Prepared mail-tubs/bags shall be picked up at the district mailroom or another designated site if directed by the School District and delivered to the designated locations and exchanged for the prepared tub/bag which will be returned to the district mailroom. Mail-tubs/bags will not contain fragile items, perishables (foods), floral/plant, technology/media equipment, or personal items. No large/heavy boxes or packages should be picked up or delivered in the interschool mail.
- 4. The average tub weight will be 45 pounds or less. There will, however, be occasional overweight tubs. The district will not be charged for extra trips to and from the delivery vehicle at any one delivery site. Bags and extra packages over 50 pounds will be an additional set charge per location.
- 5. Interested suppliers are required to quote on a fixed price cost-per-stop basis for delivery service and the overweight cost-per-stop charge for the locations listed herein. Section IV makes provisions for bidding separate rates for school year delivery, summer time delivery, Daily and Twice weekly delivery.
- 6. A detailed list of locations and the delivery routes are attached for mail distribution daily between 8:15 a.m. and 12:00 p.m. excluding holidays, weekends, and summer time. The attached school calendar for 2019-20 will show the school holidays and vacation times.

7. The Contractor shall identify a responsible managerial level person for the resolution of problems or conflict concerning any of the responsibilities of the contract. The Contractor must also have adequate staff to deliver mail and be fully trained by the Contractor on city streets and Spokane Public Schools routes. Contractor must supply **THREE** drivers at all times for Option A above. For Option B, the Contractor must supply one or more than one driver at the Contractor's discretion.
8. SPS property is a tobacco free, drug free, and weapon free environment. All personnel shall conform to this policy at all times while on SPS premises.
9. POLICY FOR VEHICLES ON SCHOOL GROUNDS DURING THE SCHOOL DAY
  - a. Absolutely no driving in the school playground areas at any time.
  - b. Do not, under any circumstances, back trucks during the school day across any school property where children might be present unless assisted by an adult flagman.
  - c. Be especially cautious at all times when driving anywhere near school buildings where youngsters may suddenly and unexpectedly run out.
  - d. If assistance is needed to locate a safe or the proper unloading area at a school, always obtain assistance from the principal's office of the school building.
  - e. Absolutely no parking at anytime in Handicapped stalls on school property.
  - f. No parking in driveways or bus zones.
  - g. No walking through busses or bus zones.

**ADDITIONAL TERMS AND CONDITIONS**

1. **Insurance:** During the term of this contract, the awarded contractor as well as all subcontractors hired for the purpose of performing the services as outlined in the quote packet shall maintain in force at its own expense, the following insurance:
  - 1.1 Worker's Compensation Insurance in compliance with RCW Title 51;
  - 1.2 General Liability Insurance on an occurrence basis, with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 aggregate for bodily injury and property damage. It shall include premises and operations, independent contractors, products and completed operations, personal injury liability, and contractual liability coverage.
  - 1.3 A standard Automobile Liability insurance policy with a combined single limit or the equivalent of not less than \$1,000,000.00 each accident for bodily injury and property damage, including coverage for owned, hired, and non-owned vehicles.

There shall be no cancellation, material change, or reduction of limits or intent not to renew insurance coverage(s) without thirty (30) days written notice from the contractor or subcontractors, or its insurer(s) to Spokane Public Schools. Within 30 days of the effective date of awarded contract, and on each subsequent renewal year date, the contractor and any or all subcontractors shall provide acceptable certifications that the insurance policy required by the contract is in effect. Such certification shall specify and include the aforementioned 30-day cancellation clause of this contract.
2. **Employer Obligations.** Contractor and/or its subcontractor will follow its standard employment policies and procedures to verify that all Personnel meet applicable licensing requirements. Contractor, or its subcontractor, if applicable, will maintain direct responsibility as employer for payment of wages and other compensation, and for any applicable mandatory withholdings and contributions such as federal, state, and local income taxes, social security taxes, worker=s compensation, and unemployment insurance.
3. **Prohibited Employment.** Contractor/subcontractors shall prohibit any of its respective employees providing services under this Agreement from having any contact with SPS students pursuant to this Agreement during the course of his or her employment, if such individual has pled guilty to or been convicted of any of the following felony crimes: any felony crime involving the physical neglect of a child under chapter 9A.42 RCW; the physical injury or death of a child under chapters 9A.32 or 9A.36 RCW, except motor vehicle violations under chapter 46.61 RCW; sexual exploitation of a child under chapter 9.68A RCW; sexual offenses under chapter 9A.44 RCW where a minor is the victim; promoting prostitution of a minor under chapter 9A.88 RCW; the sale or purchase of a minor child under RCW 9A.64.030; or violation of laws of another jurisdiction that are similar to those specified herein. Contractor/subcontractors shall also prohibit any of its respective employees providing services under this Agreement from having any contact with SPS students during the course of his or her employment if such individual has pled guilty to or been convicted of any of the following felony crimes or attempts, conspiracies, or solicitations to commit any of the following felony crimes: a felony violation of RCW 9A.88.010, indecent exposure; a felony violation of chapter 9A.42 RCW involving physical neglect; a felony violation of chapter 9A.32 RCW; a violation of RCW 9A.36.011, assault 1; 9A.36.021, assault 2; 9A.36.120, assault of a child 1; 9A.36.130, assault of a child 2; or any other felony violation of chapter 9A.36 RCW involving physical injury except assault 3 where the victim is eighteen years of age or older; a sex offense as defined in RCW 9.94A.030; a violation of

