



Courier Services RFB TO-21-01

Publication Date: August 10, 2020
Proposal Due Date: September 3, 2020
Contract Term: Five Years
Bids Received: Three

Specifications of Service

This contract will be for courier services for our Administration and Quincy Street locations. Our current contract expires November 1, 2020.

Evaluation

The evaluation committee reviewed the bids individually, then met on October 14th to discuss. After review, all bids were deemed to be responsive and all bidders to be responsible and qualified. Therefore, the committee decided to award the contract to the lowest bidder.

Bidder	5-Year Bid Price
Dave's Delivery	\$32,347.00
Amfast Delivery & Mail Service	35,940.00
Capital Mail Service	36,765.00

Recommendation

We recommend awarding the contract to Dave's Delivery. Their bid met all specifications and they had the lowest bid price.