



# Agenda Report

November 22, 2021

**TO:** Honorable Mayor and City Council

**FROM:** Department of Finance

**SUBJECT: AUTHORIZATION TO AMEND PURCHASE ORDER CONTRACT 30939  
WITH FEDEX OFFICE AND PRINT SERVICES INC FOR SMALL  
PACKAGE DELIVERY SERVICES**

**RECOMMENDATION:**

It is recommended that the City Council:

1. Find that this action is exempt under the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment.
2. Authorize the City Manager to amend the term of Purchase Order Contract 30939 with FedEx Office And Print Services Inc. from November 27, 2021 to February 25, 2022 for small package delivery services. Competitive Bidding is not required pursuant to City Charter Section 1002(H) contracts with other governmental entities or their contractors for labor, materials, supplies or services.
3. Authorize the City Manager to amend the contract term for an additional four months, if an additional extension is granted through the piggyback agreement; and
4. To the extent, these amendments are considered a separate procurement, it is further recommended that the City Council grant the proposed contract an exemption from the Competitive Selection process pursuant to Pasadena Municipal Code Section 4.08.049(B) contracts for which the City's best interests are served.

**BACKGROUND:**

On July 1, 2017, the City Council approved a contract with FedEx Office And Print Services Inc. to provide Citywide, small package delivery services in an amount not-to-exceed \$125,000 for a period of two-years or until the funds have been expended. The contract was a "piggyback" (i.e. taking advantage of a selection process undertaken by another agency) through the State of Utah National Association of State Procurement Officials ValuePoint (NASPO) cooperative purchasing program with an initial expiration date of November 27, 2021. NASPO has extended the current term of the contract to February 25, 2022. Departments have unspent funds and there is a continued need for small package delivery services. The pricing through this agreement continues to save the City money, for example, NASPO Contract pricing for a standard overnight 8.5"x11" envelope shipping to zone two is \$9.12 versus \$27.48, with a savings of \$18.36.

A new contract is currently under award to continue with small package delivery services, staff will evaluate the pricing for the new contract, and if it continues to be in the City's best interest will return to Council for a new award. The City has a current contract with expenditures of \$41,536.

It is in the City's best interest to continue the use of the contract in order to receive the State of California pricing for small package delivery services for the City.

**COUNCIL POLICY CONSIDERATION:**

This action supports the City Council's strategic planning goal to maintain fiscal responsibility and stability.

**ENVIRONMENTAL ANALYSIS:**

The action proposed herein is not subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. The purchase of small package delivery services is an ongoing administrative and maintenance activity. This action would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment; therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since this action is not a project subject to CEQA, no environmental document is required.

**FISCAL IMPACT:**

The cost for this action remains at a not-to-exceed amount of \$125,000. The contract has expenditures to date of \$41,536. If the extension is approved, the remaining \$83,464 will be utilized during the contract term. Funding for this action will be addressed by the utilization of existing budgeted Fiscal Year 2022 appropriations in various City Departments' material and supplies accounts.

Respectfully submitted,

  
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