

RFB TO-21-01  
Courier Services  
Addendum #1  
August 12, 2020

Please note changes to **Specifications** Paragraphs 1 and 2 on page 1:

**Paragraph 1 From:**

Courier service should be designed to accomplish optimal services for depositing daily deposits for Quincy Street Station each day Monday through Saturday, and for depositing weekly deposits for the Administration building on Fridays. All deposits are to be made at U.S. Bank.

**Paragraph 1 To:**

Courier service should be designed to accomplish optimal services for depositing daily deposits for Quincy Street Station (820 Quincy St) each day Monday through Friday and for depositing weekly deposits for the Administration building, (201 North Kansas Avenue) on Fridays unless you are called for special trips for either location. Special trips such as change orders need to be completed immediately per Metro instructions. All deposits are to be made at U.S. Bank (5th & Jackson). There will be times you will have dollar coins, usually 2 boxes from the bank going to the Quincy Street Station and these boxes are heavy.

**Paragraph 2 From:**

After the Quincy Street Station deposits have been made, the locked bank bags will be returned the following day when that day's deposit is picked up. After the Administration building deposit has been made, the locked deposit bag will be returned that same day.

**Paragraph 2 To:**

Deposits will be picked up at Quincy Street Station by 10:00 a.m. (2 to 3 bags) each day (Monday thru Friday) and returned to that address immediately after deposits are made. On Fridays, the Administration Building deposit will be picked by 10:00 a.m. and deposited along with Quincy Station deposit by 11:00 a.m. to the bank. (The Administration bag will be delivered back to 201 North Kansas Ave. after deposit is made on Fridays). There will be a deposit trip made on Friday afternoons for the Quincy Street Station. (This is due to US Bank being closed on Saturdays.) Deposit bag will be returned to Quincy Street Station immediately after the deposit is made. Note: After these deposits are picked up and made, courier service will not make other stops until all bags are returned to each of the locations listed above.