



Request for Response

Courier Services

Healthy Baby/Healthy Child
Child Adolescent & Family Health

06/05/2023

I. Overview

The Boston Public Health Commission (BPHC) is the local public health department for the City of Boston. BPHC's mission is to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable.

All service contracts awarded by the Boston Public Health Commission may be subject to following the City of Boston's living wage ordinance. This ordinance requires that all employees working on sizable city contracts earn an hourly wage that is enough for a family of four to live at or above the federal poverty level. This wage amount called the living wage, is recalculated every year. For more information, please visit <https://www.boston.gov/worker-empowerment/living-wage-division>.

As part of BPHC's efforts to have an equitable procurement process, BPHC will consider and encourage Certified Unrepresentative Businesses Enterprises (CUBE) that includes; Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE), Disability-owned Business Enterprise (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), Minority Non Profit (MNPO), Women Non Profit (WNPO), Minority Women Non Profit (MWNPO) and local businesses to apply to this RFP.

II. Scope of Service

The Boston Public Health Commission is seeking a vendor that can provide courier service of perishable and non-perishable goods from The Greater Boston Food Bank to The Boston Public Health Commission Shirley's Pantry.

The vendor is requested to include labor for the delivery, loading, unloading, and stocking of goods. Service will be within a specified window. Pick up times will vary, with advance notice, between 9:00am-1:00pm.

- The service will be required weekly on Tuesdays and Thursday with approximately 5 pallets per pick-up.
- During November and December, an increase of 3-4 pallets per pick-up can be expected.
- Each year, the Friday before Thanksgiving Day, 140 cases of turkey are expected to be pick-up between 12pm – 3pm.

Up to four (4) hours of service for a 2-person crew includes.

- Pick-up from The Greater Boston Food Bank located at 70 South Bay Ave, Boston, MA. 02118 (approximately 45 minutes for loading the truck).
- Deliver to The BPHC Shirley's Pantry located at 213 River Street, Mattapan, MA. 02126 (approximately a 6.7-mile drive). Note: there is no loading dock at the BPHC Food Pantry.
- Unload, and stock goods at The BPHC Shirley's Pantry, approximately two (2) hours.

The vendor is responsible to ensure that the number of laborers and their abilities meet the duty requirements.

Type of Vehicle: Appropriate to amount and type of goods.

Dates of Service: On or about 7/01/2023- 06/30/2024 (option to extend for 2 full year periods)

The vendor must complete and sign the Boston Public Health Commission Standard Contract with all required forms prior to start of service.

III. Submission Instructions

Please submit your Proposal by—: June 16, 2023, by 4:00 PM

Subject – Food Pantry Courier Service

Email: Procurement@bphc.org, Bcrosson@bphc.org