

EXHIBIT A

LOCATION AND SERVICE REQUIREMENTS

1) Austin Fire Department-Prevention Office:

- a) Pickup location: Cashier's Office, 505 Barton Springs Road, 2nd Floor Austin, Texas.
- b) Pickup time: Monday through Friday between 9:00 AM and 12:00 PM.
- c) General description of goods to be picked up: Estimated average amount of \$10,000 per day (all checks).
- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.

2) Planning and Development Review Department:

- a) Pickup location: Cashier's Office, 505 Barton Springs Road, 1st Floor Austin, Texas.
- b) Pickup time: Monday through Friday between 9:00 AM and 3:00 PM.
- c) General description of goods to be picked up: Estimated average amount of \$150,000 per day (approximately \$148,000 will be in checks and \$2,000 in cash/coins).
- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.

3) Code Compliance Department:

- a) Pickup location: CCD Finance Section, located at 1520 Rutherford Lane, Bldg. 1, Austin, Texas.
- b) Pickup time: Monday, Wednesday, Friday between 10:30 AM and 1:30 PM.
- c) General description of goods to be picked up: Checks average between \$10 and \$78,000 (mostly checks; on occasion, cash under \$500)
- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.

4) Austin Resource Recovery Department:

- a) Pickup location: Cashier's Office, 1520 Rutherford Lane, Bldg. 1, Suite 200 Austin, Texas.
- b) Pickup time: Tuesday and Thursday between 8:00 AM and 3:00 PM.
- c) General description of goods to be picked up: Estimated average amount of \$2,500 per day (approximately \$2,400 will be in checks and \$100 in cash/coins).
- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.

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5) Austin-Travis County Health and Human Services Department

- a) Pickup location: Cashier's Office, located at 1520 Rutherford Lane, Bldg. 1, Suite 200 Austin, Texas.
- b) Pickup time: Monday through Friday between 10:30 AM and 1:30 PM.
- c) General description of goods to be picked up: Estimated average amount of \$15,000 per day (approximately \$12,000 will be in checks and \$3,000 in cash/coins).
- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.
- f) Second Delivery location on Monday: Specified in Exhibit B, paragraph 2.

6) Austin Vital Records:

- a) Pickup location: 7201 Levander Loop, Building C Austin, Texas.
- b) Pickup time: Monday through Friday between 8:30 AM and 11:30 AM.
- c) General description of goods to be picked up: Estimated average amount of \$2,300 per day (approximately \$1,400 will be in checks and \$900 in cash/coins).'
- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.

7) Austin Animal Services:

- a) Pickup location: 7201 Levander Loop Austin, Texas.
- b) Pickup time: Monday through Friday between 11:00 AM and 2:00 PM.
- c) General description of goods to be picked up: Estimated average amount of \$425 per day (approximately \$250 will be in checks and \$175 in cash/coins).
- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.

8) Emergency Medical Services Department:

- a) Pickup location: Rebecca Baines Johnson (RBJ) Health Center, 15 Waller Street at the EMS Billing Office, 2nd Floor Austin, Texas.
- b) Pickup time: Monday through Friday between 9:30 AM and 12:30 PM.
- c) General description of goods to be picked up: Estimated average amount of \$51,000 per day (approximately \$50,500 will be in checks and a maximum of \$500 in cash/coins).
- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.

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9) Austin Water Utility:

- a) Pickup location: Waller Creek Building, 625 E. 10th Street, 2nd Floor Room 200A Austin, Texas.
- b) Pickup time: Monday through Friday between 9:00 AM and 12:00 PM.
- c) General description of goods to be picked up: Estimated average amount of between \$25,000 and \$100,000, with \$500 of that in cash/coins.
- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.

10) Municipal Court:

- a) Pickup location: 700 E. 7th Street Austin, Texas.
- b) Pickup time: Monday through Friday between 11:00 AM and 2:00 PM.
- c) General description of goods to be picked up: Estimated average amount of \$37,500 per day (approximately \$21,000 will be in checks and \$16,500 in cash/coins).
- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.

11) Municipal Court -North Sub Station:

- a) Pickup location: 12425 Lamplight Village Austin, Texas.
- b) Pickup time: Monday through Friday between 11:00 AM and 2:00 PM.
- c) General description of goods to be picked up: Estimated average amount of \$10,000 per day (approximately \$2,000 will be in checks and \$8,000 in cash/coins).
- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.

12) Municipal Court- South Sub Station:

- a) Pickup location: 5730 Manchaca Austin, Texas.
- b) Pickup time: Monday through Friday between 11:00 AM and 2:00 PM.
- c) General description of goods to be picked up: Estimated average amount of \$5,900 per day (approximately \$4,700 will be in checks and \$1,200 in cash/coins).
- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.

13) Austin Community Court - Downtown:

- a) Pickup location: 719 E. 6th Street Austin, Texas.
- b) Pickup time: Monday through Friday between 11:00 AM and 2:00 PM.
- c) General description of goods to be picked up: Estimated average amount of \$600 per day (approximately \$300 will be in checks and \$300 in cash/coins).
- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.

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14) Municipal Court - Central Booking:

- a) Pickup location: 509 W. 11th Street Austin, Texas.
- b) Pickup time: Monday through Friday between 11:00 AM and 2:00 PM.
- c) General description of goods to be picked up: Estimated average amount of \$300 per day (approximately \$300 in cash/coins).
- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.

