

REQUEST FOR PROPOSALS

27. Approve Amendment #5 to RFP-4140-01/BJC – Courier Services Agreement, with Coastal Courier, Inc., Winter Park (\$6,300.00).

RFP-4140-01/BJC provides for courier services to complete deliveries on a daily schedule and to make payroll deliveries on a bi-weekly basis to various libraries and department locations throughout Seminole County. Amendment #5 will add additional stops to the contract for delivery of books from the Central Branch to the Post Office for the new “Books by Mail” program. The following is a summary of the cost of the contract:

Annual Awarded Amount	\$43,675.01
Amendments #'s 1 through 4	6,914.36
Add Amendment #5	<u>6,300.00</u>
Revised Not-to-Exceed Amount	\$ 56,889.37

Library and Leisure Services Division and Fiscal Services/ Purchasing and Contracts Division recommend that the Board approve amendment #5 to RFP-4140-01.

**FIFTH AMENDMENT TO COURIER SERVICES AGREEMENT (RFP-4140-01/BJC)
LIBRARY AND LEISURE SERVICES DEPARTMENT**

THIS FIFTH AMENDMENT is made and entered into this _____ day of _____, 20____ and is to that certain Agreement made and entered into on the 11th day of April, 2002, as amended on April 29, 2003, June 23, 2005, December 1, 2005, and on July 11, 2006, between **COASTAL COURIER, INC. (CCI)**, whose address is 3001 Aloma Avenue, Suite 201, Winter Park, Florida 32792, hereinafter referred to as "COURIER," and **SEMINOLE COUNTY**, a political subdivision of the State of Florida, whose address is Seminole County Services Building, 1101 East First Street, Sanford, Florida 32771, hereinafter referred to as "COUNTY".

W I T N E S S E T H:

WHEREAS, the COURIER and COUNTY entered into the above-referenced Agreement on April 11, 2002, as amended on April 29, 2003, June 23, 2005, December 1, 2005, and on July 11, 2006, for courier services for the Library and Leisure Services Department; and

WHEREAS, the parties desire to amend the Agreement so as to enable both parties to continue to enjoy the mutual benefits its provides; and

WHEREAS, Section 17 of the Agreement provides that any amendments shall be valid only when expressed in writing and duly signed by the parties,

NOW, THEREFORE, in consideration of the mutual understandings and agreements contained herein, the parties agree to amend the Agreement as follows:

1. Section 3 of the Agreement is amended to read:

SECTION 3. COMPENSATION AND PAYMENT.

(a) The COUNTY agrees to compensate COURIER for the professional services called for under this Agreement for Library Mail and Payroll Services not to exceed the sum of FIFTY SIX THOUSAND EIGHT HUNDRED EIGHTY NINE AND 37/100 DOLLARS (\$56,889.37)per year. COURIER shall

perform all work required by the Scope of Services but, in no event, shall COURIER be paid more than the negotiated Fixed Fee amount stated above. Compensation for services shall be pursuant to the Fee Schedule as set forth in Composite Exhibit "B".


(b) Payments shall be made to the COURIER when requested as work progresses for services furnished, but not more than once monthly. COURIER may invoice amount due based on the total required services actually performed and completed. Upon review and approval of COURIER's invoice, the COUNTY shall, within thirty (30) days of receipt of the invoice, pay COURIER the approved amount.

2. Exhibit A is amended by the addition of services as described in Exhibit "A" attached hereto.

3. Except as herein modified, all terms and conditions of the Agreement shall remain in full force and effect for the term of the Agreement, as originally set forth in said Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this instrument for the purpose herein expressed.

ATTEST:



(CORPORATE SEAL)

COASTAL COURIER, INC.

By 
DAVID E. UPCHURCH, President

Date: 12/4/06

SEMINOLE COUNTY, FLORIDA

Witness

Print Name

Witness

Print Name

For the use and reliance
of Seminole County only.

Approved as to form and
legal sufficiency.



County Attorney

AC/dg

11/4//06

rfp-4140 5am

By: _____

RAY HOOPER, Purchasing and
Contracts Manager

Date: _____

As authorized by Section 22.203,
Seminole County Administrative
Code

ATTACHMENT "A"
LIBRARY SERVICES DELIVERY SCHEDULE

ROUTE 1 (Monday through Friday)

(Start route at 8:30 AM)

STOP 1

- Pick up mail and books/materials at Central Florida Library, 215 North Oxford Rd. Casselberry.

STOP 2

- West Branch Library, 245 Hunt Club Blvd., North Longwood. Pick up mail and books/materials. Drop off mail, books/materials.

STOP 3

- Northwest Branch Library, 580 Greenway Blvd., Lake Mary. Pick up mail and books/materials. Drop off mail, books/materials.

STOP 4

- East Branch Library, 310 Division St., Oviedo. Pick up mail and books/materials. Drop off mail, books/materials.

STOP 5

- North Branch Library, 150 North Palmetto Ave
- Directors Office (same address).

STOP 6

- County Services Building, 1101 East First St., Sanford. Deliver mail and materials to the mail room located in Second Floor. Pick up orders, if ready.

STOP 7

- Central Branch Library, 215 North Oxford Rd., Casselberry. Pick up books by mail.

(End of Route 2:30PM)

ROUTE 2 (Monday through Friday)

(Start route at 2:30)

STOP 1

- Central Branch Library, 215 North Oxford Rd., Casselberry. Pick up books by mail.

STOP 2

- Lake Mary Main Post Office, Rinehart Rd., Lake Mary. Drop off books by mail.

(End of route 3:15)