

Statewide Courier Services

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Open	6/26/2026 2:00 PM CDT	Type	RFB - Request for Bids
Close	7/20/2026 2:00 PM CDT	Number	005-RFB-2446-2026
		Currency	US Dollar
Sealed Until	7/20/2026 2:00 PM CDT	Payment Terms	0% 0, Net 60

Contacts

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Commodity Codes

Commodity Code	Description
96224	Courier/Delivery Services, Including Air Courier Services)
91558	Mailing Services: Addressing, Collating, Packaging, Sorting and Delivery

Description
The purpose of this Request for Bids (RFB) is to solicit bids from qualified providers to provide the goods and/or services described further in this RFB to the Lead Agency and any Participating Agencies. The Lead Agency intends to award a contract(s) beginning and ending on the dates listed in the solicitation, and the Lead Agency may extend the contract(s) for up to the number of annual extensions identified in the solicitation at the sole discretion of the Lead Agency. Any contract(s) resulting from the RFB shall not be an exclusive contract.

This RFB is designed to provide Bidders with the information necessary for the preparation of competitive Bids. The RFB process is for the Lead Agency's and Participating Agencies' benefit and is intended to provide the Lead Agency with competitive information to assist in the selection process. It is not intended to be comprehensive. Each Bidder is responsible for determining all factors necessary for the submission of a comprehensive Bid.

It is advised to "Save Progress" often and especially after uploading documents.

NOTE: Anytime the Bidder opens their bid after the initial submission, they MUST certify and resubmit. No information will be lost from the initial submission.

NOTE: Bidder must approve and resubmit their bid after an amendment has been posted by the Issuing Officer. If the bid was submitted before the amendment, all information will be saved. The Bidder only needs to read and acknowledge the amendment.

Instructions for Amendments: Answer the newly posted question in the Questions Section, and CERTIFY and SUBMIT your bid again (if previously submitted).

State of Iowa is seeking eligible Bidders to provide a Contract for statewide courier services. These services may include but are not limited to a pickup and delivery service for letters, reports, packages, and supplies across the State of Iowa. Package weight may range from letter weight to 80 lbs. DAS Mail Services is in need of a statewide and greater Des Moines area courier service to deliver and pick up totes, bags, and similar items to and from several of its offices. Each of these trips will require the delivery of goods and some will require a return trip as well to complete the business cycle. The delivery locations are included in Attachment 1 located in the Buyer Attachments.

The Bidder shall provide their own vehicles in order to meet the service requirements. Transportation and all vehicle-related costs must be included in the proposal. Staffing level must be such that when absences occur, disruptions in service are not impacted. All destinations shall have a single location for deliveries and pickups if required, unless otherwise noted.

Courier Service Requirements

- Daily routes as required by state agencies
- On-Call service option
- Package handling and Material options
- Quality Control and contract compliance
- Emergency and business continuity plans
- Performance monitoring and reporting
- Security and confidentiality policy
- Optional Service location Changes

Customer Service Requirements

- Late delivery notification
- Package tracking and documentation
- Loss and Liability policy
- Pricing and Billing requirements
- Primary Account Manager and Emergency Contacts
- Customer Service and Communication requirements

Equipment & Staffing

- Vehicle & Storage Facility Requirements
- Personnel requirements and Employee Conduct

- Compliance and Regulatory Requirements
- Sustainability and Environmental Considerations

Contract Term

The term of the contract will begin 9/1/2026 and end on 8/31/2027.

The Agency shall have the sole option to renew the contract upon the same or more favorable terms and conditions for up to 5 annual extensions. The resulting contract will be available to all State Agencies.

The State reserves the right add additional pick-up and drop-off locations that fit within the scope of this solicitation.

Prerequisites

- ★1. Bidder shall read and make certifications of the their Bid.
- ★2. Bidder shall read and authorize to release information for their Bid.

Buyer Attachments

1. [Statewide Courier Service RFB Specification - final 6.23.26.pdf](#)
2. [Attachment 1, locations and daily rates 6.18.26.xlsx](#)

Questions

★ Required Questions

Group 1: Form of Bid

Instructions: Bidder shall read and answer the following questions. If you have exceptions to the Terms and Conditions, submit an question(s) in the Question and Answer Section with your exception(s).

