

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee
INITIATED BY

Finance Committee
SUBMITTED BY



Jodi Millis, Purchasing Manager
DRAFTED BY

October 27, 2017
DATE DRAFTED

Awarding Contract for Courier Services

- 1 **WHEREAS**, funds have been incorporated into the 2018 Financial Services Budget to contract with a
- 2 private firm for courier services; and,
- 3
- 4 **WHEREAS**, Rock County requested sealed proposals from qualified vendors to provide courier services
- 5 for the delivery of all departmental mail for all Rock County departments, with one vendor responding;
- 6 and,
- 7
- 8 **WHEREAS**, the proposal from Package Pro met the required specifications of RFP #2018-01.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors, duly assembled
- 11 this 16th day of November 2017 that a contract for Courier Services commencing January 1,
- 12 2018, be awarded to Package Pro of Janesville, Wisconsin, based on the terms and conditions set forth in
- 13 the contract.

Respectfully Submitted,

FINANCE COMMITTEE

FISCAL NOTE:

Funds have been recommended in various departmental 2018 budgets for courier services.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.

Jodi Timmerman
Interim Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator

17-11D-404

Executive Summary

The purpose of this resolution is to authorize a contract with Package Pro for courier services for the delivery of all departmental mail for Rock County. The contract will be overseen by the Financial Services, Purchasing Division with costs allocated out to all departments that utilize the service.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION
FAX (608) 757-5539
PHONE (608) 757-5517




PROPOSAL SUMMARY FORM

PROJECT NUMBER #2018-01
 PROJECT NAME COURIER SERVICES
 PROPOSAL DUE DATE OCTOBER 11, 2017 – 12:00 NOON
 DEPARTMENT FINANCIAL SERVICES – PURCHASING DIVISION

	PACKAGE PRO JANESVILLE WI
DAILY RATE TO PROVIDE COURIER SERVICES 2018-2020	160.00 PER DAY
DAILY RATE 2021	\$ 163.20 PER DAY
DAILY RATE 2022	\$ 166.46 PER DAY
OTHER COURIER SERVICES	\$ 40.00 PER HOUR OR \$ 15.00 PER STOP ON ROUTE
FUEL CHARGE	BASED ON AVERAGED FUEL COST PER MONTH


Request for Proposals was advertised in the Beloit Daily News.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: 

SIGNATURE _____ DATE 11-9-17

GOVERNING COMMITTEE APPROVAL:

 5-0 11-9-17
 CHAIR VOTE DATE