

# Denton Independent School District

## CSP# 160713 Courier Service

July 26, 2016

### SUMMARY:

This item requests approval of a proposal related to Courier Services for the campus locations and district office.

### BOARD GOAL:

VI. Growth, Change & Fiscal Responsibility...demonstrate effective and efficient management of District resources.

### PREVIOUS BOARD ACTION:

None

### BACKGROUND INFORMATION:

With the implementation of InTouch-Receipting, the need for courier service pickup from each campus with delivery to the district's depository on a daily basis will become essential. The service will deliver to our depository each day Student Activity funds and Child Nutrition funds that have been collected. Funds will be able to be deposited and posted to the accounts in a timely and efficient manner.

### SIGNIFICANT ISSUES:

- Although the District has been using a service, initial quotes for daily service for the number of pickup locations were in excess of \$50,000.00, thus requiring a formal proposal be issued. The award will be for a two year period with the option to renew for two additional two year periods.
- The proposal opened on Wednesday, July 13, 2016, with four responding companies.
- All responding companies are insured and bonded for security of funds.
- The service will also be able to perform non depository related pickups and deliveries from district and non-district locations on an as needed basis.

### FISCAL IMPLICATIONS:

Daily courier service for the district's 39 locations is \$46,462.50. The weekly service for the Central office is \$231.25. The combined total for depository courier service is \$46,693.75. The cost will be shared between the general fund and the child nutrition fund.

### BENEFIT OF ACTION:

Passage will allow Finance and Child Nutrition to work with the Courier and campus locations to get the processes and routes established before the first day of school.

### ALTERNATIVES:

Fewer pickup days would result in more money on the campus at the end of each day and delay the posting to the accounts for the use in which it was collected.

### SUPERINTENDENT'S RECOMMENDATION:

It is recommended that Stem and Stem Courier be awarded for the District's Courier Services for a period of two years beginning August 1, 2016-July 31, 2018, with the option to renew for two additional, two year periods. This award will include an additional three stops, for a total of 42, at the depository during the course of the service route to drop funds collected. New campus locations will be added to this service at the daily per stop charge as needed.

### STAFF PERSONS RESPONSIBLE:

Debbie Monschke, Assistant Superintendent of Administrative Services  
Julie Simpson, Director of Finance  
Robin Wantland, Director of Child Nutrition  
Cindy Willis, Director of Purchasing  
Sharon Harris, General Accountant  
Cheryl Farmer, Asst. Purchasing Agent

### ATTACHMENT:

Bid tabulation

### APPROVAL:

Signature of Staff Member Proposing Recommendation: \_\_\_\_\_

Signature of Divisional Assistant Superintendent: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_