

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Human Services Board
INITIATED BY

Human Services Board
SUBMITTED BY



Timothy Zuehlke
HSD Controller
DRAFTED BY

November 1, 2012
DATE DRAFTED

Awarding Contract for Courier Services

1 **WHEREAS**, funds have been incorporated into the 2013 Human 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 request for proposals required respondents to submit a proposal to provide courier
9 services along with the necessary capital and equipment to carry out the provisions of the contract; and,
10

11 **WHEREAS**, the proposal from Package Pro met the required specifications of RFP #2013-05; and,
12

13 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors, duly assembled
14 this 15 day of November, 2012, that a contract for Courier services commencing January 1,
15 2013, be awarded to Package Pro of Janesville, Wisconsin in the amount of \$28,980 based on the terms
16 and conditions set forth in the contract; and,
17

18 **BE IT FURTHER RESOLVED**, that it be a three-year contract with an option for two, one-year annual
19 extensions upon the approval of the Human Services Board.

Respectfully submitted,

Human Services Board

Brian Knudson
Brian Knudson, Chair

Sally Jean Weaver-Landers
Sally Jean Weaver-Landers, Vice-Chair

Terry Fell
Terry Fell

William Grahn
William Grahn

Ashley Kleven
Ashley Kleven

Phillip Owens
Phillip Owens

Terry Thomas
Terry Thomas

Shirley Williams
Shirley Williams

Marvin Wopat
Marvin Wopat

PURCHASING PROCEDURAL ENDORSEMENT

Reviewed and approved on a vote of
5-0.

Mary Mawhinney
Mary Mawhinney, Chair

12-11D-177

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FISCAL NOTE:

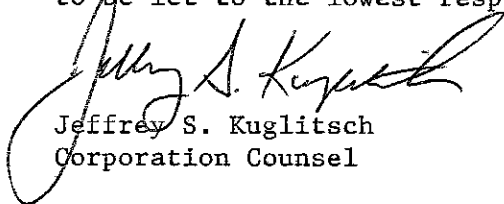
This resolution authorizes a contract with Package Pro for courier services. The contract will be administered by the Human Services Department with costs allocated to various departments. Sufficient funding has been included in the various departments' 2013 budgets for the cost of this contract.



Sherry Oja
Finance Director

LEGAL NOTE:

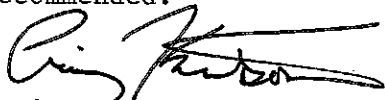
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

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 Human Services Department with costs allocated out to all departments that utilize the service.

During budget, it was decided that due to the construction of the new Rock Haven nursing home and the distance they will be from the Health Care Center, Human Services would oversee the day-to-day operations of mail delivery. The current Rock Haven position handling the mail delivery will be re-deployed to another position in 2013 and the services of the contracted courier will be utilized.

Because the contracted courier has the ability to modify their current route to provide services to Rock County, the cost of the contract will be significantly less than the current way we provide mail delivery. There will be a cost savings to the county of approximately \$30,000.

