



Office of the City Manager

CONSENT CALENDAR
May 23, 2023

To: Honorable Mayor and Members of the City Council
 From: Dee Williams-Ridley, City Manager
 Submitted by: Henry Oyekanmi, Director, Finance
 Subject: Contract: Stella Courier, LLC. for Mail Services and Mail Room Coverage

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to enter into a contract with Stella Courier, LLC., for providing mail services to the City's satellite locations, and as-needed mail room coverage.

FISCAL IMPACTS OF RECOMMENDATION

Mail delivery and mail room back up services are funded through the mail services internal services fund, budget code 674-33-325-347-0000-000-472-612990. Commission packet delivery is funded in 621-53-584-622-0000-000-474-639130. Costs for the services vary based on actual monthly mail volume and service requests, and are estimated to be \$60,000 per fiscal year for a not-to-exceed amount of \$180,000.

CURRENT SITUATION AND ITS EFFECTS

The City contracts for human-propelled courier and satellite mail services. Pedal Express, who was the previous provider of these services, gave notice to the City and has shuttered their business. The City still has a need for these specific, specialized, services. As such, the City released Request for Proposals #23-11568-C on January 25, 2023. The City received multiple inquiries about the scope of work from a few courier service firms, as well as several clarifying questions from potential respondents. RFP responses were due February 9, 2023, and one response was received. The response was from Stella Courier.

Staff evaluated the proposal from Stella Courier to provide human-propelled courier and mail services. Stella Courier meets all the RFP requirements, including social responsibility criteria, and has the demonstrated capability to perform the scope of services in the same environmentally friendly manner as the previous firm.

BACKGROUND

The City has historically utilized a contractor to make delivery and pick-up of city mail at satellite office locations, provide mail room coverage, sorting, and internal department mail delivery, in addition to providing needed courier service. The services are still required, and it has been required that the scope of work be completed using bicycles

only in order to minimize the City's carbon footprint while still providing satellite mail services.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

Servicing central City locations, satellite locations, and delivery of commission packets is performed *without* utilizing a gas-powered vehicle, thus significantly reducing the City's carbon footprint in the execution of these contracted services compared to performing these services using a gas-powered vehicle while making multiple short trips throughout the City. This supports the City Council Strategic Plan Goal for being a global leader in addressing climate change, advancing environmental justice, and protecting the environment.

RATIONALE FOR RECOMMENDATION

Stella Courier was the only respondent to a Request for Proposals issued by the City. Stella has offered fair rates. There is an ongoing need for mail services to the satellite locations, and for ensuring back-up staffing for the central mail room.

ALTERNATIVE ACTIONS CONSIDERED

Utilizing part-time staffing was previously explored and determined to be cost-prohibitive, and difficult to staff due to the unscheduled nature of much of the work.

CONTACT PERSON

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

ATTACHMENTS:

1: Resolution

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

CONTRACT: STELLA COURIER, LLC. FOR HUMAN-PROPELLED COURIER AND
MAIL SERVICES

WHEREAS, one of the City Council Strategic Plan Goals is to be a global leader in addressing climate change, advancing environmental justice, and protecting the environment; and

WHEREAS, use of a human-propelled courier service to provide these services supports that goal by having less of a carbon impact than using a gas-powered vehicle; and

WHEREAS, City departments require ongoing and uninterrupted mail services at central and satellite locations, and for commission packet delivery; and

WHEREAS, the mail room requires fully-trained, on-call, as-needed coverage in the case of vacation/sick/jury, or other leave by staff; and

WHEREAS, Stella Courier, LLC., responded to City of Berkeley RFP 23-11568-C with fair and reasonable pricing; and

WHEREAS, Stella Courier is fully-capable of providing the required scope of services, and is knowledgeable in mail room and postage machine operations.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a multi-year contract with Stella Courier for the provision of human-propelled courier, mail room coverage, and related mail services. Contract value is \$60,000 per year, for a not-to-exceed amount of \$180,000.