RCW 9A.40.020, kidnapping 1; or 9A.40.030, kidnapping 2; a violation of RCW 9A.64.030, child selling or child buying; a violation of RCW 9A.88.070, promoting prostitution 1; a violation of RCW 9A.56.200, robbery 1; or a violation of laws of another jurisdiction that are similar to those specified herein. Contractor/subcontractors shall engage in due diligence to learn whether any of its employees providing services under this Agreement have pled guilty to or been convicted of any crime referenced in this Paragraph and shall require its respective employees to self-report any such plea or conviction. Any failure to comply with this Paragraph shall be grounds for immediate termination of this Agreement by SPS, notwithstanding any other provision in this Agreement.

4. Not Employees of SPS. Nothing contained in this proposal, or related documents, shall be construed as creating any form of an employment relationship between SPS and Contractor, subcontractors if applicable, or the agents, officers, volunteers or employees of Contractor. The officers, agents, employees, volunteers or subcontractors of Contractor shall not be entitled to any rights or privileges of SPS employment. Contractor assumes exclusive responsibility for any and all acts of its officers, agents, employees, volunteers and subcontractors.
5. Failure to Report. SPS will notify Contractor immediately should any Contractor Personnel assigned to District fail to report for work as scheduled.
6. Right to Dismiss. If SPS' coordinator of service or designee determines that anyone provided by Contractor is incompetent, has engaged in misconduct, or has been negligent, SPS may require the individual to leave the premises and will notify Contractor immediately. SPS' obligation to compensate Contractor for such individual's services will be limited to the number of hours actually worked. Contractor will not reassign the individual to SPS without prior approval of SPS' Coordinator of Services.
7. Contract Extension: The initial contract term shall be for a one-year period, ending on July 31, 2020 and may be extended annually for four successive one-year periods. Annually, either party can terminate the contract on its anniversary date (July 31) by providing the other party with written notice of its desire to terminate/not extend the contract. Said written notice must be received by the other party to the contract at least 60 days prior to the anniversary date. Should neither party provide written notice to the other of its intent to terminate the contract as provided above, the contract shall be extended for a one-year period on the same terms and conditions as provided herein. This provision provides for only four extensions of time and the contract shall terminate without notice effective July 31, 2024.
8. Escalation: Upon the renewal of each optional contact year, in the event of unusual circumstances such as changes in local, state or federal taxes, laws, specifications, regulations, or certain expenses that could not have been foreseen or budgeted in the original quote, which cause the Contractor's costs to hereunder increase, then the parties shall determine a reasonable and just amount to cover such documented increase. Price adjustments may be taken into consideration by the Purchasing Department when determining whether to extend this contract purchase order. Price increases will not be considered without supporting documentation sufficient to justify the requested increase. Documentation must be based on published indices such as the Consumer Price Index and/or the result of unforeseen increases after contract commencement date. Price adjustments shall be at the sole discretion of SPS and if granted, shall not produce a higher profit margin for the contractor than that established by the original contract pricing. Any price increase granted by SPS shall remain firm for the fiscal year period thereafter (August 1 through July 31), and no request for additional adjustments in price will be considered during the balance of that fiscal year. Under no circumstances shall any

cost increase be applied retroactively. Contractor shall not make extensions contingent upon price adjustments.

