



**COUNTY ADMINISTRATIVE OFFICE
GENERAL SERVICES
COURIER
COUNTY OF TULARE
AGENDA ITEM**

BOARD OF SUPERVISORS

ALLEN ISHIDA
District One

PETE VANDER POEL
District Two

PHILLIP A. COX
District Three

J. STEVEN WORTHLEY
District Four

MIKE ENNIS
District Five

AGENDA DATE: June 19, 2012

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"/>
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 type="checkbox"/>	N/A <input checked="" 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: Art Arreola PHONE: 559-624-7230

SUBJECT: Approve an Agreement with Peninsula Messenger Service for courier services

REQUEST(S):

That the Board of Supervisors:

1. Approve a five year Agreement with Peninsula Messenger Service for courier service to all County departments with a term ending June 30, 2017.
2. Authorize the Chairman to sign four copies of the Agreement.

SUMMARY:

Courier service is provided under contract to all participating County departments. The courier service typically provides routine trips to over half of the approximately 160 facilities the County currently maintains. Since 1996, Peninsula Messenger Service has been the service provider for the County. The Agreement also allows for the modification to courier routes to accommodate vacancies and new sites to be serviced. The current contract expires on June 30, 2012. Services under the proposed agreement will be provided for the period of July 1, 2012 through June 30, 2017, with the option to extend for an additional year.

On March 13, 2012, General Services, with the help of the Purchasing Department, requested written proposals be submitted from companies that provide courier services in our area. A vendor conference was then held to allow these potential vendors the opportunity to clarify any questions. Of the three bids submitted, Peninsula Messenger Service had the highest overall score considered to be in the best interest of the County. Their bid was the lowest price, they have direct experience with the County, and they are a local firm.

SUBJECT: Approve an Agreement with Peninsula Messenger Service

DATE: June 19, 2012

FISCAL IMPACT/FINANCING:

There are no net County costs to the General Fund. 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 five-year strategic plan includes the Organizational Performance Initiative to continuously improve organizational effectiveness and fiscal stability. Approving the agreement with Peninsula Messenger Service helps fulfill this initiative by providing a quality service to departments efficiently.

ADMINISTRATIVE SIGN-OFF:

Art Arreola
Print and Mail Services Manager

Cc: Auditor-Controller
County Counsel
County Administrative Office (2)

Attachment(s):
Agreement

1. Approved a five year Agreement between with Peninsula Messenger Service for courier service to all County departments with a term ending June 30, 2017.
2. Authorized the Chairman to sign four copies of the Agreement.