



REPORT TO COUNCIL

City of Sacramento

915 I Street, Sacramento, CA 95814-2604
www.CityofSacramento.org

CONSENT
 April 30, 2009

**Honorable Mayor and
 Members of the City Council**

Title: Contract: START Support Services

Location/Council District: Multiple Locations Within and Outside the City Limits

Recommendation: Adopt a **Resolution:** 1) awarding a one-year courier services contract with a City option to renew for up to two additional one-year periods to Unity Courier Service, Inc., for a total amount not to exceed \$167,209; 2) authorizing the City Manager or the City Manager's designee to execute the contract; and, 3) authorizing the City Manager or the City Manager's designee to execute the options to renew contingent upon the availability of sufficient funds in the budgets adopted for FY2009/10, FY2010/11 and FY2011/12.

Contact: Alan Tomiyama, Recreation Division Manager, 808-8958; Christopher Stewart, Procurement Services Manager, 808-6202; Brian Fitzgerald, Recreation Superintendent, 808-6196.

Presenters: Not Applicable

Department: Parks and Recreation

Division: Children and Community Recreation Services

Organization No: 19001631

Description/Analysis

Issue: The Department of Parks and Recreation, Sacramento START (Students Today Achieving Results for Tomorrow) after school literacy and enrichment program has provided services to children in Sacramento since 1996. Currently START provides services to approximately 6,000 children at 62 locations within five school districts in the Sacramento area.

The widespread locations of the START sites pose a challenge for the distribution of information and materials to and from START's main office and the 62 program locations. Staff at the individual sites do not have computer access for electronic communications; moreover, not all information lends itself to electronic transmission. Additionally, it is not cost-effective, administratively efficient, or good sustainability practice for individual staff members at each of the 62 sites to drive to and from START's main office to obtain and deliver information packets.

The use of a professional courier service will ensure that documents are delivered in a timely, efficient, and cost-effective manner and will allow staff to devote more quality time to program participants.

Policy Considerations: Staff's recommendation is consistent with policies in the City Council adopted *2005-2010 Parks and Recreation Master Plan* (Policy 1.6, 3.1, 12.1), City Code Chapter 3.56, and with the City's strategic plan to achieve sustainability and livability throughout the City.

Environmental Considerations:

California Environmental Quality Act (CEQA): Staff's recommendation concerns administrative activities that will not have any significant effect on the environment and that do not constitute a "project," as defined by the California Environmental Quality Act (CEQA) [CEQA Guidelines Sections 15061(b)(3); 15378(b)(2)].

Sustainability Considerations: Staff's recommendation concerns administrative activities that have been reviewed for consistency with the goals, policies and targets of the *Department of Parks & Recreation Sustainability Plan 2008-2015*. Staff's recommendation will advance those goals, policies and targets by greatly reducing vehicle use for the distribution of informational materials to and from the 62 locations and the START main office.

Commission/Committee Action: Not applicable.

Rationale for Recommendation: The use of a professional courier service will ensure that documents are delivered in a timely, efficient, sustainable, and cost-effective manner and will allow staff to devote more quality time to program participants.

In February 2009, Procurement Services publicly solicited Invitation for Bid No. B093246020, which was developed and administered in accordance with City Code Chapter 3.56, for the procurement of courier services. Twenty-seven bidders were notified in addition to making the solicitation available on the City's website. Based on the responses submitted, Procurement Services has determined that Unity Courier Service, Inc. of Los Angeles meets all specified requirements and is also the lowest responsive and responsible bidder, as shown in Attachment 2.

As a result of the competitive bid process, this award will save approximately \$30,000 over a three year period when compared to the cost of the current service provider.

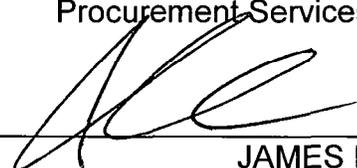
Financial Considerations: Funding for courier services will be provided from the operating budget of START, Fund 2501, provided that sufficient funds are available in the budget adopted for FY2009/10, FY2010/11 and FY2011/12. This item will have no impact on the General Fund.

Prices associated with this contract are all inclusive (no fuel charge, wait time, dry runs, etc) and are fixed for the first year of service. Increases for years two and three will not exceed five (5) percent per year and are subject to City approval.

Emerging Small Business Development (ESBD): The City received bid responses from a total of three service providers and none are certified by the City of Sacramento as an Emerging or Small Business Enterprise.

Respectfully Submitted by: 
Alan Tomiyama
Recreation Division Manager

Respectfully Submitted by: 
Christopher Stewart
Procurement Services Manager

Approved by: 
JAMES L. COMBS
Director of Parks and Recreation

Recommendation Approved:


RAY KERRIDGE
City Manager

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ATTACHMENT 1

Background:

Sacramento START (Students Today Achieving Results for Tomorrow) was launched in 1996. Today, START is widely recognized as one of the most outstanding after-school literacy and enrichment programs in the country, serving more than 6,000 elementary school children in 62 locations in five school districts in the City and County. The City of Sacramento through its Parks and Recreation Department provides management and administrative support. Funding is provided through a partnership with the California Department of Education, the City of Sacramento, five participating school districts, and donations from foundations, businesses, and individuals. A significant portion of the funding comes from the State or from school districts whose funding comes from the State. No fees are charged to the children or their parents.

