

Cost Proposal
RFP 116683 O3, Courier Services

Bidder Name: CAPITAL EXPRESS LLC

All expenses associated with the Courier Services must be bid as all-inclusive, including service fees, salaries, wages, prevailing wages, payroll taxes, benefits, materials, equipment, tools, parts, supplies, preventative and remedial maintenance contracts, insurance, and damage deposits. No additional costs shall be billed. Respondent may provide a response to all of Group A, Group B, or both. Preference may be given to respondent(s) who can provide services to more than one (1) option.

Bidders must provide cost per the unit of measure outlined below. Bidders shall not make any budgeting assumptions based on any estimated values.

WORK PLAN - GROUP A (MAIL COURIER SERVICES)	UNIT OF MEASURE	Initial contract term		Renewal 1		Renewal 2	
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
LINCOLN FACILITIES	MONTH	\$5025.-	\$5200.-	\$5408.-	\$5625.-	N/A	N/A
OMAHA FACILITIES	MONTH	\$6934.-	\$7177.-	\$6934.-	\$7762.-	N/A	N/A
YORK FACILITY	MONTH	\$6331.-	\$6553.-	\$6815.-	\$7087.-	N/A	N/A
TECUMSEH FACILITY	MONTH	\$6331.-	\$6553.-	\$6815.-	\$7087.-	N/A	N/A

WORK PLAN - GROUP B (1X WEEK MEDICAL COURIER SERVICES)	UNIT OF MEASURE	Initial contract term		Renewal 1		Renewal 2	
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
DNA SAMPLES	MONTH	N/A	N/A	N/A	N/A	N/A	N/A

WORK PLAN - GROUP B (DAILY MEDICAL COURIER SERVICES)	UNIT OF MEASURE	Initial contract term		Renewal 1		Renewal 2	
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
PHARMACY MEDICATION BOX DELIVERY - LINCOLN FACILITIES	MONTH	SAVE	COST	INCORPORATE	WITH	Routes	
PHARMACY MEDICATION BOX DELIVERY - OMAHA FACILITIES	MONTH	"	"	"	"	"	"
PHARMACY MEDICATION BOX DELIVERY - YORK FACILITY	MONTH	"	"	"	"	"	"
PHARMACY MEDICATION BOX DELIVERY - TECUMSEH FACILITY	MONTH	"	"	"	"	"	"

Bidder Name: CAPITAL EXPRESS, LLC

WORK PLAN - GROUP B (MEDICAL COURIER SERVICES)	UNIT OF MEASURE	Initial contract term		Renewal 1			Renewal 2	
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	
ON DEMAND - LINCOLN LOCATIONS	PER TRIP	\$ 39.90	\$ 41.90	\$ 45.00	\$ 46.15	N/A	N/A	
ON DEMAND - OMAHA LOCATIONS	PER TRIP	\$ 39.90	\$ 41.90	\$ 45.00	\$ 46.15	N/A	N/A	
ON DEMAND - YORK FACILITY	PER TRIP	\$ 125.00	\$ 130.00	\$ 135.00	\$ 140.00	N/A	N/A	
ON DEMAND - TECUMSEH FACILITY	PER TRIP	\$ 125.00	\$ 130.00	\$ 135.00	\$ 140.00	N/A	N/A	

WORK PLAN - GROUP B (MEDICAL COURIER SERVICES)	UNIT OF MEASURE	Initial contract term		Renewal 1			Renewal 2	
		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	
EMERGENCY PICK UP or AFTER HOURS LINCOLN LOCATIONS LNK TO LNK	PER TRIP	\$ 67.25	\$ 69.50	\$ 72.35	\$ 75.25	N/A	N/A	
EMERGENCY PICK UP or AFTER HOURS OMAHA LOCATIONS OMA TO OMA	PER TRIP	\$ 67.25	\$ 69.50	\$ 72.35	\$ 75.25	N/A	N/A	
EMERGENCY PICK UP or AFTER HOURS YORK LOCATION YORK TO LNK	PER TRIP	\$ 152.50	\$ 157.00	\$ 164.00	\$ 170.00	N/A	N/A	
EMERGENCY PICK UP or AFTER HOURS TECUMSEH LOCATION tecumseh TO LNK	PER TRIP	\$ 152.50	\$ 157.00	\$ 164.00	\$ 170.00	N/A	N/A	



Capital Express is an Omaha-based company operating for over 30 years in the final-mile delivery and logistics.

We currently have offices in Omaha, Lincoln, Grand Island, North Platte, Scottsbluff and Norfolk, as well as offices in several other regional states.



Our delivery services are performed by an experienced group of contractors facilitating in excess of 1,200 deliveries daily in Nebraska, all of which have time commitments and deadlines.

Capital Express is an experienced, Nebraska-based company, providing services to local, regional and national customers, including Fortune 100 companies.



