

# Amfast Delivery & Mail Service, LLC

**Linda L. Donnelly**

Owner

3900 SW 40<sup>th</sup> Terrace  
Topeka, Kansas 66610  
785-633-0535 or 785-249-2358  
amfastdeliveryandmail@yahoo.com

**Richard Appelhanz**

201 North Kansas  
Topeka, Kansas 66603  
785-730-8621  
rappelhanz@opekametro.org

September 2, 2020

**Subject: *Bid for deposits to US Bank***

Dear Richard,

Amfast Delivery & Mail Service, LLC is bidding on the (Monday – Friday) pick up of deposit bag from 820 Quincy pickup occurring prior to 10:00 am and taken to US Bank located at 719 South Kansas is \$6,000.00 which reflects a savings of \$240.00 per year over the current contract.

There is a charge for the type of bond that MTMA is requesting Our bid for (Friday only each week) pick up deposit bag from 201 North Kansas again prior to 10:00 am and deliver to US Bank at 719 South Kansas is \$424.00, which reflects a \$76.00 savings based upon the current contract.

There is a charge for the type of bond that Topeka Metro is requesting and we are currently in negotiations with our insurance agent on the charge for \$15,000 bond and will reply as soon as we have the answer. But rest assured that there will be a bond available.

The charge for both services would be \$568.67 per month for a total of \$6,824.04, which reflects a savings of \$315.00 annually. Amfast sends out statements on a monthly basis on the 1<sup>st</sup> of each month, with a due date being the end of said month. TMTA would be on a monthly billing cycle.

With regard to staffing the position, we have chosen Tom Manderino to be regularly scheduled driver. Tom is a retired local business owner and a retired federal employee working at the Colmary O'Neil Veteran's Hospital. He has been working with us as an independent contractor since 2013. He is extremely conscientious in all that he does for us and our customers. Additionally, if Tom is unavailable for work due to an appointment either myself or my husband John would take over in his absence and make all pick-ups and deliveries.

The doors opened to our business in March 1983. John & I founded the original Topeka office for Flexfleet Couriers. We built the business customer by customer and very quickly. Relationships were developed and we quickly became a trusted member of many local businesses and were relied upon to get the job done. We ended our partnership with Flexfleet and decided (with much encouraging from our customers) to go it on our own, so in 1992 we opened the doors to Amfast Delivery & Mail. The rest fell into place and our little company has been flourishing ever since. We are extremely proud of reputation in business circles around Topeka. With regard to our customers, I would offer the following references:

**Kansas Medical Clinic** 2200 SW 6<sup>th</sup> Topeka, Kansas 66606 Attn: Suzy Blackman  
Phone #785-354-8518 JOB: Bank deposits, interoffice materials, lab specimens and supplies, general correspondence

**Stumbo Hanson LLP** 2887 SW McVicar Avenue Topeka, Ks 66611 Attn: Brenda  
Phone # 785-267-3410 stumbolaw.com Fax 785-267-9516 JOB: Bank Deposits, file legal briefs at Federal, State and Shawnee County Courthouses, deliver to other attorney offices as needed.

**Stormont Vail Regional Medical Center** 1500 SW 10<sup>th</sup> Street Topeka, Kansas 66604  
Phone # 354-6352 Attn: Chad Roper Transportation Manager JOB: We mainly work with the lab to get important lab specimens to and from the labs, hospitals locally and outside of Topeka at the satellite offices. What we do is quite time sensitive, based on the viability and type of specimen, while it is not bank deposits we certainly bare a lot of responsibility in maintaining the continuity, safety and temperature for the lab and patients that are waiting for results.

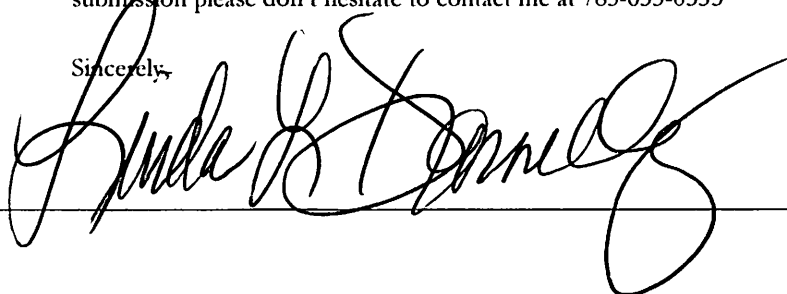
**Goodyear Tire & Rubber Company** 2000 NW US Highway 24 Topeka, Ks 66618  
Phone # 785-295-7111 Attn: Tammy Welch. JOB: Mail Courier both morning and afternoon pick-ups and deliveries. Being a giant in the manufacturing field, it is always very important to provide this service without fail as so much is riding on each letter or package delivered.

