Armored Car Services

SECTION 2

ADDITIONAL/SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the provision of armored car services for various County departments. The County requires pick-up and delivery of funds at the locations designated in Section 3, Technical Specifications. Locations may be added or removed as required by the County.

2.2 TERM OF CONTRACT

This Contract shall commence on the first calendar day of the month succeeding approval of the Contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Purchase Order issued by the County. The Contract shall expire on the last day of the sixtieth (60) month.

2.3 METHOD OF AWARD

Award of this contract shall be made to the lowest priced responsive, responsible Bidder when all items are added in the aggregate. If a Bidder fails to submit an offer on all items, its offer may be rejected.

2.4 DEFINITIONS

Class "B" License – Security Agency license that is obtained through Florida Department of Agriculture and Consumer Services.

Class "D" License – Security Officer license that is obtained through Florida Department of Agriculture and Consumer Services.

Class "G" License – Statewide Firearm license that is obtained through Florida Department of Agriculture and Consumer Services.

Consignor – County designated contact person for each location.

Consignee – Bank personnel at the designated delivery location that is authorized to accept delivery of funds and issue receipt to the Awarded Bidder.

Miami-Dade County – shall mean County.

Excess Liability – becomes applicable after the first $50,000 (cash) shipment. When the first $50,000 per shipment is exceeded, excess liability is applicable. No excess liability shall be applicable for any shipments that can be reconstructed (e.g. checks).

Face Value Liability – refers to actual cash or items that are treated as cash at face value. These items cannot be reconstructed in the event of loss.

Reconstruction Liability – refers to items when shipped that could be identified through records and can be reconstructed in the event of a loss. Thus, the face value of the item would be recoverable (e.g., checks).

2.5 BIDDER REQUIREMENTS

In addition to the requirements detailed in Section 1-General Terms and Conditions, Paragraph 1.2-Instructions to Bidders, the Bidder shall meet the following requirements to be considered for award:

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2.5.1 Bidder(s) shall hold a valid Florida Class "B" license and will be required to provide copy of the license with their response to this solicitation. The license must be valid at the time of submittal and maintained throughout the term of the contract.

2.5.2 As proof of satisfactory record performance, to demonstrate experience and expertise, Bidder shall submit a Reference Form (see Section 4) with two separate references/contracts from entities of similar size where Bidder is currently providing or has provided similar services within the past five (5) years.

2.5.3 As a condition for Award Bidder shall provide evidence of having adequate equipment and personnel to perform the services described in the solicitation, such as:

☐ Sufficient number of armored trucks.

☐ Sufficient number of armed and properly licensed security officers with valid Class "D" Class "G" license.

☐ A secured, fire-resistant vault necessary to maintain County funds overnight, on weekends, when banks are closed.

2.5.4. Bidder or Bidder's Subcontractor shall be regularly engaged in the business of providing armored car services to be considered for award. Bidder or Bidder's Subcontractor shall provide three (3) ***different*** references from customers to whom the Bidder or Bidder's Subcontractor has provided or is currently providing armored car services as described throughout this Solicitation.

In lieu of the references from Bidder or Bidder's Subcontractor, the County will consider the references from Bidder's key personnel in accordance with Resolution No. 1122-21.

The reference should include the customer's company name, and the contact person's name, title, address, telephone number, and e-mail address, who can verify that the Bidder and/or key personnel and/or Subcontractor has successfully provided the armored car services (Section 4: Submittal Requirements). These references shall ascertain to the County's satisfaction that the Bidder and/or key personnel and/or Subcontractor has sufficient expertise in the industry and its firm is properly equipped to perform the required services.

The Bidder shall provide all the information, documents and/or attachments listed above to be considered for award. All information, documents, and/or attachments listed above are due with the Bid by the solicitation's end time and date. The County may, at its sole discretion and in its best interest, allow the Bidder to complete, supplement or supply the required information, documents and/or attachments during the bid evaluation period. Failure to provide all the required information, documents and/or attachments with the Bid or, if allowed, as requested by the County during the Bid evaluation period, may result in the Bidder being declared non-responsive or non-responsible.

During the bid evaluation period, the County's Strategic Procurement Department will review the information, documents and/or attachments submitted by the Bidder, may request additional information from the Bidder, and/or obtain additional information from available sources, to completely evaluate the Bidder's submittal and ascertain that the Bidder meets the stipulated requirements and determine the Bidder's ability to perform under a resulting Contract. The County shall be sole judge of a Bidder's compliance with requirements and the Bidder's ability to perform under a resulting Contract. Failure to meet the stipulated requirements or to demonstrate ability to perform under a resulting Contract, as determined by the County, may result in the Bidder being declared non-responsible.

During a resulting Contract, the Bidder has an obligation to advise the County of any changes, intended or otherwise, to the evidence given in compliance with the requirements in this Solicitation.

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2.6 PRICES

Prices shall remain firm and fixed for the term of the contract. Prices offered shall be deemed to provide full compensation to the Awarded Bidder for labor, fees and any other element of cost or price.

2.7 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENT

Although this solicitation is specific to the County department's identified, it is hereby agreed and understood that any County department or agency may avail itself of this contract and purchase any and all items specified herein from the Awarded Bidder at the contract prices established herein. Under these circumstances, a separate purchase order shall be issued by the County, which identifies the requirements of the additional County department(s).

