

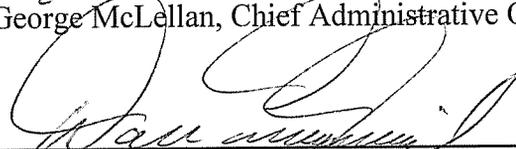
Halifax Regional Council
February 5, 2002

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY:



George McLellan, Chief Administrative Officer



Dan English, Deputy Chief Administrative Officer

DATE: January 30, 2002

SUBJECT: Quotation # Q01E038 - Inter-Office Mail Delivery

ORIGIN

The Halifax Regional Municipality publically advertised quotations for Inter-Office Mail Services for a two(2) year period with an option for a third year.

RECOMMENDATION

It is recommended that :

- 1) Regional Council authorize the award of Quotation # Q01E038 for the Provision of Inter-Office Mail Service to A.M.G Courier at a yearly cost of \$52,506.75 (tax included) for a period of two years beginning January 28th, 2002 with funding outlined in the Budget Implications section of this report.
- 2) Regional Council authorize staff to award the third year of the Quotation contingent upon annual performance review, price review and budget allocation.

Note: All prices include the non-refundable portion of the HST.

BACKGROUND

The size and geographic complexity of HRM and its many office locations has made it necessary to contract with an outside service provider for the pick up and delivery of inter-office mail for its various office locations, recreation centres and fire stations throughout the Municipality to supplement electronic mail and traditional postal services. The inter-office mail contract includes pick up and delivery of mail at 54 different locations throughout HRM.

A total of seven(7) companies responded to this Quotation.

<u>Name of Company</u>	<u>Bid Per Year (Tax included)</u>
A.M.G Courier	\$52,506.75 *
J.L.'s Courier	\$62,053.43
Altimax Courier	\$62,793.11
Gold Star Courier	\$66,411.70
Budget Courier	\$73,329.58
Unique Courier	\$76,373.45
Dynamex Courier	\$82,837.52

* Recommended Bid

Note: The recommended bid represents a yearly savings of approximately \$13,000.00 from the previous service provider.

DISCUSSION

The recommended bid is the lowest bid received for the service and all references have been checked and a schedule submitted. HRM reserves the right to assess the service after a 3 month period to determine if it meets the terms and conditions provided in the quotation. If the service is not satisfactory and A.M.G. Courier is unable to improve the service to meet our needs and the terms of the agreement, we will terminate the agreement and go with the next acceptable bidder.

BUDGET IMPLICATIONS

Funds are available in the Printing Centre Operating Budget in Account # A124-6202.

MULTI-YEAR FINANCIAL IMPLICATIONS

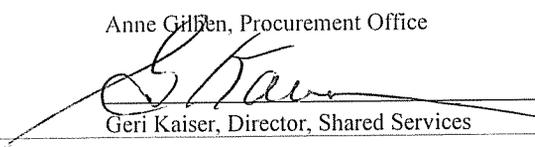
This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

ALTERNATIVES

The only alternative would be to terminate the service of inter-office mail pick up and delivery and depend upon electronic mail transfer, Canada Post regular mail delivery and regular courier service on a per item cost. This is not recommended as a cost effective or efficient option.

Additional copies of this report, and information on its status, can be obtained by contacting the office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Anne Gillen, Procurement Office 490-6022

Report Approved by:  Geri Kaiser, Director, Shared Services 490-4630