



**AGREEMENT FOR COURIER SERVICES  
AGREEMENT # 25/26-0049**

**THIS AGREEMENT** made and entered into this 1<sup>st</sup> day of July 2025 by and between the Office of the San Bernardino County Superintendent of Schools, hereinafter referred to as "**SUPERINTENDENT**", and the Redlands Unified School District, hereinafter referred to as "**DISTRICT**".

**W I T N E S S E T H**

**DISTRICT** agrees to utilize the services of the **SUPERINTENDENT** from July 1, 2025, through and including June 30, 2026, under the following terms and conditions:

**1. SERVICES TO BE PROVIDED BY SUPERINTENDENT**

- a. Daily delivery and pick up of **SUPERINTENDENT'S** correspondence and materials from District Financial Services to **DISTRICT**. **DISTRICT** correspondence to other participating districts within the County will also be picked up and delivered daily.
- b. Services do not include delivery of **DISTRICT** packages, U.S. paid mail items, or delivery outside of the County.
- c. Services will be completed as described unless prevented by unforeseen conditions such as emergencies, hazardous road conditions, or severe inclement weather.
- d. **SUPERINTENDENT** agrees to provide and maintain mailbags and delivery vehicles.

**2. DISTRICT RESPONSIBILITIES AND OPTIONS**

- a. **DISTRICT** will designate one drop-off point for the courier and agrees not to detain a driver longer than five minutes for any purpose.
- b. **DISTRICT** should limit mail to one SBCSS Express Bag ONLY.
- c. **DISTRICT** agrees to reimburse the **SUPERINTENDENT** for mailbags lost by the **DISTRICT** at replacement cost.
- d. **DISTRICT** will hold **SUPERINTENDENT** harmless for any liability, losses or damages of transported materials imposed upon them arising out of this service.

**3. SUPERINTENDENT FEES AND PAYMENT THEREOF**

**DISTRICT** shall pay **SUPERINTENDENT** by transfer in December 2025, Eighteen Thousand Four Hundred Seventy-Three and 00/100 Dollars (\$18,473.00) for services for the year based on calculations that incorporate actual prior year P-2 ADA and a portion of the route mileage.

**4. CHANGES TO AGREEMENT**

The terms of this Agreement may be changed, or the Agreement may be cancelled, upon mutual consent of the **SUPERINTENDENT** and **DISTRICT**.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed.

**SAN BERNARDINO COUNTY  
SUPERINTENDENT OF SCHOOLS**

\_\_\_\_\_  
Kevin Garcia, Program Manager  
Procurement and Warehouse Services

Date: \_\_\_\_\_

**REDLANDS UNIFIED SCHOOL DISTRICT**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Deputy Superintendent, CBO

\_\_\_\_\_  
Name and Title

Date: 4-9-2025