15) Aviation Department:

- a) Pickup location: Austin Bergstrom International Airport, Barbara Jordan Passenger Terminal, East Mezzanine, 3600 Presidential Blvd, Suite 411 Austin, Texas.
 - i) Escort requirement: Contractor shall arrive at the lower level gated entrance located at the West end of the terminal building. Contractor shall contact the Aviation A/R Personnel at (512)530-7578 at least 15 minutes prior to arrival to make arrangements for an Accounts Receivable escort to be provided for each pickup. No pickup of funds shall be performed by the Contractor without a City Aviation Security escort.
- b) Pickup time: Monday through Friday between 10:00 AM and 1:00 PM.
- c) General description of goods to be picked up: Estimated average amount of \$182,000 per day (approximately \$180,500 will be in checks and \$1,500 in cash/coins).
- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.

16) Austin Convention Center Department:

- a) Pickup location: 500 E. Cesar Chavez Street Austin, Texas.
- b) Pickup time: Monday through Friday between 9:00 AM and 12:00 PM
- c) General description of goods to be picked up: Estimated average amount of \$20,200 per day (approximately \$20,000 will be in checks and \$200 in cash/coins).
- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.

17) Austin Convention Center Parking Garage:

- a) Pickup location: 601 E. 5th Street Austin, Texas.
- b) Pickup time: Monday through Friday between 9:00 AM and 12:00 PM
- c) General description of goods to be picked up: Estimated average amount of \$10,000 per day (all in checks).
- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.

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18) Austin Convention Center– Palmer Events Center:

- a) Pickup location: 900 Barton Springs Road Austin, Texas.
- b) Pickup time: Monday and Friday between 9:00 AM and 12:00 PM
- c) General description of goods to be picked up: Estimated average amount of \$15,000 per day (all in cash).
- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.

19) Austin Police Department Headquarters:

- a) Pickup location: Financial Management, 715 E. 8th Street Austin, Texas.
- b) Pickup time: Monday through Friday between 11:00 AM and 2:00 PM.
- c) General description of goods to be picked up: Checks between \$10 and \$75,000 and approximately under \$2,000 in cash/coins (occasionally recoveries could be as much as \$100,000).
- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.

20) Austin Energy- Town Lake Center, Payment Processing:

- a) Pickup location: 721 Barton Springs Road, Room 127 Austin, Texas.
- b) Pickup time: Monday through Friday between 11:30 AM and 2:30 PM.
- c) General description of goods to be picked up: Estimated average amount of \$6,000 per day (approximately \$5,500 in checks and \$500 in cash/coins).
- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.

21) Austin Energy-East Branch Sub Station:

- a) Pickup location: 2800 Webberville Road Austin, Texas
- b) Pickup time: Monday through Friday between 9:00 AM and 12:00 PM.
- c) General description of goods to be picked up: Estimated average amount of \$100,000 per day (approximately \$20,000 in checks and \$80,000 cash/coins).
- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.

22) Austin Energy-North Branch Sub Station:

- a) Pickup location: 8716 Research Blvd Austin, Texas
- b) Pickup time: Monday through Friday between 9:00 AM and 12:00 PM.
- c) General description of goods to be picked up: Estimated average amount of \$150,000 per day (approximately \$90,000 in checks and \$60,000 cash/coins).
- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.

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23) Austin Controller's Office:

- a) Pickup location: 124 W. 8th Street Austin, Texas
- b) Pickup time: Monday through Friday between 12:00 PM and 3:00 PM.
- c) General description of goods to be picked up: Estimated average amount of \$235,000 per day (approximately \$234,800 will be in checks and \$200 in cash/coins).
- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.

24) Shots-for-Tots/Big Shots Clinics

a) Far South Clinic:

- i) Pickup location: 405 W. Stassney Lane Austin, Texas
- ii) Pickup time: Friday only between 8:00 AM and 11:30 AM.
- iii) General description of goods to be picked up: Estimated average amount of \$1,300 per week in checks and cash/coins
- iv) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- v) Delivery location: Specified in Exhibit B, paragraph 1.

b) St. Johns Community Center:

- i) Pickup location: 7500 Blessing Ave. Austin, Texas
- ii) Pickup time: Friday only between 8:00 AM and 11:30 AM.
- iii) General description of goods to be picked up: Estimated average amount of \$1,800 per week in checks and cash/coins
- iv) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- v) Delivery location: Specified in Exhibit B, paragraph 1.

25) Austin Fleet Services Division:

- a) Pickup location: Finance Section at 1190 Hargrave Austin, Texas
- b) Pickup time: Friday only between 8:00 AM and 11:00 AM.
- c) General description of goods to be picked up: Estimated average amount of \$25,000 per week (approximately \$18,000 will be in checks and \$7,000 in cash/coins).
- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.

26) Austin Transportation Department - Parking Meter Coin Collection Services:

- a) Drop off location: Contractor facility
- b) Drop off time: Monday through Friday between 10:00 PM and 2:00 PM.
- c) General description of goods to be picked up: Coin volumes are estimated to range from approximately \$8,000 to \$12,000 per day.
- d) Delivery time: Before 2:00 PM on the immediate next workday after pickup.
- e) Delivery location: Specified in Exhibit B, paragraph 1.