

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.29
(ID # 12927)**

MEETING DATE:

Tuesday, June 30, 2020

FROM: PURCHASING AND FLEET SERVICES:

SUBJECT: PURCHASING AND FLEET SERVICES: Approval of Amendment No. 2 to the Professional Services Agreement with Inland Presort & Mailing Services for Presort and Mailing Services for the Purchasing Department Central Mail Division to extend the Agreement for One Year with the Option to Renew for Two Additional One-Year Periods. All Districts, [\$510,426 Annually; up to \$51,042 in additional compensation]; 87% Departmental Budgets and 13% Non-County Revenue

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve Amendment No. 2 to the Professional Services Agreement with Inland Presort & Mailing Services for Presort and Mailing Services for \$510,426 extending the agreement for one year from July 1, 2020 to June 30, 2021, with an option to renew for two additional one-year periods through June 30, 2023; and authorize the Chairman of the Board to sign the Amendment on behalf of the County.
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved by County Counsel to sign amendments that exercise the options of the agreement including modifications of the statement of work that stay within the intent of the Agreement; and sign amendments to the compensation provisions that do not exceed the sum total of ten percent (10%) of the total annual contract amount.

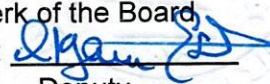
ACTION: Policy


Teresa Summers, Director of Purchasing 6/23/2020

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Hewitt and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: June 30, 2020
xc: Purchasing

Kecia R. Harper
Clerk of the Board
By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$510,426	\$0	\$510,426	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 87% County Departmental Budgets and Non-County Revenue 13%			Budget Adjustment:	No
			For Fiscal Year:	20/21

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

On a daily basis, the Central Mail division of the Purchasing Department collects county inter-office mail and United States Postal Service (USPS) mail from approximately 425 mail stops at 276 locations throughout the county. Thereafter, Central Mail coordinates with Inland Presort & Mailing Services (IPMS), for the delivery of mail to a regional USPS processing center within the same day. Inland Presort picks up metered mail and sorts by zip codes, barcodes the mail and prepares it for the Post Office in a manner that allows it to qualify for the lowest postal rates.

IPMS has been providing the service to the county since December 2015 and through these services provides a lower postal rate than if county departments were to take mail directly to a local post office. IPMS also provides specialty services including folding, collating, packaging, inserting, tabbing, marketing mail and saturation mailing that is targeted to households within specific areas. In fiscal year 18/19, Central Mail services collected over 2,299,000 pieces of US mail from county departments, of this amount approximately 447,900 pieces needed specialty services as listed above by IPMS.

The request before the Board today is for the approval of Amendment No. 2 to the agreement with IPMS to extend the current contract for one year through June 30, 2021 with the option to renew for two additional years. IPMS will maintain the same pricing through the three-year extension. This extension allows for continuity of services and during the initial one-year extension period, the department will issue a Request for Information (RFI) to determine if there are any other vendors that can provide these same services for the county. If the RFI determines there are other vendors, then an RFP will be issued and a recommendation for award will be brought to the Board of Supervisors for consideration.

Impact on Residents and Businesses

There is no direct impact on residents or businesses.

Additional Fiscal Information

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The estimated costs are based on postage charges during fiscal year 2018-2019. Approximately 87% of Central Mail services are provided to county departments and 13% is comprised of mail services provided to the Superior Courts. County departments budget for mail services based on their usage therefore no budget adjustment is necessary.

Contract History and Price Reasonableness

In May 2015, County Purchasing released RFQ# PUARC-1424 for Mailing Services. The solicitation was posted on the PublicPurchase.com website. In all, 25 possible bidders were notified of the bid and 15 vendors accessed the RFQ in response. Purchasing received two responses; 1) a bid was received from Inland Presort and Mailing Services, and 2) another "no bid" was submitted by Financial Statement Services of Santa Ana, CA. When contacted by Purchasing regarding their "no bid" response; Financial Statement Services indicated that their company did not have the capability to fulfill the requirements of the service.

On December 15, 2015 item 3-30, the Board of Supervisors approved the Professional Services Agreement with Inland Presort Mailing Services. Amendment No. 1 dated January 27, 2020 was executed within Purchasing's authority, to reflect the U.S. postal services rate change; however, the overall total contract amount with Inland Presort and Mailing Services remained the same.

Amendment No. 2 to extends the current contract for another year through June 30, 2021 with the option to renew for two additional years. IPMS will maintain the same pricing through the three-year extension.

ATTACHMENTS:

Attachment A: Amendment No. 2

 _____ Douglas Cardonez Jr.	 _____ 6/23/2020	 _____ Teresa Summers, Director of Purchasing	 _____ 6/23/2020
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Gregory V. Priarios, Director County Counsel

6/23/2020

COUNTY OF RIVERSIDE
AMENDMENT NO. 2 TO THE AGREEMENT
WITH
INLAND PRESORT & MAILING SERVICES, INC.

Original Contract Term:	December 15, 2015 through June 30, 2020
Contract Term Extended To:	June 30, 2020 through June 30, 2023
Effective Date of Amendment:	June 30, 2020
Annual Maximum Contract Amount:	\$510, 426
Contract ID:	PUARC-91558-001-008
Amended Contract ID:	PUARC-91558-001-008-06/23

The Amendment No. 2 to the Service Agreement for Presort and Mailing Services is entered into this day of June 30, 2020, by and between County of Riverside, a political subdivision of the State of California (COUNTY) and Inland Presort & Mailing Services, Inc., a California corporation (CONTRACTOR).

WHEREAS, COUNTY and CONTRACTOR entered into the Service Agreement for Mailing Services, effective December 15, 2015 (the "Agreement"); and

WHEREAS, COUNTY and CONTRACTOR desire to amend the Agreement to modify the period of performance and payment provisions.

NOW THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, COUNTY and CONTRACTOR agree as follows:

1. The above recitals are true and correct and are incorporated herein by reference.
2. Section 2 (Period of Performance) is hereby amended by deleting the first sentence in its entirety and replacing it with the following: "This Agreement shall be effective upon signature of this Agreement by both parties and continues in effect for one year from July 1, 2020 to June 30, 2021, with an option to renew for two additional one-year periods through June 30, 2023, unless terminated earlier."
3. All other terms and conditions of the Agreement not modified herein shall remain unchanged. The provisions of this amendment shall prevail over any inconsistency or conflicting provisions of the Agreement, as heretofore amended, and shall supplement the remaining provisions thereof.
4. Effective Date. This Amendment No. 2 shall not be binding or consummated until its approval by the Board of Supervisors of the County of Riverside, and fully executed by the Parties.

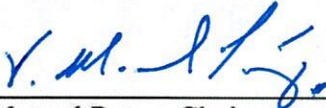
[Signature page to follow.]

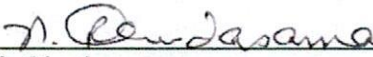
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IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Amendment.

COUNTY OF RIVERSIDE, a political
subdivision of the State of California

INLAND PRESORT AND MAILING, INC.
a California corporation


By: 
V. Manuel Perez, Chairman
Board of Supervisors
Dated: JUN 30 2020

By: 
Nick Chudasama
President
Dated: 6/23/2020

ATTEST:
Kecia R. Harper
Clerk of the Board

APPROVED AS TO FORM:
Gregory P. Priamos
County Counsel

By: 
Deputy

By: 
Susanna Oh,
Deputy County Counsel