WORK PLAN – GROUP A

Lincoln Area Courier Services 1 of 4

TABLE 1 TIMELINE FOR LINCOLN FACILITIES	
Time	Description
08:00 am	Pick-up mail intended for RTC, NSP and CCCL from mail slots/mailbox located in the front hallway of Central Office Building #1 (YY Building).
08:30 am	Pick-up mail at Indian Village Post Office for Box 2500 (NSP), Box 2800 (RTC), and Box 2200 (CCCL).
08:40 am	Deliver mail to NSP Mailroom and pick-up Pharmacy/Medical Supply mail from the NSP Records Office mail slots. Pick-up tub of mail from the NSP mailroom.
08:45 am	Pick-up mail from mailbox and driveway entrance to NDCS Central Warehouse area (box is located where service road meets Pioneer Blvd).
08:50 am	Pick-up mail from the mailbox in front of CCCL (outside) for Pharmacy, CCCL, RTC, and FSP
09:00 am	Deliver mail to CCCL Mailroom and pick-up any returning mail.
09:05 am	Deliver mail to RTC Mailroom and pick-up any returning outgoing mail.
09:30 am	Return to Central Office Building #1 (YY Building).
09:45 am	FIRST HALF OF MAIL RUN IS NOW COMPLETE
10:10 am	Pick-up mail for RTC, CCCL, FSP, Central Warehouse, and Pharmacy from the mail slots/mail sorter in the front desk area of Central Office Building #1 (YY Building). also pick-up and sign for four (4) locked mailbags from accounting, which are located inside the bottom portion of the mail sorter cabinet. There will be one (1) bag each for: RTC, and CCCL and FSP.
10:20 am	Deliver mail to FSP and pick-up all returning mail.
10:40 am	Deliver mail to CCCL Mailroom and one (1) locked mailbag to CCCL Control Center. Pick-up all returning mail and sign for one (1) locked mailbag.
10:50 am	Deliver mail and two (2) locked mailbags for RTC to RTC Mailroom /Receptionist. Pick-up all returning mail and sign for the two (2) locked mailbags (RTC). Do not depart RTC mailroom with returning mail prior to 1050.
11:10 am	Return to Central Office Building #1 (YY Building) and distribute mail into proper mail slots. Deliver four (4) locked mailbags to Accounting and pick-up and sign for the one (1) locked mailbag for NSP and one (1) for Cornhusker State Industries (CSI). Return to mail sorter and pick-up mail for NSP, Central Warehouse.
11:15 am	Deliver mail and one (1) locked mailbag to NSP Mailroom. Pick-up all returning mail and sign for the one (1) locked mailbag.
11:20 am	Deliver mail to NDCS Central Warehouse and pick-up all returning mail from their Purchasing mail slot.
11:25 am	Deliver mail and one (1) locked bag to CSI at 800 Pioneers Blvd. Pick-up all returning outgoing mail and sign for one (1) locked mailbag.
11:30 am	Return to Central Office Building #1 (YY Building) and distribute mail. Take NSP and CSI locked mailbags up to accounting.
THIS COMPLETES THE DAILY LINCOLN DELIVERY ROUTE	

Capital Express proposes a **daily rate** of one hundred seventy dollars (\$250.00) for the route as outlined above.



MAIL DELIVERY SERVICE TO OMAHA FACILITIES 2 of 4

TABLE 2 TIMELINE FOR OMAHA FACILITIES	
Time	Description
11:00 am	Pick-up mail intended for OCC and NCYF from mail slots/mailbox located in the front hallway of Central Office Building #1 (YY Building). There will be two (2) locked mailbags, which will be signed for in accounting.
3:00 pm	Deliver mail to OCC mailroom. Pick-up any returning mail
	Immediately upon leaving OCC, proceed to NCYF for delivery of mail/locked mailbag, which will be signed for.
4:00 pm	Return to Central Office Building #1 (YY Building) and distribute mail.
THIS COMPLETES THE DELIVERY ROUTE	

Capital Express proposes a **daily rate** of two hundred thirty-five dollars (\$345.00) for the route as outlined above.

MAIL DELIVERY SERVICE TO YORK FACILITY 3 of 4

TABLE 3 TIMELINE FOR YORK FACILITIES	
Time	Description
11:30 am	Pick-up mail intended for NCCW from mail slots/mailbox located in the front hallway of Central Office Building #1 (YY Building). There will be one (1) locked mailbag, which will be signed for.
1:00 pm	Arrive at NCCW. Deliver mail to Master Control, signing for locked mail bag.
1:30 pm	Leave NCCW.
4:00 pm	Return to Central Office Building #1 (YY Building) and distribute mail.
THIS COMPLETES THE DELIVERY ROUTE	

Capital Express proposes a **daily rate** of two hundred thirty dollars (\$315.00) for the route as outlined above.



MAIL SERVICE TO TECUMSEH FACILITY 4 of 4 (Final)

TABLE 4 TIMELINE FOR TECUMSEH FACILITIES	
Time	Description
07:30 am	Pick-up mail intended for TSCI at Central Office Building #1 (YY Building). This will consist of mail for TSCI; all mail will be in a sealed bag or envelope. Also pick-up and sign for one (1) locked bag from NDCS Accounting intended for TSCI.
10:00 am	Arrive at TSCI no later than 10:00 AM; deliver to TSCI mailroom. Pick-up any mail and sign for one (1) locked mail bag.
10:30 am	Leave TSCI; return to NDCS Central Office Building #1 (YY Building).
12:00 pm	Deliver to Building #1 mail area and return bag to accounting.
THIS COMPLETES THE DAILY MAIL RUN	

Capital Express proposes a daily rate of two hundred twenty-five dollars (\$315.00) for the route as outlined above.

