



MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT DIVISION
County of Placer

TO: Honorable Board of Supervisors DATE: October 25, 2016
FROM: Brett Wood, Purchasing Manager
SUBJECT: Courier Services – Sierra Express Delivery Service

ACTION REQUESTED

Approve the award of competitive Bids No. 10580 to Sierra Express Delivery Service Inc. of Roseville, CA for Courier Services in the maximum aggregate amount of \$95,500 for the period of November 1, 2016 to September 30, 2017. Funding is included in the Department of Administrative Services' and the Placer County Library's FY 2016-17 Final Budgets.

Approve the option to renew the resulting blanket purchase order for two (2) additional one-year periods provided the renewal amounts do not exceed 10 percent in aggregate of the original award amount.

Authorize the Purchasing Manager to sign all required documents.

BACKGROUND

The Placer County Library (PCL) and the Administrative Services' Central Services (CS) Division require an annual contract for courier services which is used to transport library materials, the County's interoffice mail, miscellaneous printing orders, and other necessary materials between library facilities and County offices within Placer County. The Placer County libraries hold more than 350,000 items. Those items are continuously being purchased and distributed to library facilities in the South Placer and Tahoe areas. CS processes over 2,400 pieces of interoffice mail which involves transporting interoffice documents to seventeen locations in the Auburn/Roseville area and twenty-two locations in the Tahoe area.

The PCL and CS have identified a need for the service to augment its workforce during peak workload periods and during specific times of the year when delivery services cannot be completed in a timely manner. The augmented services are utilized primarily in the Tahoe and Roseville areas. This allows the achievement of efficiencies in both staffing, time and resources while maximizing the ability to distribute library and materials and interoffice documents in a timely manner.

The PCL and CS enlisted the assistance of the Procurement Services Division to develop Bid No. 10580 for courier services in the Auburn/Roseville and Auburn/Tahoe area. Ten firms were notified of the solicitation, five (5) firms accessed the bid documents, and responses were received from Donald's Taxi of Sacramento, CA and Sierra Express Delivery Service, Inc. of Roseville, CA

The bid was evaluated on an all-or-none basis. Local vendor preference and prompt pay discounts were considered but did not affect the overall evaluation. Sierra Express Delivery Service is the low bidder. The firm is the existing contractor and the PCL and CS indicate that service has been good.

The PCL and CS concur with Procurement Services Division's recommendation to award a blanket purchase order to Sierra Express Delivery Service in the maximum amount of \$95,500. Costs for these services are shared between the PCL and CS. No bid protests were received regarding the award recommendation.

Per the Purchasing Policy Manual Section 2.1(c), your Board's approval is required to proceed with the award of a blanket purchase order to Sierra Express Delivery Service in the maximum amount of \$95,500.

FISCAL IMPACT

Funding for these services are included in the Department of Administrative Services' and the Placer County Library's FY 2016-17 Final Budgets. Funds are not encumbered until services are performed against the resulting blanket purchase order.

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