

Denton Independent School District
RFP #2207-12 Courier Services
July 26, 2022

SUMMARY:

This item requests approval of RFP #2207-12 Courier Services.

BOARD GOAL:

Growth & Management - Demonstrate effective and efficient management of district resources

PREVIOUS BOARD ACTION:

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

BACKGROUND INFORMATION:

This proposal was issued on May 14, 2022. Six (6) vendors were notified of this proposal. Responses were received from one (1) vendor on June 14, 2022. All responding vendors were required to be bonded and submit a copy of their bond.

SIGNIFICANT ISSUES:

The service allows for scheduled depository related pick-ups from District locations and delivery to the District's designated bank. Additional pickup may be scheduled on an "as needed" basis. The cost for the scheduled service for 2022-2023 is \$54,831.00.

FISCAL IMPLICATIONS:

The cost will be borne by the Administrative Services Budget.

BENEFIT OF ACTION:

Passage will allow the receipt, transport, and delivery of monies to the District's bank.

SUPERINTENDENT'S RECOMMENDATION:

It is recommended that RFP #2207-12 Courier Services be awarded to Stem and Stem Courier for a period from date of award through July 31, 2024, with an option to auto-renew for three (3) additional one-year periods.

STAFF PERSONS RESPONSIBLE:

Cindy Willis, Director of Purchasing
Vicki Garcia, Executive Director of Financial Operations
Cassandra Kay, Senior Buyer
Dr. Scott Niven, Deputy Superintendent

ATTACHMENT:

RFP #2207-12 Courier Services Vendor Tabulation

APPROVAL:

Signature of Staff Member Proposing Recommendation: _____

Signature of Divisional Assistant Superintendent: _____

Signature of Superintendent: _____