



To: Darin Crawford
 Assistant Superintendent for Support Services

From: James Briscoe
 Director of Procurement Services

Date: June 4, 2024

Re: Security Courier Services
 Annual Contract #24-06-9193R-RFP

The proposals were received and opened at 10:00 a.m., Wednesday, May 29, 2024, as advertised and specified in documents concerning **Annual Contract #24-06-9193R-RFP Security Courier Services**. The proposals received and the final evaluation summary are located on page 2.

Recommendation:	LOOMIS
Funding:	Multiple Funds
Estimated Expenditure:	\$200,290.00
Contract Term:	July 1 , 2024 - June 30, 2025
Renewal:	4 years

HB

**24-06-9193R-RFP
(Security Courier Services)**

TEAM SCORE SUMMARY

Company/Vendor Name	Evaluator 1	Evaluator 2	Evaluator 3	Average Score	Ranking
FIDIS LOGISTICS LLC	59.00	36.00	60.10	51.70	2.00
Loomis	70.90	58.00	82.40	70.43	1.00



To: James Briscoe

From: Amanda Boles

Date: June 5, 2024

Re: Security Courier Services - RFP #24-06-9193R

The District received proposals for secure courier services to transport deposits collected at campuses and other district locations to the District's depository and for the delivery of change funds to district locations as needed. Finance administration is recommending that the Board approve a one-year renewable contract of approximately \$200,290 with Loomis effective July 1, 2024. The automatic contract renewal is limited to four (4) additional one-year terms through June 30, 2029 upon mutual agreement. The proposed pricing submitted by Loomis with the current pick-up schedule was approximately \$340,000; however, the administration has opted to revise the pick-up schedule because the use of cash in our facilities has significantly reduced, resulting in an annual cost of approximately \$200,290.

Feel free to contact me at 281-897-3858 if you have any questions. Thank you.

Cc: Karen Smith
Darin Crawford
Mable Isles