

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Brett Wood, Purchasing Manager

DATE: September 24, 2013

SUBJECT: Courier Services – Sierra Express Delivery Service

ACTION REQUESTED

1. Approve the award of Competitive Bid No. 10279 for Courier Services to Sierra Express Delivery Service Inc. of Roseville, CA in the maximum aggregate amount of \$95,500, funded by the budgets of Administrative Services-Central Services Division (\$47,500), and the Placer County Library (\$48,000) each with no new or additional net county cost, for the period of October 1, 2013 to September 30, 2014;
2. Approve the option to renew for two additional one-year terms as long as the renewal amounts do not exceed a 10 percent increase of the recommended aggregate amount of \$95,500; and
3. Authorize the Purchasing Manager to sign the resulting blanket purchase order.

BACKGROUND

The Placer County Library and Administrative Services' Central Services Division require an annual contract for courier services used to transport County inter-office mail and Library materials to and from various destinations within Placer County. The current blanket purchase orders (BPOs) will expire on September 31, 2013.

Invitation for Bid (IFB) No. 10279 was developed requesting pricing for the departments' courier service requirements in the Auburn/Roseville and Auburn/Tahoe areas. The IFB was distributed via Public Purchase to fourteen vendors and was also posted on Procurement's website. Sixteen firms accessed the bid and a total of five firms responded.

The bid was evaluated on an all-or-none basis. Local Vendor Preference and Prompt Pay Discounts were considered in the award evaluation, but did not affect the outcome. Sierra Express, the incumbent, is the lowest and most responsive bidder for an all or none award.

FISCAL IMPACT

Upon your Board's approval, a single BPO will be awarded to Sierra Express Delivery in the maximum aggregate amount of \$95,500 for the period effective October 1, 2013 to September 30, 2014. Each department is responsible for budgeting properly for its own expenditures from the resulting BPO.

Attachment: Evaluation Spreadsheet

Cc: Leslie Blagg, Central Service Manager
Melissa Nunnink, Administrative & Fiscal Operations Manager
Mary George, Director of Library Services

461



COUNTY OF PLACER, AUBURN, CA

BID EVALUATION & AWARD RECOMMENDATION

Bid No. 10279
 Title: Courier Services
 Due Date: 9/30/13

Buyer Name: Alicia Wilbur
 Phone: 530-889-4229
 Estimated Award Date: 9/30/13

(Recommended award is highlighted)

Name of Firm City/State Telephone Fax Number LVP Certified? ⁽¹⁾ Invoice Terms ⁽²⁾		Veteran Express Transport Services Sacramento, CA 916-640-8147 916-640-8166 No Net 30		Mail Dispatch San Diego, CA 858-444-8013 858-444-2377 No Net 30		Northshore Transportation Truckee, CA 530-582-9879 530-582-1268 Yes 2% 10 Days, Net 30		Sierra Express Delivery Roseville, CA 916-782-4256 916-782-4252 Yes 2% 15, Net 30		Capital Delivery Systems Inc Sacramento, CA 916-688-3777 916-688-9659 No		
Item No.	Item Description	Qty	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	Auburn/Roseville Int'l Monthly Fee	12	1,785.00	21,420.00	1,950.00	23,400.00	2,900.00	34,800.00	1,850.00	22,200.00	3,637.40	43,648.80
			Sub Total	21,420.00	Sub Total	23,400.00	Sub Total	34,800.00	Sub Total	22,200.00	Sub Total	43,648.80
			LVP	0.00	LVP	0.00	LVP	1,740.00	LVP	1,110.00	LVP	0.00
			Prompt Pay Disc	0.00	Prompt Pay Disc	0.00	Prompt Pay Disc	696.00	Prompt Pay Disc	444.00	Prompt Pay Disc	
			Ref. Price	\$21,420.00	Ref. Price	\$23,400.00	Ref. Price	\$32,364.00	Ref. Price	\$20,646.00	Ref. Price	\$43,648.80
2A	Auburn/Tahoe Area II Monthly Fee	12	No Bid		No Bid		1,545.00	18,540.00	1,300.00	15,600.00	No Bid	
2B	Tahoe Auburn - Daily Daily	260	No Bid		No Bid		22.50	5,850.00	400.00	4,800.00	No Bid	
			Sub Total		Sub Total		Sub Total	24,390.00	Sub Total	20,400.00	Sub Total	
			LVP	0.00	LVP	0.00	LVP	1,219.50	LVP	1,020.00	LVP	0.00
			Prompt Pay Disc	0.00	Prompt Pay Disc	0.00	Prompt Pay Disc	487.80	Prompt Pay Disc	408.00	Prompt Pay Disc	
			Ref. Price	NO BID	Ref. Price	NO BID	Ref. Price	\$22,682.70	Ref. Price	\$18,972.00	Ref. Price	NO BID
3	Auburn/South Placer Monthly Fee	12	2,434.11	29,209.32	2,200.00	26,400.00	2,900.00	34,800.00	2,600.00	31,200.00	1,053.14	12,757.68
			Sub Total	29,209.32	Sub Total	26,400.00	Sub Total	34,800.00	Sub Total	31,200.00	Sub Total	12,757.68
			LVP	0.00	LVP	0.00	LVP	1,740.00	LVP	1,560.00	LVP	0.00
			Prompt Pay Disc	0.00	Prompt Pay Disc	0.00	Prompt Pay Disc	696.00	Prompt Pay Disc	624.00	Prompt Pay Disc	
			Ref. Price	\$29,209.32	Ref. Price	\$26,400.00	Ref. Price	\$32,364.00	Ref. Price	\$29,016.00	Ref. Price	\$12,757.68
4	Auburn/Tahoe Area I Monthly Fee	12	No Bid		No Bid		1,750.00	21,000.00	1,450.00	17,400.00	No Bid	
			Sub Total		Sub Total		Sub Total	21,000.00	Sub Total	17,400.00	Sub Total	
			LVP	0.00	LVP	0.00	LVP	1,050.00	LVP	870.00	LVP	0.00
			Prompt Pay Disc	0.00	Prompt Pay Disc	0.00	Prompt Pay Disc	420.00	Prompt Pay Disc	348.00	Prompt Pay Disc	
			Ref. Price	NO BID	Ref. Price	NO BID	Ref. Price	\$19,530.00	Ref. Price	\$16,182.00	Ref. Price	NO BID

(1) Local Vendor Preference is granted to those firms who file an LVP Affidavit with the County prior to the
 (2) Invoice Terms of less than 10 days

Did not bid all locations Did not bid all locations Total for all locations: \$106,940.70 Total for all locations: \$84,816.00 Did not bid all locations

402