BEFORE THE BOARD OF SUPERVISORS COUNTY OF TULARE, STATE OF CALIFORNIA

IN THE MATTER OF SECOND)
AMENDMENT TO AGREEMENT NO. 25558) RE
WITH PENINSULA MESSENGER SERVICE) AC
OF CENTRAL CALIFORNIA, INC.)

RESOLUTION NO. 2018-0509 AGREEMENT NO. 25558-B

UPON MOTION OF SUPERVISOR <u>ENNIS</u>, SECONDED BY SUPERVISOR <u>CROCKER</u>, THE FOLLOWING WAS ADOPTED BY THE BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD JUNE 26, 2018, BY THE FOLLOWING VOTE:

AYES: SUPERVISORS CROCKER, VANDER POEL, SHUKLIAN, WORTHLEY,

AND ENNIS

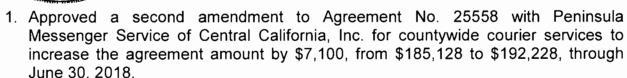
NOES: NONE ABSTAIN: NONE ABSENT: NONE

ATTEST: MICHAEL C. SPATA

COUNTY ADMINISTRATIVE OFFICER/ CLERK, BOARD OF SUPERVISORS

Y: \

Deputy Clerk



- 2. Approved the necessary budget adjustment per the attached AUD 308 (4/5ths vote required).
- 3. Authorized the Chairman to sign the second amendment to Agreement.



GENERAL SERVICES AGENCY PRINT & MAIL COUNTY OF TULARE AGENDA ITEM

BOARD OF SUPERVISORS

KUYLER CROCKER District One

PETE VANDER POEL District Two

> AMY SHUKLIAN District Three

J. STEVEN WORTHLEY District Four

> MIKE ENNIS District Five

AGENDA DATE:	June 26,	2018
AGENDA DATE.	Julie 20,	2010

Public Hearing Required Scheduled Public Hearing w/Clerk Published Notice Required Advertised Published Notice County Counsel Sign-Off Meet & Confer Required Electronic file(s) has been sent Budget Transfer (Aud 308) attached Personnel Resolution attached	Yes □ N/A ☒ Yes ☒ N/A □ Yes ☒ N/A ☒ Yes ☒ N/A ☒ Yes ☒ N/A ☒
Agreements are attached and signature lin	ne for Chairman is marked with tab(s)/flag(s) Yes N/A
CONTACT PERSON: Maria Benavides	PHONE: 559-624-7223

SUBJECT:

Second Amendment to Agreement No. 25558 with Peninsula Messenger Service of Central California, Inc.

REQUEST(S):

That the Board of Supervisors:

- Approve a second amendment to Agreement No. 25558 with Peninsula Messenger Service of Central California, Inc. for countywide courier services to increase the agreement amount by \$7,100, from \$185,128 to \$192,228, through June 30, 2018.
- 2. Approve the necessary budget adjustment per the attached AUD 308 (4/5ths vote required).
- 3. Authorize the Chairman to sign the second amendment to Agreement.

SUMMARY:

On July 1, 2012, the County entered into Agreement No. 25558 with Peninsula Messenger Service of Central California, Inc. (Peninsula) for private courier services to pick up and deliver inter-office mail, office supplies, print orders, small furniture items, paper stock, copy machine supplies, maintenance supplies, and other items required by the County for the various County offices.

On April 25, 2017, the Board approved an amendment to Agreement No. 25558 to exercise the option to extend the agreement by one year from July 1, 2017 through June 30, 2018.

The agreed upon contract amount was \$185,128. However, due to recent departmental moves associated with the Countywide Space Program, the request for additional

SUBJECT: Second Amendment to Agreement No. 25558 with Peninsula Messenger

Service of Central California, Inc.

DATE: June 26, 2018

courier services has increased. Print & Mail estimates the total cost of these requests for the remaining contract term to exceed the contracted amount by \$7,100.

In anticipation of future changing courier needs in fiscal year 2018/19, Print & Mail is conducting a Request for Proposals (RFP) for courier services. The RFP process will allow the County to obtain fair and competitive pricing for the appropriate volume and quality of courier services.

The original agreement was approved by the Board of Supervisors on June 19, 2012. The first amendment was approved as to form by County Counsel and was approved by the Board of Supervisors on April 25, 2017. There were no substantive deviations from the standard County boilerplate identified in the original or first amendment agenda items. The proposed second amendment to the agreement does not include any additional deviations from the standard County boilerplate.

The only change to the original agreement, as amended to date, is a change in dollar amount of the agreement. The price for services has not changed.

It is requested that the Board approve the necessary budget adjustment per the attached AUD 308 (4/5th vote required).

FISCAL IMPACT/FINANCING:

The AUD 308 will increase the Courier Services revenue line 001-087-7601-9436, expense line 001-087-7601-7043 by \$7,100. There is no additional Net County Cost. Courier services are paid for by the individual departments based upon their requirements for service.

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's Strategic Business Plan includes the Organizational Performance initiative to continuously improve organizational effectiveness and fiscal stability. Approval of this amendment supports this initiative by providing for effective and consistent communication within the County.

ADMINISTRATIVE SIGN-OFF:

Art Arreola

Print and Mail Services Manager

Cc: County Administrative Office

Attachment(s)

A - Second Amendment to Agreement No. 25558

B - AUD 308

AUD-3	08 - Bu	dget Ac	ljustment f	orm							11:17 AM
	5/	22/18							11/18		2018
Date				Document ID			O Number		Accounting Period		Budget Fiscal Year
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Action**		r	Γ			Age	ncy Name		Contact Person	Phone	Extension
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		Affected	Dept Head S	Signature				Other A	ffected Dept Hea	d Signature	
Checked By:								Entered By:			
County Executive Office Action: No. Date: (X) Approved () Disapproved								Date: 1: BOS/CAO/Auditor			
By Board o	AMI F	Collections Action	lo in: No.20K	-0509L	Date: 0	20/20	18				
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* Whenever a 95XX account budget is adjusted, a corresponding 98XX account budget must be adjusted in the billing agency, and vice versa * Whenever a 97XX account budget is adjusted, a corresponding 98XX account budget must be adjusted in the billing agency, and vice versa											