

**DATE: March 24, 2026**

**TO: All Offerors'**

**FROM: DeKalb County Public Health**

**RE: RFQ No. 26-3005-RFP05, Courier Services**

Please see Addendum No. 1 for the above-referenced solicitation.

**ADDENDUM NO. 1  
RFP No. 26-3005-RFP05  
COURIER SERVICES**

1. The following change has been made to the above-referenced solicitation.

**Delete: Page 1**

**Add: REVISED (Extended Due Date) Page 1 (03/31/2026)**

**Questions and Answers**

2. All other terms and conditions remain the same.

**ADDENDUM NO. 1  
RFP No. 26-3005-RFP05  
COURIER SERVICES**

**REQUEST FOR PROPOSAL (RFP) No. 26-3005-RFP05  
COURIER SERVICES**

**February 24, 2026**

**Pre-Bid Conference via TEAMS: Thursday, March 5, 2026, at 10:30 am EST**  
**Must Register to receive link: <https://events.gcc.teams.microsoft.com/event/86a04cce-2a7f-40d0-9d5c-d7c59403c141@512da10d-071b-4b94-8abc-9ec4044d1516>**

**PROPOSAL DUE DATE**

**Tuesday, March 31, 2026, ~~Thursday, March 26, 2026~~, at 2:30 p.m. EST.**

**Bids shall only be accepted via email at:**  
**[DPH-DCBOHpurchasing@dph.ga.gov](mailto:DPH-DCBOHpurchasing@dph.ga.gov)**  
**Subject line *26RFP05 Courier Services***

**Any bid submitted in any other format (paper, fax, mail, etc.) will not be accepted.**

**Instructions to Bidders:**

1. All communications regarding this solicitation must be directed to the Procurement and Contracts Supervisor, Shaker Hall, [shakera.hall@dph.ga.gov](mailto:shakera.hall@dph.ga.gov).
2. All questions or requests for clarification must be sent via email at [DPH-DCBOHpurchasing@dph.ga.gov](mailto:DPH-DCBOHpurchasing@dph.ga.gov) In the subject line, use ***RFP Questions – 26RFP05 Courier Services***. Questions are due no later than **Wednesday, March 11, 2026, at 2:00 p.m. EST**. Questions received after this date and time may not be answered.
3. Questions and clarifications will be answered in the form of an addendum. Any addenda, schedule changes, and other important information regarding the solicitation related to this solicitation will be posted on the Georgia Procurement Registry, and it is the Offeror's responsibility to check the Georgia Procurement Registry for any addenda or other communications related to this solicitation.
4. DeKalb Public Health reserves the right to reject all bids and to waive technicalities and informalities and make an award in the best interest of DeKalb Public Health.
5. DeKalb Public Health is not responsible for any technical difficulties. It is highly recommended that all potential contractors submit their proposals before the due date of this solicitation

**ADDENDUM NO. 1**  
**RFP No. 26-3005-RFP05**  
**COURIER SERVICES**

A: The following are questions received and the DeKalb County Public Health responses for the above-referenced solicitation:

1. What were/are the current rates associated with the previous contract terms?  
**A: Please request an open records request at [www.dekalbcountypublichealth.com](http://www.dekalbcountypublichealth.com) to obtain previous contract documents. Also, I've added the link [Records Requests | DeKalb Public Health](#).**
2. Can you provide clarification on whether vendors are required to be registered in the State of Georgia to conduct business under this contract?  
**A: Yes, you can submit a bid; however, before the contract is awarded, verification of your Georgia business registration must be provided.**
3. Is there any reason why the checklist does not list Exhibit A as a required item to be attached? It looks like page 24 and page 30 has information we need to fill in, but it's not listed as requirement on checklist.  
**A: Only the items listed on the checklist are required at this time.**
4. Do all listed clinic locations require laboratory specimen pickup **\*\*daily\*\***, or do pickup frequency vary by location depending on clinic operations and DKPH assignment?  
**A: Varies.**
5. Approximately how many on-demand requests occur in an average week or month?  
**A: Pharmacy – The number of deliveries initiated by the Pharmacy will usually be in the range of 2 to 22 deliveries per month.**
6. Can DKPH provide an estimated weekly or monthly specimen volume (number of containers or packages) to assist with operational planning and equipment capacity?  
**A: 3-5 times weekly,**
7. Could you please confirm the **\*\*correct pharmacy pickup location and required pickup window?**  
**A: Please refer to page 4 of the solicitation.**
8. This email is an official records request for a copy of the current contract for Courier Services for DKPH.  
**A: Please see question #1.**