MEMORANDUM

To: Agency Commissioners
From: Fred Blackwell, Executive Director
Subject: Authorizing a First Amendment to the Personal Services Contract with On Target Delivery Service, a sole proprietorship, to extend the contract by one year from December 1, 2009 through November 30, 2010.

EXECUTIVE SUMMARY

The Agency has a three-year personal services contract with On Target Delivery Service, which will expire on November 30, 2009. At the November 7, 2006 Commission meeting, the Commission utilized provisions of the Agency’s Purchasing Policy and directed staff to negotiate a sole source contract with On Target Delivery Service. Staff planned to renegotiate a new three-year contract with On Target Delivery Services, however, On Target Delivery Services owner, Adolphe Philoxene, prefers to limit the contract to a one-year period at this time.

The proposed amendment to the personal services contract with On Target Delivery Service extends the term beginning December 1, 2009 through November 30, 2010, increases the scope of services to include all local pick-ups and deliveries, increases the fee schedule (including a $17.61 increase for Commission packet deliveries), and clarifies the terms of the services provided. The aggregate contract amount remains unchanged due to a decrease demand for delivery services.

DISCUSSION

In 2006, at the direction of the Agency Commission, staff negotiated a new sole source three-year contract with On Target Delivery Service effective December 1, 2006 through November 30, 2009. With the term of the current contract coming to a close, staff entered into discussions with Adolphe Philoxene regarding a new three-year contract. Mr. Philoxene declined this offer, preferring instead to enter into a contract for a single year. Staff is proposing to amend the current contract to extend the term by one year, increase the scope of services to include all local pick-ups and deliveries, increase the fee schedule to allow for the increased cost of gas, and to clarify the hours and fees for the services provided through the contract.

The maximum contract amount remains the same at $100,000, even with a year’s extension, due to a decreased demand for delivery services over the three year term of the contract.

Approval of the First Amendment to the Contract is not a project as defined by the California Environmental Quality Act (“CEQA”) Guidelines Section 15378(b)(5), because the activities to be undertaken by On Target Delivery Service pursuant to the Amendment are Agency
administrative activities that will not independently result in a physical change in the environment and are not subject to environmental review under CEQA.

*Originated by: Amy Dawson, Administrative Services Manager*

Fred Blackwell
Executive Director