9. Invoicing: All invoices shall be sent to the attention of Accounts Payable Department, Spokane Public Schools, 200 North Bernard, Spokane, WA 99201 and shall contain the applicable Purchase Order number. SPS shall provide payment within 30 days receipt of an approved, acceptable invoice providing services have been received by SPS.
10. Nondiscrimination/Anti-Harassment. All parties to this proposal agree to comply with all local, state and federal rules and regulations and does not discriminate on the basis of age, sex, marital status, race, color, creed, national origin, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, sexual orientation including gender expression or gender identity, or honorably discharged veteran or military status.
11. Indemnification and Hold Harmless. To the fullest extent permitted by law, the Contractor agrees to indemnify, defend and hold harmless SPS, its officers, agents, volunteers, and employees from and against all claims, damages, losses, and expenses, including but not limited to attorney fees, court costs, or other alternative dispute resolution costs arising out of or resulting from the performance of work under this awarded contract purchase order; provided that any such claims, damages, losses or expenses are attributable to bodily injury, sickness, disease, death, or personal injury, or property damage; but only to the extent caused in whole or in part by the negligent acts, errors, or omissions of the Contractor, Contractor's subcontractor(s), or anyone directly or indirectly employed or hired by Contractor or anyone for whose acts Contractor may be liable, or regardless of whether or not caused in whole or in part by the negligent acts, errors, or omissions of SPS, its officers, agents, volunteers, or employees, unless such negligent acts, errors, or omissions constitute gross negligence or intentional misconduct. SPS reserves the right, but not the obligation, to participate in defense without relieving Contractor of any obligation hereunder. Contractor agrees this indemnity obligation shall survive the completion or termination of the Agreement.  
  
Contractor agrees that these indemnification obligations shall apply to claims made by their own employees against an indemnitee, and Contractor therefore knowingly and expressly waive any immunity that they otherwise might have been entitled to invoke under Title 51.
12. Damage to Property. Contractor/subcontractor's shall be responsible for damage caused to the property owned by SPS. Contractor shall be responsible to replace the damaged property to the satisfaction of SPS. Contractor/subcontractor's shall be responsible to protect buildings and grounds from damage while on SPS property.
13. Governing Law. The terms of this Agreement shall be governed by the laws of the State of Washington.
14. Assignment. This Agreement may not be assigned without written authorization by the other party.

15. Personal Identification. All Contractor, sub-contractor, vendor personnel and all vehicles used in the Mail Delivery Services for Spokane Public Schools shall be properly identified with the vendors logo / trademark.
16. Interpretation. If the Contractor discovers any errors, discrepancies, or omissions in the quote specifications, or has any questions as to the meaning or sufficiency of the quote specifications, the contractor must notify the purchasing director. Any addenda issued will be incorporated into and become a part of the resulting contract purchase order.
17. Inclusion. All data contained in this solicitation shall form a part of the resulting Purchase Order contracts.
18. Contract Default: Your quote is subject to all terms and conditions as herein established in this quote request. Failure to provide the services as indicated in this quote in accordance with the quotation terms and conditions and quote schedule, will constitute contract default, and, after due written notification, allows the Purchasing Department to declare the contract void and to award to another firm. When the contractor fails to furnish goods or services in accordance with the terms and conditions of this contract and SPS must purchase at a price greater than the contract price, the difference may be charged to the contractor. SPS may exercise this charge as a credit against invoices due the contractor.
19. Evaluation of Quotes. This professional service Purchase Order contract shall be awarded to the lowest responsible respondent, provided that Contractor is deemed qualified and best meets SPS' needs as stated herein. Responsibility criteria shown hereafter, together with a consideration of required qualifications will be the basis for selection and award. The decision as to which firm best meets the needs of SPS remains the sole responsibility of SPS and is final.

Responsibility Criteria

- Price.
  - Ability to meet the needs of the education process.
  - Reliability, quality, performance, and versatility of the service offered.
  - Ability to meet delivery schedule.
  - Company history and references.
20. Award Announcement. Spokane Public Schools can be expected to announce the award to the successful firm within 30 days after the RFQ due date. Award shall be effective August 1, 2020.
  21. Minority Owned and Women Owned Business Enterprises. Spokane Public Schools encourages the participation of Minority Owned and Women Owned Business Enterprises in this Request for Quote.



