

# Denton Independent School District

## CSP# 160713 Courier Service - Extension

July 24, 2018

### SUMMARY:

This item requests approval to extend the award to Stem & Stem Courier for a term of two years.

### BOARD GOAL:

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

### PREVIOUS BOARD ACTION:

None

### BACKGROUND INFORMATION:

The original agreement (CSP# 160713) was awarded on July 26, 2016. The initial award was for two years with the option to renew for up to two (2) additional terms of two (2) years each. The contract was awarded to Stem & Stem Courier.

### SIGNIFICANT ISSUES:

The service allows for depository and non-depository related pickups and deliveries from District and non-district locations on an as needed basis. The number of pick-up locations has been reduced by combining the Child Nutrition and Central office locations beginning with the 2018-2019 school year. The per pick-up cost remains the same at \$6.25 as well as the on-call pick-up rate of \$20.00.

### FISCAL IMPLICATIONS:

The cost of courier service for the District's 45 locations scheduled pick-ups is \$46,687.50. The on-call pick-up cost is approximated at \$1,320.00 annually. The estimated combined total is \$48,007.50. 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.

### SUPERINTENDENT'S RECOMMENDATION:

It is recommended that the award to Stem and Stem Courier be extended for a term of two years, August 1, 2018 – July 31, 2020. One renewal term of two (2) years will remain on the award of this proposal. Any new locations will be added to this service at the daily pick-up charge as needed.

### STAFF PERSONS RESPONSIBLE:

Debbie Monschke, Assistant Superintendent of Administrative Services  
Julie Simpson, Director of Finance  
Chris Bomberger, Director of Child Nutrition  
Cindy Willis, Director of Purchasing  
Cheryl Farmer, Asst. Purchasing Agent

### APPROVAL:

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

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

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