

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: ALAN ALTON, CHIEF FINANCIAL OFFICER  
SUBJECT: APPROVAL - GENERAL SERVICES AGREEMENT FOR  
COURIER DELIVERY SERVICE WITH TRANSPORTATION  
SYSTEMS INC., DBA RAPID EXPRESS COURIER SYSTEMS

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Finance Department that the Council, by resolution, approve a five-year General Service Agreement with one (1) five-year extension option to Transportation Systems Inc., dba Rapid Express Courier Systems, Santa Rosa, California, in the amount of \$194,230.80.

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EXECUTIVE SUMMARY

The City has an ongoing need for courier services at various city locations. The current General Services Agreement expires on June 30, 2025, and no extension options remain.

BACKGROUND

Courier Mail Services is an integral support component of the City's operations. The mail courier provides all materials, equipment, and labor necessary to collect, sort, and deliver all interdepartmental mail throughout the City offices in addition to delivering all City outbound U.S. Mail to the County of Sonoma's mail processing center. Upon arrival at the processing center, all outbound U.S. Mail is barcoded and proper postage is applied before being remitted to the post office for delivery.

On April 8, 2025, the Purchasing Division opened IFB 25-20 to solicit bids to establish a five-year agreement with one (1) five-year extension option for courier delivery service.

PRIOR CITY COUNCIL REVIEW

Not applicable.

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ANALYSIS

Fifteen (15) vendors were notified of the bid solicitation for IFB 25-20, which resulted in a list of twenty (20) prospective bidders. Four (4) bids were received, and three (3) were determined to be responsive and responsible.

See the table below:

<u>Contractor</u>	<u>Bid Amount/per hour</u>
<b>Transportation Systems Inc., dba Rapid Express Courier Systems</b>	<b>\$194,230.80*** (\$192,288.49 with local preference)</b>
Fastrak Courier Inc	\$240,840.00
Express Courier Service	\$303,600.00

\*\*\* Lowest Responsive bid

Transportation Systems Inc., dba Rapid Express Courier Systems, was the lowest responsive bidder and is the current provider of this service, and continues to provide exemplary services citywide.

FISCAL IMPACT

Approval of this action does not have a fiscal impact on the General Fund. Funds for this expense are included in the Fiscal Year 2024-25 adopted budget within the departments that utilize the service as a regular operating expenditure and are expected to be included in subsequent years' budget proposals when presented to the City Council.

ENVIRONMENTAL IMPACT

The Council finds that the proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA) under sections 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and that no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution/Exhibit A - General Service Agreement Number F003044

PRESENTERS

Alan Alton, Chief Financial Officer  
Jennifer Myles, Purchasing Agent