22. Compliance with Rules and Laws. Contractor/subcontractors shall comply with all laws, ordinances and regulations of governmental bodies applicable to this proposal as well as applicable local policies and procedures. All provided services will be in accordance with local, state and federal universal/universal/hazardous waste laws and regulations.
23. Conflict of Interest. SPS' officers and employees may not accept or receive, directly or indirectly, a personal financial benefit; or accept any gift, token, membership, or service, as a result of an SPS purchase entered into, or anticipated in the future, from any person, firm, or corporation. SPS' employees within the course of their employment, are prohibited from accepting any gratuity (including food or beverages) from a supplier of goods or services to SPS.
24. Integration/Modification. This Quote constitutes the entire and exclusive agreement between the parties regarding this matter and no deviations from its terms shall be allowed unless a formal, written, mutual proposal occurs between the parties. No such modification shall be valid unless the written modification is first provided via certified mail or personal delivery to each of the parties. Actual receipt by either party constitutes compliance with the requirement to send by certified mail or personal delivery.
25. Waiver of Breach/Default: No waiver of any breach of any term of this Quote shall be construed, nor shall be, a waiver of any other breach of this Quote. No waiver shall be binding unless it is in writing and signed by the party waiving the breach.
26. Severability. If any provision of this Quote is determined to be invalid or ultra vires under any applicable statute or rule of law, it is to that extent to be deemed omitted and the balance of the Quotation provisions shall remain enforceable.
27. Mandatory Dispute Resolution Procedure. In the event that a dispute shall arise regarding the terms, conditions, or breach of this Proposal, the parties shall, as a condition precedent to taking any action, mediate the dispute using the services of a mutually agreed upon independent mediator. Each party shall split the expenses of the mediator and the facility for the mediation. Each party shall otherwise pay its own expenses.
28. Attorneys' Fees and Costs. After mediation has occurred, the prevailing party in any legal action shall be entitled to recover reasonable attorneys' fees and costs incurred in such action, as determined by the court. In the event of any appeals from such actions, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs incurred in such appeals, and determined by the court(s). The term "costs" shall include, in addition to statutory costs and disbursements, all costs associated with discovery depositions, expert witness fees, and out-of-pocket costs incurred by the prevailing party in the prosecution or defense of the action. For the purpose of this paragraph, the term "action" shall be deemed to include any proceeding commenced in the bankruptcy courts of the United States.
29. Authority to Sign and Obligate. The undersigned represent and warrant that they are authorized to enter into this RFQ on behalf of the party.
30. Rejection of any or all Quotes. The Purchasing Department reserves the right to accept or reject any or all quotes and to waive informalities or irregularities in any quotation. No "postage due" quotations of any kind will be accepted.

31. Errors in Quotation. Respondents are responsible for all errors or omissions in their submittal, and any such errors or omissions will not serve to diminish their obligations to the district.
32. Funding Caveat. In the event that earmarked funding is withdrawn, reduced, or limited after the effective date of awarded contract purchase order but prior to completion, SPS may terminate the contract without the required notice.
33. Changes. No alteration in any of the terms, conditions or specifications of this solicitation will be effective without written consent of the Business Services Director.

**MAIL DELIVERY SERVICE  
Proposal Document**

FIRM NAME \_\_\_\_\_

**OPTION A:** Daily Mail Delivery to all Sites

- |    |  |              |
|----|--|--------------|
| 1. | (A) Daily mail delivery service during the school term<br>(approximately 52-70 locations)  | \$_____/stop |
|    | (B) Once weekly mail delivery service during summer months<br>(approximately 55 locations) | \$_____/stop |
| 2. | Daily mail delivery service during summer months<br>(approximately 3 locations)            | \$_____/stop |

**OPTION B:** Twice Weekly Mail Delivery

- |   |   |              |
|---|---|--------------|
| 1.  | (A) Twice weekly mail delivery service during the school term<br>(approximately 23-24 locations)          | \$_____/stop |
|   | (b) Once weekly (Wednesday) mail delivery service during summer months<br>(Approximately 12 locations)    | \$_____/stop |
| 2.  | Twice weekly (Monday/Wednesday) mail delivery service during summer months<br>(approximately 3 locations) | \$_____/stop |
| ** Additional charge for bag/package over 50 pounds |   | \$_____/stop |

Tax rate applicable this bid \_\_\_\_\_%

Identify make and model of vehicles to be assigned these routes on an attached sheet. \_\_\_\_\_ (initial)

Proposals are subject to all requirements furnished with this Request for Quote document. By signing below, vendor affirms having read the terms, conditions and specifications, and agrees thereto and warrants that products and services supplied herein conform to specifications herein, except if otherwise stated in a special condition by SPS.

