



Courier Services RFB TO-26-03

Publication Date: September 29, 2025
Proposal Due Date: October 23, 2025
Contract Term: Five Years
Bids Received: Two

Specifications of Service

This contract will be for courier services for our Administration and Quincy Street locations. Our current contract expires November 1, 2025.

Evaluation

The evaluation committee reviewed the bids individually, then met on October 29th to discuss. After review, all bids were deemed to be responsive and all bidders to be responsible and qualified. The ICE (Independent Cost Estimate) for this project is \$47,664.00 and both bidders were below the ICE. Therefore, the committee decided to award the contract to the lowest bidder.

Bidder	5-Year Bid Price
Capital Mail Service	\$27,000.00
Dave's Delivery	41,530.00

Recommendation

We recommend awarding the contract to Capital Mail Service. Their bid met all specifications, they had the lowest bid price, and their bid price was below the ICE.