
BOARD AGENDA ITEM

Information/Discussion ☐
Future Action ☐
Action ☒

Item: Renewal of Interoffice Courier Services Agreement with Professional Courier Services
(2026-2027)

Date: June 16, 2026

Submitted by: Ron Houtman, Director of Strategic Planning and Organizational Initiatives

Board Meeting Date: July 20, 2026

Recommended by: Kevin Philips, Assistant Superintendent

RECOMMENDATION:

It is recommended that the Board approve the renewal of the interoffice courier services agreement with Professional Courier Services of Grand Rapids for the 2026-2027 school year at an estimated \$7,590.92 per month, inclusive of an 11.5% fuel surcharge subject to weekly change.

BACKGROUND:

For the past six years, Kent ISD has contracted with Professional Courier Services (PCS) of Grand Rapids to provide interschool and interoffice courier service in place of staffing roughly 1.5 FTEs and operating district owned vehicles, insurance, and maintenance. Running Monday through Friday, the routes move student cumulative records (CA-60s), assistive technology, physical and occupational therapy equipment, STEM and literacy kits, REMC 8 library collection materials, books, technology items, and general school supplies among Kent ISD, REMC 8, and participating districts. This agreement renews that service for the 2026-2027 school year (August 10, 2026 to June 30, 2027) under a one year term that automatically terminates at expiration.