

CALIFORNIA COASTAL COMMISSION

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W25a

February 22, 2013

TO: Commissioners and Other Interested Parties

FROM: Charles Lester, Executive Director
Susan Hansch, Chief Deputy Director
Pamela Wu, Chief, Fiscal & Business Services
Jessica Chan, Contract & Facilities Analyst, Business Services

SUBJECT: **Contract Award for Tricor America, Inc. for Courier Services for public hearing and Commission action, Item W25a, March 6, 2013.**

STAFF RECOMMENDATION

Staff recommends that the Commission authorize the Executive Director to approve and sign a contract with Tricor America, Inc. for an amount not to exceed \$24,000 to provide courier pouch and package daily morning delivery service between Commission offices and to and from Commission meeting sites for a period of one year beginning April 1, 2013. The contract will contain an option to extend the term for an additional one-year time period.

MOTION

"I move that the Commission authorize the Executive Director to contract with Tricor America, Inc. for an amount not to exceed \$24,000 to provide daily courier pouch and package delivery service between Commission offices and to and from Commission meeting sites for one year beginning April 1, 2013, with the option of extending the contract for an additional one-year time period, in accordance with the Department of General Services instructions."

Staff recommends a **YES** vote.

BACKGROUND

The Commission currently has a contract for courier services for morning delivery of materials between Commission offices and for next day delivery of materials to and from the Commission meeting sites. The contract expires March 31, 2013.

CONTRACT SPECIFICATIONS

In accordance with state contracting requirements, an Invitation for Bid (IFB) was prepared by Commission staff and made available to prospective bidders on January 22, 2013, through an advertisement on the California State Contracts Register (CSCR). Fifty-one prospective bidders viewed the IFB on the CSCR. The IFB stated the Commission's specifications for courier services including daily service between the San Francisco headquarters office and each district office, service to and from Commission meeting locations, and occasional service between district offices. The IFB also stated that the award would be made to the lowest bidder which would be determined based on the Monthly Flat Rate for daily service and the Commission Meeting Materials rate, both extended by twelve months for an estimated annual cost.

CONCLUSION

The two submitted bid packages were reviewed by Commission staff on Wednesday, February 6, 2013. Upon completing the review of the bids, Tricor America, Inc. submitted the lowest priced bid. Staff recommends that Tricor America, Inc. be awarded the contract to provide courier services. Staff also recommends an initial contract period of one year with an option to extend the term for an additional one-year time period.