

**CITY OF AUSTIN  
PURCHASING OFFICE  
SOLICITATION NO. IFBBV GLB0100 REBID  
ARMORED CAR SERVICES**

**1. PURPOSE**

This Invitation for Bid (IFB) Best-Value is to establish a Contract for professional Armored Car Services for multiple locations in the City of Austin ("City"). This scope of work establishes the minimum requirements for the armored car Services.

It is the City's intention to receive these Services from a prime contractor in order to provide timely and quality Service for City departments. The Contractor shall supply all Services directly. Subcontractors are not allowed to provide any part of the Services required under the agreement, unless otherwise approved by the City.

**2. SERVICES TO BE PROVIDED BY CONTRACTOR**

The Contractor shall pickup and receive from the City, or its designated agent, sealed or locked shipments containing currency, coins, checks, securities, and other valuables except cash letters (collectively "Property"), and to transport and deliver the same in like condition to the consignee designated by the City specified in Exhibit B.

**2.1. REQUIREMENTS FOR CITYWIDE LOCATIONS**

**2.1.1.** The Contractor shall pickup from location as specified on Exhibit A. No pick up time will be before 8:00 AM and the latest pickup time at any location is 3:00 PM.

**2.1.2.** The Contractor shall deliver Property to location specified on Exhibit B. Delivery will be on before 2:00 PM on the immediate next workday after pickup.

**2.1.3.** The Contractor shall be required to provide documentation, showing proof of pickup and delivery from locations specified on Exhibit A and B to City departmental representatives for each day.

**2.1.4.** Documentation shall require the following:

**2.1.4.1.** Location of pickup, with the address

**2.1.4.2.** Contractor's signature for all pickups

**2.1.4.3.** Delivery destination

**2.1.4.4.** Full value declaration

**2.1.4.5.** Individual bag value declaration

**2.1.4.6.** Total number of bags

**2.1.4.7.** Signature line, plus space for date and time, for departmental staff to complete upon pickup/transfer of funds

**2.1.4.8.** Signature line, plus space for date and time, for completion upon receipt at final destination

**2.1.5.** The Contractor assumes all liability upon receipt of Property, for documented stated value of Property, until documented relinquishment to location specified on Exhibit B.

**2.1.6. The Contractor shall provide the City a sample of the documentation used for proof of pickup and delivery as part of the response to the solicitation.**

**2.1.7.** The Contractor shall provide in writing to each location specified in Exhibit A and Contract Manager, as specified in Section 0400 paragraph 14, the names and signatures of personnel authorized by the Contractor to perform pickup and delivery Services.

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**2.1.8.** The Contractor shall provide an updated list of Authorized personnel in writing to each location specified in Exhibit A and the Contract Manager no later than 24 hours after any changes.

**2.1.9.** The Contractor shall require authorized Armored Car Service personnel to wear picture identification badges and company uniforms.

**2.1.10.** If Contractor is beyond the time parameters specified in Exhibit A and B, to include the inability to perform the Service on a required date, Contractor shall contact the City no less than one hour prior of predetermined pick up and/or delivery drop-off time. **The Contractor shall provide as part of solicitation contingency plans to ensure timely delivery of City funds.**

**2.1.11.** Invoices shall be prepared monthly for each individual pickup location and then mailed directly to the representatives of the City departments which have received the Services as identified by the City.

**2.2. REQUIREMENTS FOR PARKING METER COIN COLLECTION**

**2.2.1.** City employees will deliver canisters containing the collections to the Contractor Facility (to be defined at Contract Award)

**2.2.2.** The Contractor shall provide the necessary space for the City to process parking meter coin collection.

**2.2.3.** The Contractor shall provide the necessary equipment for the City to process parking meter coin collection, to include a sturdy work table and heavy duty carts to move the coin.

**2.2.4.** The Contractor shall use a master key, which Contractor shall retain at all times, to unlock each canister.

**2.2.5.** The Contractor shall remove the coin collections from each canister.

**2.2.6.** The Contractor shall be required to observe, in person or by video surveillance, the City employees transferring the coin collections removed from each canister into a tamper-proof plastic coin bag and completing receipt documentation.

**2.2.7.** The Contractor shall verify and sign all receipts prepared by the City employees.

**2.2.8.** Contractor shall secure sealed bags and store in a secured vault while in the Contractor's possession.

**2.2.9.** The Contractor shall lock each canister and return to City employees.

**2.2.10.** The Contractor shall deliver the bags as specified on Exhibit A. The Contractor will not be responsible for counting and sorting the coin collections.