Capital Express submits the above pricing and proposals, identified as Items 1, 2, 3 and 4, as an all-inclusive package whereby we reserve the right to rescind or amend our proposal if all work is not awarded to Capital Express. With overhead, back office and administrative costs, any 'portion' of the four (4) routes submitted would not make sense financially.



ON-DEMAND / EMRGENCY / DIALYSIS SERVICES 1 OF 1

K. ON-DEMAND/EMERGENCY/DIALYSIS SERVICES

1. On-demand

- a. May be requested on an as needed basis.
- b. Courier services do not meet emergency prioritization.

2. Emergency

- a. As needed services, same day unless noted.
- b. Courier service may be called upon when there are emergency needs for services/medication/samples
 - i. Must be picked-up/delivered within two (2) hours or a mutually agreed upon timeframe.
 - ii. Services will be on standby and called upon, Monday through Friday during normal business hours.
 - iii. Services may also be Monday through Friday 4:00 p.m. to 6:00 a.m., Saturday/Sunday (weekend) and State of Nebraska observed holidays (24 hour on call).
- c. Pick-up Emergency Medications to be delivered to NDCS Facilities
 - i. NDCS will call both Walgreens (or other pharmacy) to place the medical order or designated direct bill after hours pharmacy and Contractor (courier service) to arrange the courier services/delivery.
 - ii. NDCS provider or designee called/faxed in RX to be picked up and delivered to facility medical clinics.
 - iii. Pick-up physical script from NDCS facility to be taken to direct bill pharmacy for filling and Pick-up when ready and deliver to facility medical clinics.

3. Dialysis

- a. Pick-up Home Dialysis Supplies from contracted supplier and deliver to RTC Medical as directed.
 - i. One (1) day notice, calling before noon the day before.
 - ii. Pick-up location:
 - a) Pick-up will be from Home Dialysis Center of Lincoln Northwest. If NDCS Medical contractors change, contractor will be updated.

Home Dialysis Center of Lincoln Northwest
4911 N. 26th, Ste 106
Lincoln, NE 68510
 - iii. Deliver location
 - a) RTC Medical
Reception and Treatment Center (RTC)
3218 West Van Dorn Street
Lincoln, NE 68522
- b. Pick-up Lab Samples (blood) from NDCS Facilities for type and cross match for Transfusion Supplies
 - i. Pick-up from facility and deliver to Bryan East for consulting Services Testing
- c. Pick-up blood & blood components order(s) from Community Blood Bank or designated entity
 - i. Deliver to RTC, TSCI or NCCW as needed.
- d. Pick-up, Transport and Deliver durable medical equipment and supplies between NDCS facilities as needed.
 - i. May include but not limited to small to medium sized items only. I.E. CPAP units, Home Sleep Study devices, and/or various medical supplies. With the goal to be able to share resources between clinics and SNF's.
 - ii. To be scheduled as needed including a list of items provided to vendor in advance.
 - iii. One (1) day notice, calling before noon the day before.
- e. Boxed/Bagged Medical Records between facilities and/or to:
 - i. CO Health Services Medical Records
 - a) NDCS Central Office Building #1
801 W. Prospector Place, Bldg #1
Lincoln, NE 68522
(Located on the grounds of the Lincoln Regional Center. YY Building. Folsom and West Prospector Place)
 - ii. One (1) day notice, calling before noon the day before.



ON-DEMAND / EMRGENCY / DIALYSIS SERVICES PRICING SUPPLEMENT

Rates:

Minimum charge:	\$39.90
After Hours Weekdays	\$27.50
Saturday & Sunday Surcharge	\$35.00
Add'l. Pieces (over 3 per shipment)	\$2.00 each
Holiday Surcharge	\$45.00

Minimum charge: This charge is applied as a 'base' rate for any on-demand or non-routed or scheduled delivery. This base rate is 'up to' fifteen (15) miles, one way, all miles. Over 15 miles will be calculated at \$1.90 per loaded mile. The mileage charge, over 15 miles, is added to the base rate of \$39.90.

After Hours: Each delivery scheduled for the hours after 5:00pm and before 8:00am, Monday thru Friday, will have a surcharge of \$27.50 added to the base rate.

Saturday & Sunday: Each delivery scheduled for anytime on a Saturday or Sunday will have a surcharge of \$37.50 added to the base rate.

Holiday Surcharge: Anytime a delivery is scheduled on a State-observed Holiday, a surcharge of \$45.00 will be applied to the base rate.

Additional Pieces: Any delivery with over three (3) pieces will incur a surcharge of \$2.00 for each additional piece, over three. Typically, this would apply to dialysis shipments.

A "delivery" can be either an outbound shipment OR a return shipment OR BOTH.

Fuel Surcharge: Capital Express would require a fuel surcharge matrix be included in the agreement to protect against rising gasoline prices.