The widespread locations of the various START sites pose a challenge for the distribution of information and materials to and from START's main office and the 62 program sites. Staff at the individual sites do not have computer access for electronic communications. Moreover, not all information lends itself to electronic transmission. Packets containing program information, notices, and other information must be picked up every Tuesday from START's main office by 10:00 a.m. for delivery to the 62 START sites by 2 p.m. the same day. On Thursday, information must be picked up from the 62 START sites for delivery to the START main office by 2 p.m. A cost-benefit analysis has deemed it cost prohibitive and inefficient to pay START staff to deliver the information packets in that mileage, out-of-class pay, and possible overtime charges would be paid to staff to deliver the information packets.

The use of a professional courier service will ensure that documents are delivered in a timely, efficient, and cost-effective manner and will allow staff to devote more quality time to program participants.

The contract is on file in the City Clerk's Office for review.

Bid No. B093246020 Courier Services Summary Sheet

		Vendor #1			Vendor #2			Vendor #3		
		Unity Courier Service			Aero Speed			Mahmood Akhter		
		Quote Number			Quote Number			Quote Number		
		B093246020			B093246020			B093246020		
		Phone			Phone			Phone		
		323-255-9800			800-624-4049			916-969-2801		
		Contact Person			Contact Person			Contact Person		
		Bill Loveday			Rick Bergeron			Mahmood Akhter		
PRICING SECTION										
QTY	Item Description	UNIT PRICE	WEEKS	TOTAL PRICE	UNIT PRICE	WEEKS	TOTAL PRICE	UNIT PRICE	WEEKS	TOTAL PRICE
62	Tuesday	8.00	52	\$ 25,792.00	10.00	52	\$ 32,240.00	9.00	52	\$ 29,016.00
62	Thursday	8.00	52	\$ 25,792.00	10.00	52	\$ 32,240.00	9.00	52	\$ 29,016.00
1	Main Office to Serna Center	14.00	52	\$ 728.00	15.00	52	\$ 780.00	240	52	\$ 12,480.00
1	Main Office to City Hall	14.00	52	\$ 728.00	15.00	52	\$ 780.00	240	52	\$ 12,480.00
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BID EVALUATION SECTION										
	Materials Sub-total			\$ 53,040.00			\$ 66,040.00			\$ 82,992.00

Award of Contract to: Unity Courier Service, Inc. **Department:** Parks and Recreation

Total Estimated Annual Contract Amount: \$53,040.00

Total Contract Amount with all Extensions (estimate only) \$ 167,209

The lowest responsible bid amount of \$53,040 represents the annual estimate of services rendered. Given an estimated 5% cost escalation per year, the anticipated cost in years two and three of this contract would be \$55,692 and \$58,477, respectively. Authorization is requested to enter into a contract for a combined total not to exceed \$167,209 of this potential three (3) year contract.

RESOLUTION NO. 2009-

Adopted by the Sacramento City Council

April 30, 2009

CONTRACT WITH UNITY COURIER SERVICE, INC., FOR AN AMOUNT NOT TO EXCEED \$167,209

BACKGROUND

- A. The Department of Parks and Recreation, Sacramento START Program has an ongoing need for courier services to pickup and deliver information packets to and from the START main office and 62 START sites located in five school districts in the Sacramento area.
- B. In February 2009, Procurement Services, in accordance with City Code Chapter 3.56, issued Invitation for Bid no. B093246020 for courier services. Three responses were received. The lowest responsible bidder was determined to be Unity Courier Service, Inc.
- C. The cost for the purchase of courier services from Unity Courier Service, Inc. for FY2009/10 is anticipated to be \$53,040. The cost for FY2010/11 and FY2011/12 will not increase more than 5% per year, with an approximate cumulative cost for the three years of \$167,209. All costs will be paid by the START fund (Fund 2501) and will have no impact on the General Fund (Fund 1001). First year funds are available in the FY2009/10 START operating budget and funds for FY2010/11 and FY2011/12 are contingent upon budget approval and availability of funding. Years two and three of the contract are at the City's option.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. A one-year courier services contract with a City option to renew for up to two additional one-year periods is awarded to Unity Courier Service, Inc., for a total amount not to exceed \$167,209 for FY2009/10, FY2010/11 and FY2011/12.
- Section 2. The City Manager or the City Manager's designee is authorized to execute the contract.
- Section 3. The City Manager or the City Manager's designee is authorized to execute the options to renew contingent upon the availability of sufficient funds in the budgets adopted for FY FY2009/10, FY2010/11 and FY2011/12.

