

Internal



Office of the City Manager

CONSENT CALENDAR
March 26, 2024

To: Honorable Mayor and Members of the City Council
From: Dee Williams-Ridley, City Manager
Submitted by: Henry Oyekanmi, Director, Finance
Subject: Contract No. 32400009 Amendment: Stella Courier for Satellite Mail Services/Mail Room Coverage

RECOMMENDATION

Adopt a Resolution approving an additional \$50,000 to Contract 32400009 with Stella Courier, and authorizing the City Manager to amend the contract accordingly.

FISCAL IMPACTS OF RECOMMENDATION

An additional \$50,000 is required to complete the current contract year due to personnel issues which required Stella Courier to cover the mail room on a full-time basis from November 2023 through, and including, January 2024. The need for this long-term full-time coverage was not anticipated when competing for this work, or when drafting and approving the contract.

CURRENT SITUATION AND ITS EFFECTS

The original Stella Courier contract was approved in the amount of \$216,000, which was intended to provide funding for three (3) years. The unexpected leave by staff caused the City to utilize Stella Courier full-time in the mail room through January 2024, with occasional extra coverage now expected through the end of Fiscal Year 2024.

A spend breakdown is listed in the table below:

| | |
|---|------------|
| Initial Contract Amount | \$ 216,000 |
| Additional funds required for first contract year | \$ 50,000 |
| Total Contract not-to-exceed | \$ 266,000 |

BACKGROUND

The City administered Request for Proposals number 23-11658-C in spring 2023 and awarded the contract to Stella Courier for providing daily services to the satellite locations, as well as, back-up coverage as needed for the mail room. City Council approved the contract award for Stella Courier in 2023. The contract commenced July 1, 2023.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

Stella Courier supports the City's environmental requirements and uses only bicycles to execute the courier services and mail pick-up/drop-off while performing the scope of services in this contract.

RATIONALE FOR RECOMMENDATION

Stella was awarded this contract resulting from RFP 23-11568-C. The sudden need for full-time mail room coverage was not expected, and Stella Courier was able to step up and perform the work when called upon because they have the knowledge, expertise, specific training, and City security clearance required to perform the work.

ALTERNATIVE ACTIONS CONSIDERED

There was no other feasible action. Stella staff were already trained in City mail room operations. Hiring a temp worker would have required training, background check, etc., and Stella was already positioned to step in and perform the work, as they were doing so on an as-needed basis at the time city staff went on leave.

CONTACT PERSON

Josh Roben, Contract Administrator, Finance/General Services, 510-981-7324

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

AMENDMENT AND EXTENSION OF STELLA COURIER CONTRACT 32400009

WHEREAS, City Council approved Resolution 70,844-N.S. on May 23, 2023 approving the contract for courier and mail room services with Stella Courier, as a result of Request for Proposals #23-11658-C; and

WHEREAS, City departments required ongoing mail services without any break in services from November 2023 through January 2024; and

WHEREAS, the urgent need for full-time mail room coverage was unexpected, and ongoing need now differs from original planning; and

WHEREAS, Stella Courier continues to support and comply with the City's social responsibility and environmental requirements by using only bicycles to perform the work; and

WHEREAS, the benefits of utilizing Stella Courier for their expertise and training outweighed sourcing temporary staff.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to amend the contract with Stella Courier to add \$50,000 as required for the first contract year, increasing the Not-to-Exceed amount to \$266,000.