Receipt of Addenda numbered \_\_\_\_\_ is hereby acknowledged.  
(Fill in number of each addenda received)

Firm Name: \_\_\_\_\_

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

\_\_\_\_\_

Email: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

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

(Please type or print)

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

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

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

**PART I: STATEMENT REGARDING EQUAL EMPLOYMENT OPPORTUNITY**

We hereby certify that we have made a conscientious effort to comply with federal, state and local equal employment opportunity requirements in quoting this project and we will make the same efforts in fulfilling the requirements if awarded the Contract.

We further designate

Name\_\_\_\_\_

Title\_\_\_\_\_

Telephone Number\_\_\_\_\_

as the person who has been charged with the responsibility for securing compliance with and reporting progress on affirmative efforts.

**PART II: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

In submitting the proposal to do the work as outlined in the Contract Specifications, we hereby certify that we have not been suspended or in any way are excluded from Federal procurement actions by any Federal agency. We fully understand that, if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of the Contract.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Participant's responsibilities.

Signed\_\_\_\_\_

Title\_\_\_\_\_

Firm\_\_\_\_\_

Address\_\_\_\_\_

City & State\_\_\_\_\_

Date\_\_\_\_\_

**OPTION A - COURIER SERVICE**  
**MAIL ROUTE 1 – S.**  
**Monday - Friday**

0	Ad Bldg	pick up	200 N Bernard
1	Lewis & Clark ( <i>not before 8</i> )	high school.	521 W Fourth St
2	Roosevelt	elem.	333 W 14th Ave
3	Wilson	elem.	911 W 25th Ave
4	Hutton	elem.	908 E 24 <sup>th</sup> Ave
5	Sacajawea	middle school	401 E 33rd Ave
6	Jefferson	elem.	123 E 37 <sup>th</sup> Ave
7	Hamblen	elem.	2121 E Thurston Ave
8	Mullan Road	elem.	2616 E 63rd Ave
9	Moran Prairie ( <i>not before 9:05</i> )	elem.	4224 E 57th Ave
10	Chase	middle school.	4747 E 37th Ave
11	Ferris	high school	3020 E 37th Ave
12	Adams	elem.	2909 E 37th Ave
13	Lincoln Heights	elem.	3322 E 22nd Ave
14	Franklin	elem.	2627 E 17th Ave
15	Grant	elem.	1300 E Ninth Ave
16	Sheridan	elem.	3737 E Fifth Ave
17	Eagle Peak @ Pratt	special school	6903 E Fourth Ave
18	ITSC	special school	4714 E Eighth Ave
19	Libby Center	special school	2900 E First Ave
20	Ad Bldg.	drop off	200 N Bernard

**EXHIBIT A**

Exhibit A – Page 2

**OPTION A - COURIER SERVICE**  
**MAIL ROUTE 2 – N.W.**  
**Monday - Friday**

0	Ad Bldg	pick up	200 N Bernard
1	Bryant	special school	910 N Ash St
2	Holmes	elem.	2600 W Sharp Ave
3	Audubon	elem.	2020 W Carlisle Ave
4	Finch	elem.	3717 N Milton St
5	Glover	middle school	2404 W Longfellow Ave
6	Shadle Park	high school	4327 N Ash St
7	Browne	elem.	5134 N Driscoll Blvd
8	Westview	elem.	3520 W Bismark Ave.
9	Indian Trail	elem.	4102 W Woodside Ave
10	Woodridge	elem.	5100 W Shawnee Ave
11	Balboa	elem.	3010 W Holyoke Ave
12	Salk	middle school	6411 N Alberta St
13	Ridgeview	elem.	5610 N Maple St
14	Linwood	elem.	906 W Weile Ave
15	Madison	elem.	319 W Nebraska Ave
16	Willard	elem.	500 W Longfellow Ave
17	Spokane Montessori	elem	1300 W Knox Ave
18	The Community School	high school	1025 W Spofford St
19	North Central	high school	1600 N Howard St
20	MAP	high school	1807 N Washington St
21	Ad Bldg	drop off	200 N Bernard