**More reference available upon request.**

We are a local Topeka delivery/courier company with a long history of providing the most trusted, timely, professional, integral service available. We take our responsibility very seriously, as matters of great importance are sent, it may not always be life or death matters, but sometimes it can be.

In closing, I would like to thank you for the opportunity to bid on this RFB, you can be assured that we will provide the most trusted, reliable and cost effective courier service for Topeka Metro Transit Authority. If you should have any questions regarding our bid submission please don't hesitate to contact me at 785-633-0535

Sincerely,



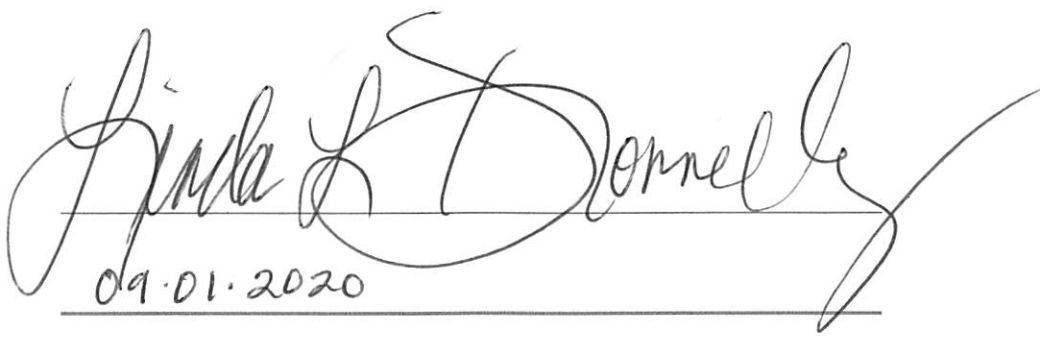
COVER SHEET

Proposer Information

Company Name Amfast Delivery & Mail Service, LLC  
Address 3900 SW 40th Terrace  
City, State, Zip Topeka, KS 66610  
Main Phone 785 - 249 - 2358

Contact Person Information

Name Linda Donnelly  
Job Title Owner  
Phone 785 - 633 - 0535  
Alt. Phone 785 - 249 - 2358  
Email amfastdeliveryandmail@yahoo.com

Signature   
Date: 09.01.2020

PRICE QUOTE

**ADMINISTRATION 201 N KANSAS AVE**

Courier Service Once Per Week on Fridays \$ 424.00  
Additional Fees or Surcharges \$ \_\_\_\_\_  
Additional Items \$ \_\_\_\_\_

**QUINCY STREET STATION 820 SE QUINCY**

Courier Service Daily Mondays Thru Saturdays \$ 6,000.00  
Additional Fees or Surcharges \$ 400.00  
Additional Items \$ \_\_\_\_\_

**TOTAL COST PER WEEK** \$ 131.23

**TOTAL COST PER MONTH** \$ 568.67

No additional charges will be accepted if not listed above.

Topeka Metro is tax exempt and will obtain a Project Exemption Certificate from the Kansas Department of Revenue. Do not include sales tax in your proposed price.

**Maximum Percentage Increase:**

Year 2 2.6%  
Year 3 2.6%  
Year 4 2.6%  
Year 5 2.6%

*Based on COLA estimates*

Complete your price quote in one of two ways:

- 1) Complete a price quote for each year of the contract.
- 2) Complete a price quote for the first year of the contract and show the maximum percentage increase for years 2-5.

**DISADVANTAGED BUSINESS ENTERPRISES (DBE) CERTIFICATION**

This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, *Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. Metro's overall 2019-2021 goal for DBE participation is 2.00%; the race neutral goal is 1.12%, and the race conscious goal is 0.88%. There is no contract goal for this procurement.

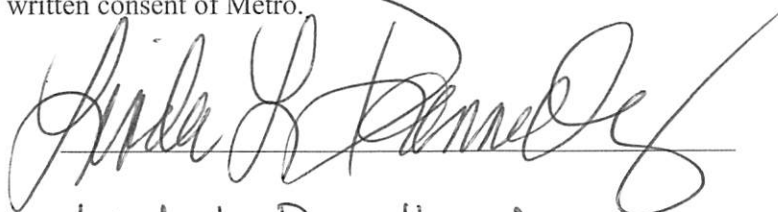
The contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as Metro deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).

