

**Denton Independent School District**  
**RFP #2207-12 Courier Services - Renewal**  
May 14, 2024

**SUMMARY:**

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

**BOARD VALUE:**

Growth & Management... In pursuit of excellence, we value demonstrating effective and efficient management of district resources and providing leadership and/or oversight to ensure District meets all fiscal, legal, and regulatory requirements.

**PREVIOUS BOARD ACTION:**

RFP #2207-12 Courier Services was awarded on July 26, 2022, to Stem and 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. The initial award was for two (2) years with an option to auto-renew for three (3) additional one-year terms. This award is the first additional one-year term.

**SIGNIFICANT ISSUES:**

The service allows for depository and non-depository related pick-ups and deliveries from District and non-district locations on an “as needed” basis. This contract is being renewed on a yearly basis for TDA, Texas Department of Agriculture, compliance. There is no increase in rates for the 2024-2025 school year.

**FISCAL IMPLICATIONS:**

The cost will be borne by the appropriate department or campus fund.

**BENEFIT OF ACTION:**

Passage will allow the receipt, transport, and delivery of monies and securities designated by the District.

**SUPERINTENDENT’S RECOMMENDATION:**

It is recommended that RFP #2207-12 Courier Services be renewed for a term of one (1) year from August 1, 2024, through July 31, 2025.

**STAFF PERSONS RESPONSIBLE:**

Vicki Garcia, Executive Director of Financial Operations  
Cindy Willis, Director of Finance  
Cassandra Kay, Assistant Director of Purchasing

**ATTACHMENT:**

None

**APPROVAL:**

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

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

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