## EXHIBIT A

Exhibit A – Page 3

### **OPTION A - COURIER SERVICE**

#### **MAIL ROUTE 3 – N.E.**

**Monday - Friday**

0	Ad Bldg	pick up	200 N Bernad
1	Stevens	elem.	1717 E Sinto Ave
2	Cooper	elem.	3200 N Ferrall St
3	Bemiss	elem.	2323 E Bridgeport Ave
4	Warehouse Complex <b>(1 stop)</b> <i>Maintenance</i> (limited days) <i>Purchasing - Warehouse</i> <i>Facilities/ Capital Projects</i>	special school	2815 E Garland Ave
5	Skills Center (New Tech)	high school	4141 N Regal St
6	On Track Academy (office-P105)	high school bag	2802 E Rich Ave
7	Regal	elem.	2707 E Rich Ave
8	Shaw	middle school	4106 N Cook St
9	Rogers	high school	1622 E Wellesley Ave
10	Whitman	elem.	5400 N Helena St
11	Arlington	elem.	6363 N Smith St
12	Garry	middle school	725 E Joseph Ave
13	Lidgerwood	elem.	5510 N Lidgerwood Ave
14	Longfellow	elem.	800 E Providence Ave
15	Logan	elem.	1001 E Montgomery Ave
16	Science Center	special school	2525 N Cincinnati
17	Garfield	elem.	222 W Knox Ave
18	Ad Bldg.	drop off	200 N Bernard



**Exhibit B**

**OPTION B- COURIER SERVICE`  
Monday Interschool Mail Delivery**

Exhibit B  
Page 1

Admin bldg.	pick up	200 N Bernard
Cooper	Elem.	3200 N Ferrall St
Bemiss	Elem.	2323 E Bridgeport Ave
Warehouse Complex	Special school	2815 E Garland Ave
Skills Center	High school	4141 N Regal St
On Track	High school	2802 E Rich Ave
Regal	Elem.	2707 E Rich Ave
Shaw	Middle school	4106 N Cook St
Rogers	Middle school	1622 E Wellesley Ave
Whitman	Elem.	5400 N Helena St
Arlington	Elem.	6363 N Smith St
<u>Garry</u>	<u>Middle school</u>	<u>725 E Joseph Ave</u>
Lidgerwood	Elem.	5510 N Lidgerwood Ave
Longfellow	Elem.	800 E Providence Ave
Logan	Elem.	1001 E Montgomery Ave
Garfield	Elem.	222 W Knox Ave
Bryant	Special school	910 N Ash St
Holmes	Elem.	2600 W Sharp Ave
Audubon	Elem.	2020 W Carlisle Ave
Finch	Elem.	3717 N Milton St
Glover	Middle school	2404 W Longfellow Ave
Browne	Elem.	5102 N Driscoll Blvd
Shadle	High school	4327 N Ash St
Admin bldg.	drop off	200 N Bernard

**OPTION B- COURIER SERVICE`**  
**Tuesday Interschool Mail Delivery**

Admin bldg.	pick up	200 N Bernard
North Central	High school	1600 N Howard St
MAP	High school.	1807 N Washington St
Lewis & Clark	High school	521 W Fourth Ave
Roosevelt	elem	333 W 14th Ave
Wilson	elem.	911 W 25th Ave
Hutton	elem	908 E 24th Ave
Sacajawea	Middle school	401 E 33rd Ave
Jefferson	elem	123 E 37th Ave
Hamblen	elem	2121 E Thurston Ave
Mullan Rd	elem	2616 E 63rd Ave
<u>Moran Prairie</u>	elem	4224 E 57th Ave
Chase	Middle school	4747 E 37th Ave
Ferris	High school	3020 E 37th Ave
Adams	High school	2909 E 37th Ave
Lincoln Heights	elem.	3322 E 22nd Ave
Franklin	elem	2627 E 17th Ave
Grant	elem	1300 E Ninth Ave
Sheridan	elem	3737 E Fifth Ave
ITSC	Special school	4714 E Eighth Ave
Eagle Peak	Special school	6903 E Fourth Ave
Libby	Special school	2900 E First Ave
Stevens	elem	1717 E Sinto Ave
Admin bldg.	drop off	200 N Bernard

