



U N I V E R S I T Y O F  
**SOUTH CAROLINA**

AMENDMENT NO. 2 TO SOLICITATION

TO: ALL VENDORS

FROM: Charles Johnson, Procurement Manager

SUBJECT: SOLICITATION NUMBER: USC-BVB-1782-CJ  
LEASE OF FULLY INTEGRATED PACKAGE DELIVERY TRACKING SYSTEM FOR THE  
UNIVERSITY OF SOUTH CAROLINA POSTAL SERVICE

DATE: August 16, 2010

This Amendment **No.2** modifies the Best Value Bid only in the manner and to the extent as stated herein.

BIDDER SHALL ACKNOWLEDGE RECEIPT OF AMENDMENT **NO. 2** IN THE SPACE PROVIDED BELOW AND RETURN IT WITH THEIR BID RESPONSE. FAILURE TO DO SO MAY SUBJECT BID TO REJECTION.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name of Offeror

\_\_\_\_\_  
Date

**THE DEADLINE FOR RECEIPT OF BIDS HAS BEEN EXTENDED TO 3:00 PM ON AUGUST 23,2010.**

**THE FOLLOWING QUESTIONS REGARDING THE SOLICITATION WERE RECEIVED FROM VENDOR A:**

Can the University provide clarification on the following to assist in our response preparation?

**QUESTION NO. 1:** What are the required quantities of:

- Receiving workstations (those utilizing barcode scanners/barcode label printers)
- Mobile computers
- Stationary magnetic stripe readers (to be used at workstation PC level)
- Portable magnetic strip readers (to be attached to mobile computers)
- Stationary signature capture pads (to be used at workstation PC level)

**QUESTION NO. 2:** Should the mobile devices be equipped with cameras or will a webcam suffice to capture images of package conditions?

**QUESTION NO. 3:** Are there requirements for 2D barcode scanning?

**UPON REQUEST, VENDOR A SUPPLIED THE FOLLOWING CLARIFICATION TO QUESTION 1:**

By "Mobile Computers" we refer to portable handheld computers that delivery personnel might use. Well known mobile computer manufacturers include Symbol Technologies (Motorola), Intermec and Honeywell.

**UPON REQUEST, VENDOR A SUPPLIED THE FOLLOWING CLARIFICATION TO QUESTIONS 2 AND 3:**

Questions 2 & 3 are to help us determine whether a 1D laser model mobile computer or 2D imager model mobile computer should be proposed. It sounds as if there are no requirements for 2D scanning, so if the mobile device does not need to capture images, then we would likely propose a mobile device with the 1D laser which is more cost effective than the 2D.

**UPON REQUEST, VENDOR A SUPPLIED THE FOLLOWING CLARIFICATION:**

The types and quantities of printers to be used with various workstations will depend upon the desired output. Any workstation that needs to print labels to affix to parcels, would use a small desktop barcode printer attached to the workstation. If a larger print-out like a manifest or report is required, any standard laser printer will work to generate 8 ½ by 11 pages. There is also a section in the RFP that refers to a receipt printer:

"1.1.7.2. f Using the Contractor's package delivery tracking system, print a bar-coded receipt number on bottom of receipt, prompting thermal receipt printer to automatically print the package pick up receipt

with the information in 1.1.7.2.d. The Mail Service staff will use the package pick up receipt to retrieve packages from storage location.”

A receipt printer may be smaller than the desktop barcode printer and the media used with it is a continuous spool from which receipts are torn, rather than individual labels that are peeled. Receipt printers are also available in portable forms. My initial question below pertaining to printers referred to a receiving workstation where barcode labels are generated and scanned.

**ANSWER TO VENDOR A’s QUESTION NO. 1:**

- **The required quantity of Receiving workstations (those utilizing barcode scanners/barcode label printers) is 4**  
(2) 1600 Hampton St (2) Student Mail Ctr

We will also need four (4) scanners at for the Receiving workstations (1 for each workstation).

- **The required quantity of Mobile computers is 12**  
(4) Routes 1600 Hampton St (w/voice feature)  
(2) Bldg/ Spare 1600 Hampton St (w/voice feature)  
(1) Bldg Student Mail Center  
(5) Package Pickup Student Mail Center

- **Stationary magnetic stripe readers (to be used at workstation PC level)**

The University ID Card also has a barcode number which serves the same purpose as the magnetic swipe and can be scanned to identify the student, faculty or staff to obtain a signature for the packages picked up by the student or delivered to the department.

**Student Package Pickup only** - The purpose of the magnetic stripe reader would be to swipe the University ID Card to print out a list of all packages available for pick up and display the student name to obtain the student’s signature.

If a print out of the student’s packages ready for pick up could be printed by scanning the University ID card versus using the stationary magnetic stripe reader, then stationary magnetic stripe readers would not be required.

If not, then the Student Mail Center will need two (2) stationary magnetic stripe readers for the purpose of obtaining a printout of the student’s packages to retrieve from the storage locations

- **Portable magnetic strip readers (to be attached to mobile computers)**  
If the mobile computers have the ability to scan the barcode University ID card, capture and store signatures, the Stationary portable magnetic stripe readers will not be needed.

- **Stationary signature capture pads (to be used at workstation PC level)**  
 Due to counter and floor space limitations at package pick up windows, if the mobile computers have the capability to capture and store signatures, the stationary signature pads will not be needed.

