



Staff Report

File #: 24-0143

REQUEST FOR CITY COUNCIL ACTION

DATE: 02/21/2024

TO: Honorable Mayor and City Council Members

FROM: Finance Department

SUBJECT:

AWARD OF MAINTENANCE AND GENERAL SERVICES AGREEMENT WITH NEXTDAY DELIVERY SERVICE, INC. FOR CITYWIDE MAIL DELIVERY SERVICES IN THE AMOUNT OF \$175,000 PER FISCAL YEAR, REQUEST FOR PROPOSALS (RFP) 24-035AH

EXECUTIVE SUMMARY:

This staff report asks City Council to approve the Maintenance General Services Agreement with Nextday Delivery Service, Inc. in the amount of \$175,000 for citywide mail delivery services.

RECOMMENDED ACTION:

That the City Council:

- a. Award RFP 24-035AH to Nextday Delivery Service, Inc. for citywide mail delivery services.
- b. Approve the Maintenance General Services Agreement with Nextday Delivery Service, Inc. for an initial term of March 6, 2024, through June 30, 2026, in the amount of \$175,000 per fiscal year additional two-year extensions through June 30, 2030, and waive any and all minor irregularities in the proposal.
- c. Authorize the City Manager, or his designee, to execute the Maintenance General Services Agreement with Nextday Delivery Services, Inc. in the amount of \$175,000 per fiscal year, including any non-substantive extensions, change orders, purchase orders, and amendments up to the amount authorized in Corona Municipal Code Section [3.08.060\(J\)](#), which is equivalent to 10% or \$17,500.

BACKGROUND & HISTORY:

Since July 1, 2013, Nextday Delivery Services, Inc. (NDS) has provided the City with mail processing and distribution services. This mail delivery service is an integral service for the City's daily

operations with the delivery of utility payments and mail correspondence. NDS' services allows this to happen efficiently.

ANALYSIS:

On December 14, 2023, RFP 24-035AH for mail delivery services was posted on the City of Corona bid platform, PlanetBids, pursuant to Corona Municipal Code Section 3.08.110 Non-public projects formal bidding procedure. Notification of the bid was provided to nineteen (19) City of Corona prospective bidders and seven hundred (700) external bidders. On January 16, 2024, one (1) proposal was received through the PlanetBids bidding service. The proposal was evaluated by a review panel composed of City staff members.

Based on the proposal scoring analysis, it was determined that NDS possesses the skills, experience, and staffing necessary to execute the scope of work successfully. Staff recommends awarding NDS a contract for citywide mail delivery services.

FINANCIAL IMPACT:

There is sufficient funding for the remainder of Fiscal Year 2024 included in multiple department operating budgets citywide to carry out the recommendation. Future requests will be recommended through the annual budget process.

ENVIRONMENTAL ANALYSIS:

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the common sense exemption that CEQA applies only to projects that have potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This action approves the agreement for mail delivery services, and there is no possibility that approval of the recommended actions will have a significant effect on the environment. Therefore, no environmental analysis is required.

PREPARED BY: YASMIN LOPEZ, PURCHASING MANAGER

REVIEWED BY: KIM SITTON, FINANCE DIRECTOR

Attachments:

1. Exhibit 1 - MGSA with NDS