

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: DEBORAH LAUCHNER, CHIEF FINANCIAL OFFICER,
FINANCE DEPARTMENT
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE
DEPARTMENT
SUBJECT: CONTRACT EXTENSION – F000568 RAPID EXPRESS COURIER
SYSTEMS

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance and Water Departments that the Council, by resolution, approve a Fifth Amendment to General Services Agreement F000568 for a one-year contract extension for courier services with Rapid Express Courier Systems, Santa Rosa, California, with no increase to service rates, in the total amount not to exceed \$30,000.

EXECUTIVE SUMMARY

Rapid Express Courier Systems provides courier services citywide. Services include pick-up and delivery of interoffice mail for all departments and Board and Commissions document routing. The current contractor continues to provide satisfactory services, and the current contract is due to expire on June 30, 2017.

BACKGROUND

On April 18, 2013, the City's Purchasing Agent awarded Contract #F000521 for a two-year term with three one-year extension options for Courier Delivery Services, for Boards, Commissions and Laguna Treatment Plant.

On June 21, 2013, the City's Purchasing Agent awarded Contract #F000568 for a two-year term with three one-year extension option for Citywide Courier Delivery Services, including but not limited to the City Hall, City Hall Annex, Recreation and Parks, Transit, UFO, MSCN and MSCS, and Fire Stations.

Under the Second Amendment, the City combined both contracts under Contract #F000568, as set forth in Exhibit B2.

PRIOR CITY COUNCIL REVIEW

Not Applicable

ANALYSIS

During the term of the agreement, the vendor has provided satisfactory monthly courier services at sites throughout the City. Based on the Consumer Price Index (CPI) for All Urban Consumers Not Seasonally Adjusted San Francisco-Oakland- San Jose, CA for the period of August 2015 to February 2017 increase of 4.5%, staff considers the extension request with no increase in cost for services to be fair and reasonable, and in the best interest of the City.

The City and Rapid Express Courier Systems entered into an agreement on June 21, 2013, awarded by the City Purchasing Agent. See contract activity chart below:

<u>Award/Amendment</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Authorization</u>
Contract Award	June 21, 2013	2-Yr Contract	\$36,900.00	Purchasing Agent
First Amendment	August 29, 2013	Add services and compensation	\$2,640.00	Purchasing Agent
Second Amendment	April 28, 2015	Extend 2-yrs, add services and compensation	\$55,374.90	City Manager
Third Amendment	March 23, 2016	Add services and compensation	\$1,190.00	City Manager
Fourth Amendment	January 19, 2017	Add services and compensation	\$312.00	City Manager
Fifth Amendment	Pending	One-Year extension and add compensation	30,000	City Council
Cumulative Contract Value			\$126,416.90	

With approval of the Fifth Amendment, the cumulative value of the Contract #F000568 will be \$126,416.90. Under the City’s Contract/Purchase Order Modification Policy III-9, the Fifth Amendment requires approval by the City Council.

FISCAL IMPACT

Funds for this expense are included in the Fiscal Year 2017-18 proposed budget within the departments that utilize the service. As a regular operating expenditure, the services are expected to be included in subsequent years' budget proposals when presented to the City Council.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment or a foreseeable indirect physical change in the environment pursuant to CEQA guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable

ATTACHMENTS

- Resolution/Exhibit A- Fifth Amendment

CONTACT

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