

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

IN THE MATTER OF SECOND )  
AMENDMENT TO AGREEMENT NO. 25558 ) RESOLUTION NO. 2018-0509  
WITH PENINSULA MESSENGER SERVICE ) AGREEMENT NO. 25558-B  
OF CENTRAL CALIFORNIA, INC. )

UPON MOTION OF SUPERVISOR ENNIS, SECONDED BY SUPERVISOR CROCKER, 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

BY: Hilary Ravello  
Deputy Clerk

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1. Approved 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. 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

Public Hearing Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Published Notice Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Advertised Published Notice	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
County Counsel Sign-Off	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Meet & Confer Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Personnel Resolution attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>

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:

1. 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

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**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 (4/5<sup>th</sup> 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-308 - Budget Adjustment Form**

11:17 AM

5/22/18			11/18	2018
Date	Document ID Number		Accounting Period	Budget Fiscal Year
General Services			Rebecca Duvall	636-7211
Agency Name			Contact Person	Phone
				Extension

Action** A,C,D	Fund	Dept	Appr #				<u>LEVEL 1 Finish Here</u>	Current Amount	Revised Amount	Inc / Dec Amt
C	001	087	087SSUP					789,167	796,267	7,100
										-
										-
										-
										-
										-
										-
										-
										-
										-
										-
										-
										-
										-
<b>Appropriations Total</b>							<i>Need Not Equal Zero</i>	<b>789,167</b>	<b>796,267</b>	<b>7,100</b>

Action** A,C,D	Fund	Dept	Appr #	Unit	Object	Rev	<u>LEVEL 2 Start Here</u>	Current Amt	Revised Amount	Inc / Dec Amt
C	001	087	087SSUP	7601	7043			190,802	197,902	7,100
C	001	087		7601		9436		55,024	62,124	(7,100)
										-
										-
										-
										-
										-
										-
										-
										-
										-
										-
										-
										-
										-
										-
										-
										-
										-
										-
<b>Line Total</b>							<i>Must Equal Zero</i>	<b>\$ 245,826</b>	<b>\$ 260,026</b>	<b>\$ -</b>

Reason for Adjustment (To Avoid Correspondence, State Reason in Detail)

Increase Courier Services expense line and matching revenue line by \$7,100 to cover cost of increased courier services associated with Countywide Space Program.

Affected Dept Head Signature

Other Affected Dept Head Signature

Checked By: _____ County Executive Office Action: No. _____ Date: _____ ( X ) Approved ( ) Disapproved By: <u>Hilary Rehels</u> Board of Supervisors Action: No. <u>2018-0509</u> Date: <u>05/22/2018</u>	Entered By: _____ Date: _____ Distribution: 1: BOS/CAO/Auditor
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**\*\* Action Codes: A=Add, C=Change, D=Deactivate**

- \* Whenever a 93XX account budget is adjusted, a corresponding 94XX account budget must be adjusted in the billing agency, except for ISFs
- \* Whenever a 96XX account budget is adjusted, a corresponding 96XX 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