- 1.1 Enter the Bidder's contact name, telephone number, email address, and shipping address for questions regarding this solicitation. ★
- 1.2 Enter the Bidder's State or Foreign Country of Residence. ★
- 1.3 Bidder shall enter the Resident Preference given by the State or Foreign Country of the Bidder's residence. Enter the resident preference in the text box or indicate "no preference". ★
- 1.4 Enter the number of years the Bidder has been in business in the text box. ★
- 1.5 The Bidder shall provide references from three (3) previous customers or clients knowledgeable of the Bidder's performance in providing goods and/or services similar to the goods and/or services described in this solicitation. Enter a contact person, telephone number and email address for each reference. Fill out the text box. If the Bidder wants to upload reference letters to the Vendor Attachments Section, enter "see attached" in the text box. ★
- 1.6 Bidder shall read, fill-out and upload the Terminations, Litigation and Debarment document. ★
- 1.7 Is the Bidder requesting confidential treatment of specific information? ★
- 1.8 A Bidder requesting confidential treatment of specific information shall fully complete the form attached. In the Items Section, mark each good or service upon which the Bidder believes confidential information appears. ★

Group 2: Terms and Conditions

Instructions: Bidder shall read and answer the following questions. If you have exceptions to the Terms and Conditions, submit an question(s) in the Question and Answer Section with your exception(s).

- 2.1 Bidder shall read the RFB Definitions and enter a response. ★
- 2.2 Bidder shall read the Administrative Terms and enter a response. ★
- 2.3 Bidder shall read the Contract Terms & Conditions and enter a response. ★
- 2.4 Bidder shall read the Specification Terms and enter a response. ★
- 2.5 Bidder shall read the Terms and Conditions for SERVICES and enter a response. ★
- 2.6 Bidder shall read the Insurance Requirements and enter a response. ★
- 2.7 Public Entities (Political Subdivisions) - The resulting Contract will be made available to Political Entities, i.e. cities, counties, and schools. Bidder shall enter a response. ★
- 2.8 Annual Sales Report - The Bidder shall provide a detailed report in Microsoft Excel on ALL sales made under the resulting Contract via e-mail to the Iowa Department of Administrative Services. Bidder shall enter a response. ★
- 2.9 Administrative Fee - In addition to the approved discounts or prices specified in the solicitation herein, the Bidder shall pay to the Agency a 1.00% Administrative Fee on all sales made against the resulting Contract. The fee shall be paid quarterly to the Iowa Department of Administrative Services. Bidder shall enter a response. ★

Group 3: Payment Terms

Instructions: Bidder shall read and answer the following questions. If you have exceptions to the Terms and Conditions, submit an question(s) in the Question and Answer Section with your exception(s).

- 3.1 Payment Terms - Per Iowa Code § 8A.514 the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a Bidder. Does the Bidder agree to the terms? ★
- 3.2 What discount will the Bidder give for payment in 30 days? Enter the discount in the text box. If none, enter zero. ★
- 3.3 Terms of Pcard Acceptance - The State of Iowa prefers to pay Bidders using its Purchasing Card Program (Pcard) whenever possible. Bidders accepting Pcard payments shall comply with the Terms of Pcard Acceptance. ★

Group 4: Pricing

Instructions:

- 4.1 Bidder has completed the daily flat rate costs required on both tabs of the Attachment 1 file and imported the file as part of their response. ★

4.2

The Bidder confirms its ability to meet and perform all requirements outlined in the specification document for the entire term of the resulting Contract, if awarded. Upon request, the Bidder must provide specific references and/or supporting documentation to verify compliance. Failure to supply this information may result in the Bid being deemed non-responsive and rejected. The Agency reserves the right to determine whether the submitted information sufficiently demonstrates the Bidder's ability to meet the requirements. If the Agency determines it does not, the Bid may be disqualified. Please provide the required information as an attachment and upload the document

There are no Items added to this event.

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