



TO: Linda Gorton, Mayor
Urban County Council

FROM:

Monica Conrad for Comm Conrad
Monica Conrad, Acting Commissioner, General Services

CC: Jamshid Baradaran, Director Facilities & Fleet Management
Mackenzie Holt, Administrative Specialist Sr., General Services

DATE: June 14, 2021

SUBJECT: Authorization to approve a service agreement with Zip Express

Request

Authorization to: Enter into a service agreement with Zip Express for mail delivery Monday-Friday mornings from Lexington USPS locations to the Government Center Mailroom. (To begin July 1, 2021 with indefinite one (1) year renewals)

Purpose of Request: To ensure mail is received early each day so that it can be sorted for all LFUCG divisions in a timely manner to prevent any delay with business function, deadlines, payments, etc.

What is the cost in this budget year and future budget years?

The cost for this FY is: N/A

The cost for future FY is: Approx. \$2,500.00/yr.

Are the funds budgeted? Yes

Account number: 1101-707101-0001-71299

File Number: 0626-21

Director/Commissioner: Conrad/Baradaran