2.8 SERVICES MAY BE ADDED OR DELETED

It is hereby agreed and understood that the County may add or delete service on this contract at the County's option. The Awarded Bidder shall be invited to submit price quotes for the additional services. If these quotes are determined to be fair and reasonable, then the additional services will be included in the contract. The County shall provide the Awarded Bidder with advance notice of all change requirements so as to allow for proper scheduling of services.

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SECTION 3

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The purpose of this solicitation is to provide armored car services for various Miami-Dade County departments on an "as-needed" basis. The Awarded Bidder shall pick-up funds (cash, checks, money orders, credit card slips, and other securities) carried in sealed shipments from various locations and frequencies per week as delineated in Section 3, paragraph 3.7. Delivery locations and pick-up frequencies are subject to change during the term of the contract.

3.2 LIABILITY

County departments agree that all funds entrusted to the Awarded Bidder shall be securely sealed, locked and properly labeled with the name of the consignor and consignee; and that the County will not conceal or misrepresent any material, fact or circumstance concerning the funds entrusted to the Awarded Bidder. The value of the funds must be legibly shown outside of each package. Funds (cash and checks) will be enclosed in separate sealed bags, key locked and labelled. The Awarded Bidder has the right to refuse funds that are not securely sealed, locked and properly labeled. The Awarded Bidder shall agree to assume entire liability for any loss of any shipment(s) in the amount(s) as specified, it received and receipted on consignment from the department, until such time as delivery is made to its proper destination and an appropriate receipt is obtained from the consignee.

3.3 ITEMS FURNISHED BY THE AWARDED BIDDER

Cloth bags, logs, lead seals, sealing machines, identification tags and other supplies required to provide the services noted in this solicitation are to be furnished at no additional cost to the County.

3.4 PERSONNEL & EQUIPMENT

All personnel making pick-ups from County departments must wear authorized uniforms and carry proper identification. Employees' names and signatures must be on record with the respective County departments at all times. The Awarded Bidder is responsible for providing uniforms, training, equipping, supervising and discharging all personnel that will be providing the services to the County.

Awarded Bidder shall have adequate equipment and personnel to perform the services described in the soli citation, including but not limited to:

- Sufficient number of armored trucks/vehicles to be used for transporting shipments.
- A minimum of two-person crew of armed and properly licensed security officers per truck, each with valid Class "D" and Class "G" licenses, for all required pick-ups and delivery of funds in accordance with the solicitation.
- A secured, fire-resistant vault necessary to maintain County funds overnight, on weekends, when banks are closed.
- For verification of the legitimacy of any personnel providing the services stipulated in this solicitation, the Awarded Bidder must submit to the County the names and telephone numbers of the persons that will assume responsibility for confirming such legitimacy.

3.5 PICK-UP REQUIREMENTS

Unless otherwise noted, the Awarded Bidder shall perform the services during the hours specified in Section 3.7, Pick-Up And Location Schedule, Instructions which may include weekends and County observed holidays (for details on observed holidays see https://www8.miamidade.gov/global/humanresources/holidays.page).

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County departments agree to have ready at the specified time, location and frequencies, funds to be picked up. In the event that the Awarded Bidder arrives earlier than the scheduled pick-up time, the Awarded Bidder must wait until the scheduled pick-up time or return to the location at a designated later time during the same day.

Should the Awarded Bidder arrive at the scheduled pick-up location within the stipulated time frame and the shipment is not ready, the Awarded Bidder must document in the pick-up log that the shipment was not ready and County staff must sign the pick-up log acknowledging that the shipment was not ready for pick-up at the designated time. The Awarded Bidder may wait until the shipment is ready or return to the location at a mutually agreed later time during the same day. If the County department is late with a shipment and the Awarded Bidder is prompt, the Awarded Bidder may add twenty-five percent (25%) to the total invoice amount submitted for that shipment. If the County fails to prepare a shipment at the scheduled pick-up location within the stipulated time frame, the Awarded Bidder may invoice the County for the pickup as part of the regular pick-up schedule.

Should the Awarded Bidder be late to pick-up a shipment, the County department may deduct twenty-five percent (25%) from the total invoice amount submitted by the Awarded Bidder for that shipment. Similar to the procedures above, both the County department and the Awarded Bidder must sign and acknowledge the late pick-up of the shipment.

A County department may cancel a scheduled pick-up by providing twenty-four (24) hours' notice to the Awarded Bidder. In the event of an emergency that would necessitate the suspension of the servic es, the County department will notify the Awarded Bidder as soon as practicable under the circumstances and scheduled services will remain suspended until further notice.

In the event of a force majeure event where a delay occurred which is beyond the control of the County and the Awarded Bidder, the Awarded Bidder shall return the funds to the consignor at the location where it was picked-up or to the consignee designated by the County. The Awarded Bidder must justify the delay, in writing as soon as possible, but no later than ten (10) days upon knowledge of delay.

The Awarded Bidder is expected to fulfil all requests for armored car services, failure to perform ninety-eight (98%) of scheduled requests for services for any one (1)) month period may result in the County terminating the contract with the Awarded Bidder, in accordance with Paragraph 1.26 of the General Terms and Conditions.

The Awarded Bidder will provide and maintain a "pick-up log" for each pick-up location, documenting the pick-up of sealed shipments, including monetary value, actual time and date of pick-up, and the signature of the Awarded Bidder's employee. At the request of any County department for which services have been provided, the Awarded Bidder shall provide a true and complete accounting of all log entries, signatures and delivery receipts for review. Depending on the needs of the County department, this may be requested on a weekly or monthly basis.

Departments may also request pick-up of bags with change or other note denomination from Bank to requesting department, as specified in Section 3.7.

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