## Exhibit B

### OPTION B- COURIER SERVICE` Wednesday Interschool Mail Delivery

Exhibit B  
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Admin bldg.	pick up	200 N Bernard
Lidgerwood	elem.	5510 N Lidgerwood Ave
Longfellow	elem	800 E Providence Ave
Logan	elem	1001 E Montgomery Ave
Garfield	elem	222 W Knox Ave
Bryant	Special school	910 N Ash St
Holmes	elem	2600 W Sharp Ave
Audubon	elem	2020 W Carlisle Ave
Finch	elem	3717 N Milton St
Glover	Middle school	2404 W Longfellow Ave
Shadle	High school	4327 N Ash St
<u>Browne</u>	elem	5102 N Driscoll Blvd
Westview	elem	3520 W Bismark Ave
Indian Trail	elem	4102 W Woodside Ave
Woodridge	elem	5100 W Shawnee Ave
Balboa	elem	3010 W Holyoke Ave
Salk	Middle school	6411 N Alberta St
Ridegeview	elem	5610 N Maple St
Linwood	elem	906 W Weile Ave
Madison	elem	319 W Nebraska Ave
Willard	elem	500 W Longfellow Ave
Montessori	elem	1300 W Knox Ave
Community School	High school	1025 W Spofford St
Admin bldg.	drop off	200 N Bernard

## Exhibit B

Exhibit B  
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### OPTION B- COURIER SERVICE` Thursday Interschool Mail Delivery

Admin bldg.	pick up	200 N Bernard
Garry	Middle school	725 E Joseph Ave
Arlington	elem	6363 N Smith St
Whitman	elem	5400 N Helena St
Rogers	High school	1622 E Wellesley Ave
Shaw	Middle school	4106 N Cook St
Regal	elem	2707 E Rich Ave
On Track	High school	2802 E Rich Ave
Skills Center	High school	4141 N Regal St
Warehouse Complex	Special school	2815 E Garland Ave
Bemiss	elem	2323 E Bridgeport Ave
Cooper	elem	3200 N Ferrall St
Moran Prairie	elem	4224 E 57th Ave
Mullan Rd	elem	2616 E 63rd Ave
Hamblen	elem	2121 E Thurston Ave
Jefferson	elem	123 E 37th Ave
Sacajawea	Middle school	401 E 33rd Ave
Hutton	elem	908 E 24th Ave
Wilson	elem	911 W 25th Ave
Roosevelt	elem	333 W 14th Ave
Lewis & Clark	High school	521 W Fourth St
MAP	High school	1807 N Washington St
North Central	High school	1600 N Howard St
Admin bldg.	drop off	200 N Bernard

## Exhibit B

Exhibit B  
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### OPTION B- COURIER SERVICE` Friday Interschool Mail Delivery

Admin bldg.	pick up	200 N Bernard
Community School	High school	1025 W Spofford St
Montessori	elem	1300 W Knox Ave
Westview	elem	3520 W Bismark Ave
Indian Trail	elem	4102 W Woodside Ave
Woodridge	elem	5100 W Shawnee Ave
Balboa	elem	3010 W Holyoke Ave
Salk	Middle school	6411 N Alberta St
Ridgeview	elem	5610 N Maple St
Linwood	elem	906 W Weile Ave
Madison	elem	319 W Nebraska Ave
<u>Willard</u>	elem	500 W Longfellow Ave
Stevens	elem	1717 E Sinto Ave
Libby	Special school	2900 E First Ave
Sheridan	elem	3737 E Fifth Ave
ITSC	Special school	4714 E Eighth Ave
Eagle Peak	Special school	6903 E Fourth Ave
Chase	Middle school	4747 E 37th Ave
Ferris	High school	3020 E 37th Ave
Adams	elem	2909 E 37th Ave
Lincoln Heights	elem	3322 E 22nd Ave
Franklin	elem	2627 E 17th Ave
Grant	elem	1300 E Ninth Ave
Admin bldg.	drop off	200 N Bernard

***END OF SOLICITATION DOCUMENT***