The contractor is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the contractor's receipt of payment for that work from Metro.

The contractor may not hold retainage from its subcontractors.

The contractor must promptly notify Metro, whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of Metro.

Signature:



Name and Title:

Linda L. Donnelly - Owner

Company Name:

Amfast Delivery & Mail Service, LLC

Date:

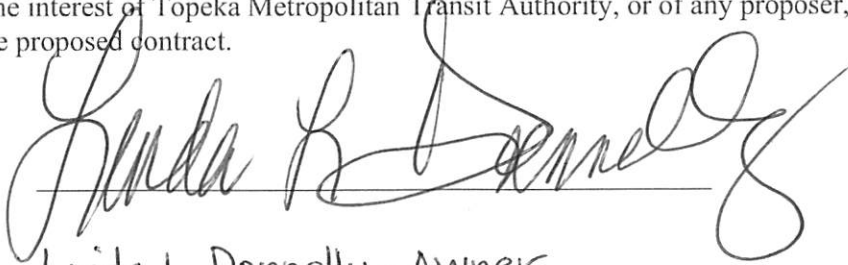
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NON-COLLUSION CERTIFICATION

This is my sworn statement to certify that this proposal was not made in the interest of or on behalf of any undisclosed entity. This proposal is not collusive.

This proposer has not been a party to any agreement or collusion in restraint of freedom of competition by agreement to bid a fixed price, to refrain from bidding, or otherwise. This proposer has not, directly or indirectly, by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of Topeka Metropolitan Transit Authority, or of any proposer, or anyone else interested in the proposed contract.

Signature:



Name and Title:

Linda L. Donnelly - owner

Company Name:

Amfast Delivery & Mail Service, LLC

Date:

09.01.2020

**SUSPENSION / DEBARMENT CERTIFICATION**

**In regard to 2 CFR Parts 180 and 1200**

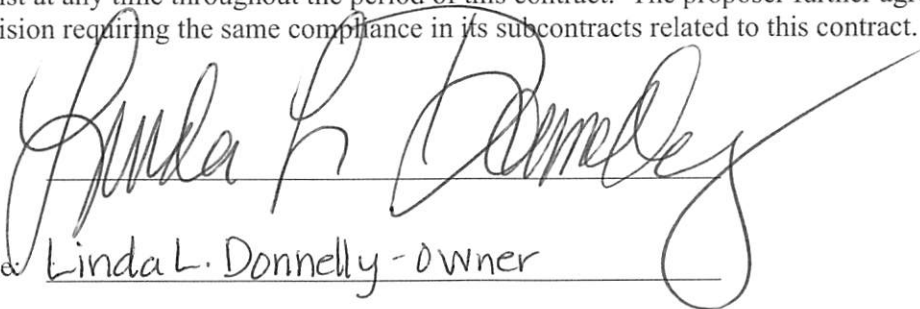
In accordance with 2 CFR Parts 180 and 1200, the contractor is required to verify that none of its principals or affiliates:

- 1) is included on the federal government's suspended and debarred list;
- 2) is proposed for debarment, declared ineligible, voluntarily excluded or disqualified;
- 3) within three years preceding this proposal, has been convicted of or had a civil judgment rendered against them for (a) commission of fraud or criminal offense pertaining to performing a public transaction, (b) violation of any federal or state antitrust statute, or (c) embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- 4) is indicted or charged by a governmental entity for any of the charges in 3) above; and
- 5) has had any public transaction terminated for cause or default within three years preceding this proposal.

The contractor is required to include this requirement in any subcontracts related to this contract.

By signing and submitting its proposal, the proposer certifies that the certification in this clause is a material representation of fact relied upon by Metro. If it is later determined that the proposer knowingly rendered an erroneous certification, in addition to remedies available to Metro, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The proposer agrees to verify that none of its principals or affiliates is included on the federal government's suspended and debarred list at any time throughout the period of this contract. The proposer further agrees to include a provision requiring the same compliance in its subcontracts related to this contract.

Signature:



Name and Title: Linda L. Donnelly - owner

Company Name: Amfast Delivery & Mail Service, LLC

Date: 09.01.2020