**ANSWER TO VENDOR A'S QUESTION NO. 2:**

Cameras will only required on two (2) of the twelve (12) mobile computers for capturing images of inbound Package conditions upon receipt at USC Postal Service and Student Mail Center.

**ANSWER TO VENDOR A's QUESTION NO. 3:**

The only barcode scanning required would be actual courier (USPS, UPS, FedEx, DHL) and unique system generated barcodes (ex. packages exceeding box dimensions).

**THE FOLLOWING QUESTIONS REGARDING THE SOLICITATION WERE RECEIVED FROM VENDOR B:**

**QUESTION NO. 1:** How many workstations with be utilizing the system?

**ANSWER:** (2) 1600 Hampton St - for receiving packages  
 (2) Student Mail Center - for receiving packages  
 (2) Student Mail Center - (1) at each package pick up window for printing out of the student's packages ready for pickup

**QUESTION NO. 2:** \*Hardware:\* How many of each will be required Off line scanners?  
 Desktop Bar code Scanners?  
 Label Printers?  
 Receipt Printers?  
 Signature Pads/Card Swipers?

**ANSWER:** USC Postal Service will provide all computers.

Off line scanners?	12	
(4) Routes		1600 Hampton St
(2) Bldg/ Spare		1600 Hampton St
(1) Bldg		Student Mail Center
(5) Package Pickup		Student Mail Center

Desktop Bar code Scanners? 4

Label Printers? 4

Receipt Printers? 4

#### Signature Pads

Due to counter space limitations at package pick up windows, if the mobile computers have the capability to capture and store signatures, the stationary signature pads will not be needed.

#### Card Swipers

The University ID Card also has a barcode number which serves the same purpose as the magnetic swipe and can be scanned to identify the student, faculty or staff to obtain a signature for the packages picked up by the student or delivered to the department.

#### Stationary Magnetic Stripe Readers

Student Package Pickup only -

The purpose of the magnetic stripe reader would be to swipe the University ID Card to print out a list of all packages available for pick up and display the student name to obtain the student's signature.

If a print out of the student's packages ready for pick up could be printed by scanning the University ID card versus using the stationary magnetic stripe reader, then stationary magnetic stripe readers would not be required.

If not, then the Student Mail Center will need 2 stationary magnetic stripe readers for the purpose of obtaining a printout of the student's packages to retrieve from the storage locations.

#### Portable Magnetic Stripe Readers

If the mobile scanners have the ability to scan the barcode University ID card, capture and store signatures, portable magnetic stripe readers will not be needed.

QUESTION NO. 3: Will there be any health related information stored in the package tracking system? What specific HIPPA compliance is required?

ANSWER: N/A (Not Applicable). N/A (Not Applicable).

QUESTION NO. 4: Will thermal receipt printing be required from the desktop workstation AND the mobile scanner or just the desktop workstation?

**ANSWER: Due to counter and floor space limitations at the package pick up windows, and the requirement that the receipt printing be done at each of the 2 package pickup locations, it is preferable that the mobile scanners have the ability to should be able to scan the University ID card and prompt a separate receipt printer to print a list of the student's packages ready for pick up.**

QUESTION NO. 5: Will the Carolina card be scanned just at the desktop workstation or may it be scanned by both the mobile scanner AND the desktop workstation?

**ANSWER: Both.**

## **THE FOLLOWING QUESTIONS REGARDING THE SOLICITATION WERE RECEIVED FROM VENDOR C:**

With regards to the vendor supplied hardware:

**QUESTION 1:** How many workstations does USC desire to use at each location?

**CLARIFICATION TO QUESTION 1:** referring to the scanning done in the workstation environment

**ANSWER: (2) 1600 Hampton St – for receiving packages  
(2) Student Mail Center – for receiving packages  
(2) Student Mail Center – (1) at each package pick up window for printing out a list of the student packages ready for pick up**

**QUESTION 2:** Will USC provide the workstations and laser printers?

**CLARIFICATION TO QUESTION 2:** portable = delivery routes, out of office receiving or tracking

**ANSWER: All workstations and laser printers provided by USC Postal Service**

QUESTION 3: What is the number of offline scanners that USC requires?

**ANSWER: Scanners to be used with workstations: 4- Student Mail Center  
2 – 1600 Hampton St**

QUESTION 4: Does USC desire to use the referenced thermal label printing along with the portable offline scanners or only at the workstations?

**ANSWER: Thermal label printing to be used at receiving workstations only**

QUESTION 5: How many portable offline scanners does USC require?

**ANSWER: 12**

<b>(4) Routes</b>	<b>1600 Hampton St</b>
<b>(2) Bldg / Spare</b>	<b>1600 Hampton St</b>
<b>(1) Bldg</b>	<b>Student Mail Center</b>
<b>(5) Package PickUp</b>	<b>Student Mail Center</b>

## **THE FOLLOWING QUESTIONS REGARDING THE SOLICITATION WERE RECEIVED FROM VENDOR D:**

QUESTION 1: Will the VIP ID be available in Bar code format?

**ANSWER: Yes.**

QUESTION 2: Will the University provide a (file) list of student email addresses?

**ANSWER: Contractor will be responsible for cost of student email address interface from the University.**