



Office of the City Manager

CONSENT CALENDAR
July 13, 2010

To: Honorable Mayor and Members of the City Council
From: *PK* Phil Kamlarz, City Manager
Submitted by: Robert Hicks, Director, Finance
Subject: Contract No. 8105 Amendment: Human Propelled Solutions dba Pedal Express

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute an amendment to increase the current contract with Human Propelled Solutions dba Pedal Express, a bicycle courier service, by \$40,400 for a total contract amount not to exceed \$87,900 through June 30, 2011.

FISCAL IMPACTS OF RECOMMENDATION

Funding for the cost of this contract is taken from several funds. The allocation for FY 2011 will be as follows: Central Service 870-2803-410-5120 (\$28,450), Planning 833-8502-463-5120 (\$7,000) & 010-8502-463-5120 (\$2,450), and Parks 450-5801-450-5120 (\$1,250) & 825-5901-450-5120 (\$1,250). The Contract Management System (CMS) number is LJIJ3.

CURRENT SITUATION AND ITS EFFECTS

There is a current contract with the vendor which expires on August 30, 2010, for an amount not to exceed \$47,500. There is a need to continue to serve City departments in outlying locations such as the Marina, which have their United States Postal Service and interoffice mail picked up and delivered daily. The vendor is also used to deliver commission packets, file liens in Oakland, and for coverage of vacation, jury duty and sick time in the mailroom.

BACKGROUND

The City has been using Pedal Express for many years to augment the mail delivery to outlying locations throughout the City, to delivery commission packets, and to take filings as needed to the Alameda County Recorder Office. Pedal Express is also used to cover the Central Service Aide's vacation time, because there are no other employees available to provide coverage in the mailroom. The courier service has not been taken out to bid, but due diligence was performed. Pedal Express charges a fee of \$8.10 for a regularly scheduled stop. Prices quoted by local couriers, who use cars to make deliveries, were significantly more expensive.

For many years the City Council set aside general fund monies each year for the services provided by this company. A courier service was needed and the City wished to encourage the growth of the human powered transportation model. In FY2010 the Central Service fund began to fund this service directly. There is only one Central Services Aide in Finance – General Services and there is no other Aide available to provide this sporadic coverage.

RATIONALE FOR RECOMMENDATION

The City uses Pedal Express to augment the mail service to outlying locations, for delivery of commission packets, and to the Alameda County Recorder Office to record liens for the Berkeley Solar First Program. The total cost of using an on-call employee would be approximately the same as the City spends for the service performed by Pedal Express, and a gasoline powered vehicle would be needed, which would add to the City's carbon footprint rather than reduce it.

ALTERNATIVE ACTIONS CONSIDERED

Alternatives were considered, but rejected as not an efficient use of resources. An option considered was to hire an on-call Central Services Aide who would be available to work on an as-needed basis. There would be the cost of personnel plus the need for vehicle maintenance and gasoline. This alternative was rejected because the retention of an employee for on-call status for long term use is not really cost effective.

CONTACT PERSON

Sharon Thygesen, General Services Manager, Finance, 510-981-7329

Attachment:

1: Resolution

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

EXECUTE AN AMENDMENT TO THE CONTRACT WITH HUMAN PROPELLED SOLUTIONS FOR COURIER SERVICES

WHEREAS, in July 2009 the City entered into a contract with Human Propelled Solutions dba Pedal Express for a total of \$47,500 to provide courier service; and

WHEREAS, several City departments continue to need courier service to various location throughout the City and surrounding areas; and

WHEREAS, the City would like to encourage the use of non-polluting delivery service; and

WHEREAS, courier service is required throughout fiscal year 2011; and

WHEREAS, the funds for this service are available in the following budgets: Central Service 870-2803-410-5120 (\$28,450), Planning 833-8502-463-5120 (\$7,000) & 010-8502-463-5120 (\$2,450), and Parks 450-5801-450-5120 (\$1,250) & 825-5901-450-5120 (\$1,250).

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute an amendment to increase the current contract with Human Propelled Solutions dba Pedal Express, a bicycle courier service, by \$40,400 for a total contract amount not to exceed \$87,900 through June 30, 2011.

