



Office of the City Manager

CONSENT CALENDAR
July 29, 2025

To: Honorable Mayor and Members of the City Council
From: Paul Buddenhagen, City Manager
Submitted by: Henry Oyekanmi, Director, Finance
Subject: Contract No 32400009 Amendment: Stella Courier, LLC. for Mail Services and Mail Room Coverage

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to amend Contract No: 32400009 with Stella Courier, LLC., to provide mail services to the City's satellite locations, and as-needed mail room coverage, increasing the amount by \$180,000 for an amended total amount not to exceed \$360,000 over an additional two-year period starting August 1, 2025 through July 31, 2027.

FISCAL IMPACTS OF RECOMMENDATION

Mail delivery and mail room back up services are funded through the mail services internal services fund, budget code 674-33-325-347-0000-000-472-612990. Commission packet delivery is funded in 621-53-584-622-0000-000-474-639130. Costs for the services vary based on actual monthly mail volume and service requests, and are not-to-exceed the amended amount of \$360,000.

CURRENT SITUATION AND ITS EFFECTS

The City still has a need for these specific, specialized, services. As such, the City released Request for Proposals #23-11568-C on January 25, 2023.

Staff evaluated the proposal from Stella Courier to provide human-propelled courier and mail services. Stella Courier meets all the RFP requirements, including social responsibility criteria, and has the demonstrated capability to perform the scope of services in the same environmentally friendly manner as the previous firm.

BACKGROUND

The City has historically utilized a contractor to make delivery and pick-up of city mail at satellite office locations, provide mail room coverage, sorting, and internal department mail delivery, in addition to providing needed courier service. The services are still required, and it has been required that the scope of work be completed using bicycles only in order to minimize the City's carbon footprint while still providing satellite mail services.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

Servicing central City locations, satellite locations, and delivery of commission packets is performed *without* utilizing a gas-powered vehicle, thus reducing the City's carbon footprint in the execution of these contracted services compared to performing these services using a gas-powered vehicle while making multiple short trips throughout the City. This supports the City Council Strategic Plan Goal for being a global leader in addressing climate change, advancing environmental justice, and protecting the environment.

RATIONALE FOR RECOMMENDATION

Stella Courier was the only respondent to a Request for Proposals issued by the City. Stella has offered fair rates. There is an ongoing need for mail services to the satellite locations, and for ensuring back-up staffing for the central mail room.

ALTERNATIVE ACTIONS CONSIDERED

Utilizing part-time staffing was previously explored and determined to be cost-prohibitive and difficult to arrange due to the unscheduled nature of the work.

CONTACT PERSON

Henry Oyekanmi, Director of Finance 510-981-7324

ATTACHMENTS:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO 32400009 AMENDMENT: STELLA COURIER, LLC. FOR HUMAN-PROPELLED COURIER AND MAIL SERVICES

WHEREAS, one of the City Council Strategic Plan Goals is to be a global leader in addressing climate change, advancing environmental justice, and protecting the environment; and

WHEREAS, use of a human-propelled courier service to provide these services supports that goal by having less of a carbon impact than using a gas-powered vehicle; and

WHEREAS, City departments require ongoing and uninterrupted mail services at central and satellite locations, and for commission packet delivery; and

WHEREAS, the mail room requires fully-trained, on-call, as-needed coverage in the case of vacation/sick/jury, or other leave by staff; and

WHEREAS, Stella Courier, LLC., responded to City of Berkeley RFP 23-11568-C with fair and reasonable pricing; and

WHEREAS, Stella Courier is fully-capable of providing the required scope of services, and is knowledgeable in mail room and postage machine operations.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a two-year contract amendment with Stella Courier for the provision of human-propelled courier, mail room coverage, and related mail services, increasing the amount by \$180,000 for an amended contract total that is not-to-exceed \$360,000.