**3. CONTRACTOR'S QUALIFICATIONS**

**3.1.** The Contractor shall comply with the Provisions of Private Investigators and Private Security Agencies Act Article 4413 (29bb) V.T.C.S. as amended by the 69th Texas Legislature & Board Rules.

**3.2.** The Contractor shall have a minimum of five (5) years continuous related experience for the Services required in this Contract.

**3.3.** The Contractor shall provide a minimum of three (3) professional references which are currently using your Services.

**3.4.** The Contractor shall provide a list of representative accounts presently served.

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- 3.5. The Contractor facility shall be located within 10 miles of the Texas State Capitol in Austin, Texas.
- 3.6. The Contractor shall provide a detailed statement of their hiring policies, background checks and/or testing requirements.
- 3.7. The Contractor may be required to demonstrate their firm's financial capability to meet all contractual obligations and payrolls. An audited financial statement may be requested.

**4. CITY RESPONSIBILITIES**

- 4.1. The City shall provide the Contractor with departmental representative contact information upon award of the Contract.

**5. GENERAL REQUIREMENTS:**

- 5.1. The Contractor will be required to pickup and deliver Property as specified in Exhibit A. Most departments are closed for City recognized holidays as specified in Section 0300, paragraph 51, however, Austin Energy Substations or other departments as specified by the City may be opened and may request pickups for those days. Please note that City holidays do not always coincide with Federal Reserve (banking) holidays.
- 5.2. Pickups made on any City holiday shall be secured and held at the Contractor's facility until delivered the next work day.
- 5.3. The City reserves the right to add, modify or delete armored car service locations.
- 5.4. The Contractor shall provide the City with criteria used to evaluate the cost of adding or modifying pickup sites on the Bid sheet Section 0600.
- 5.5. The Contractor facilities, vehicles, and equipment shall be in accordance with all Federal, State, local laws, and any other rules/regulations applicable to the industry for these specific Services.
- 5.6. The City reserves the right to inspect the Contractor facilities, vehicles, and equipment that will be utilized to perform Services required under this Contract.

**6. BEST VALUE CRITERA**

This contract will be awarded to the Contractor who can demonstrate that they are able to provide the 'Best Value' to the City. While cost will be a major consideration, other criteria will be considered related to the company such as business organization, experience, references, etc. described below.

- 6.1. Evaluation Criteria – Maximum 100 points

**6.1.1. Bid Price (60 Points)**

These points will be awarded on a prorated basis among all bidders. The bidder offering the lowest total cost will receive the most points.

**6.1.2. Business Organization and History (10 Points)**

The Contractor shall provide the city with a written description of the company's history, ownership, and organization structure. This should include a list of the Contractor's affiliates, subsidiaries, and parent companies, as applicable.

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**6.1.3. Contractors Responsiveness (10 Points)**

The Contractor shall be required to provide a written outline detailing the steps that will be taken if unable to make a timely pickup for any City location. The Contractor shall provide a list of all dates that services cannot be rendered due to observed holidays or other scheduled closures.

**6.1.4. Customer Service and Training (10 Points)**

The Contractor shall provide a written outline detailing policy how customer service performance measurements are monitored and reported. The Contractor shall provide any standard industry training and additional training requirements that need to be met by armored car personnel.

**6.1.5. Local Presence (10 Points)**

Local Business Presence: The City seeks opportunities for businesses in the Austin Corporate City Limits to participate on City contracts. A firm (Offeror or Subcontractor) is considered to have a Local Business Presence if the firm is headquartered in the Austin Corporate City Limits, or has a branch office located in the Austin Corporate City Limits in operation for the last five (5) years. The City defines headquarters as the administrative center where most of the important functions and full responsibility for managing and coordinating the business activities of the firm are located. The City defines branch office as a smaller, remotely located office that is separate from a firm's headquarters that offers the services requested and required under this solicitation. Points will be awarded through a combination of the bidders Local Business Presence and/or the Local Business Presence of their subcontractors. Evaluation of the Team's Percentage of Local Business Presence will be based on the dollar amount of work as reflected in the bidders MBE/WBE Compliance Plan or MBE/WBE Utilization Plan. Specify if and by which definition the Offeror or Subcontractor(s) have a local business presence.

Team's Local Business Presence	Points Awarded
Local business presence of 90% to 100%	10
Local business presence of 75% to 89%	8
Local business presence of 50% to 74%	6
Local business presence of 25% to 49%	4
Local presence of between 1 and 24%	2
No local presence	0