

**DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

ROID

New contract
 OTR
 CO
 SS
 BW
 Emergency
 Re-Bid
 Other

Previous Contract/Project No.:
FB-00045

LIVING WAGE APPLIES: ___ YES NO

Requisition/Project No: **FB-01230 (ROID1900118)**

TERM OF CONTRACT: **5 YEARS**

Requisition/Project Title: **Armored Car Services**

Description: **Provision of armored car services for various departments on an as needed basis. Services include** pick-up funds (cash, checks, money orders, credit card slips, and other securities) carried in sealed shipments to & from various County locations and frequencies per week to & from depositories.

User Department: **COC - \$505,609, CU-\$24,622, FR-\$24,000, ID -\$34,000, PR - \$157,000, SW - \$26,000, SP - \$63,000, LB - \$247,000, AD - \$53,000, FN - \$80,000, PE - \$68,000, CR - \$17,500, PD - \$25,000, AV - \$24,203.40, WS - \$115,000**

Issuing Department: **ISD / PM**

Contact Person: **Sophia Cunningham, 305-375-2179; Sophia.Cunningham@miamidade.gov**

Estimated Cost: **\$1,463,934.40**

Funding Source: **General Fund, Proprietary Funds, Internal Services Funds, Fire District, Clerk Revenue, Library Taxing District**
Revenue Generating: **N/A**

ANALYSIS

| | | | |
|--|----------------------|----------------------------|----------------------------|
| Commodity/Service No: 990-010 | | | |
| Trade/Commodity/Service Opportunities | | | |
| Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input type="checkbox"/> if this is a New Contract/Purchase with no Previous History | | | |
| | <u>PREVIOUS</u> | <u>2ND YEAR</u> | <u>3RD YEAR</u> |
| Contractor: | Dunbar Armored, Inc. | | |
| Small Business Enterprise: | | | |
| Contract Value: | \$1,618,000 | | |
| Comments: | | | |
| Continued on another page (s): ___ Yes <input checked="" type="checkbox"/> No | | | |

RECOMMENDATIONS

| SBE | Set-Aside | Sub-Contractor Goal | Bid Preference | Selection Factor |
|-----|-----------|---------------------|----------------|------------------|
| | | % | | |
| | | % | | |
| | | % | | |
| | | % | | |

Basis of Recommendation:

Signed: *Sophia Cunningham*

Date to DBD: **06/28/2019**

Date Returned to DPM: _____

SECTION 2 - 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 delineated 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 Internal Services Department, Strategic Procurement Division. The contract shall expire on the last day of the sixtieth (60) month.

2.3 METHOD OF AWARD – AGGREGATE (GROUPS 1 THROUGH 15)

Award of this contract shall be offered to the responsive, responsible Bidder who submits an offer for **all groups (Groups 1 through 15) and all locations within each group** and whose offer represents the lowest price when all proposed charges are added in the aggregate. If a Bidder fails to submit an offer on all groups and locations within each group, its bid will be rejected. The County intends to award a single contract for the services described herein.

2.3.1 Qualification Requirements

To qualify for award of contract, a Bidder must fulfil the following requirements:

- A. Possess a valid Florida Class “B” Private Security Agency License issued by the Florida Department of Agriculture and Consumer Services. The license must be included in the bid, and maintained throughout the term of the contract.
- B. Be engaged in the business of providing armored car services for not less than five (5) years, and must provide the following information to demonstrate experience, expertise, sufficient financial capacity and resources, and adequate equipment and personnel, to provide satisfactory service to all locations specified in the solicitation:
 - i. A short narrative of the Bidder’s organization, including number of years in existence and current number of employees.
 - ii. An organization chart showing all key personnel that will be assigned to the contract, including their titles and functions to be performed.
 - iii. Detailed description of three (3) comparable contracts (similar in scope of services to those requested herein) which the Bidder has either ongoing or completed within the past five (5) years, including current clients and past clients within Miami-Dade, Broward and Palm Beach Counties. The description should identify for each contract:
 - a. Title of the contract,
 - b. Client,
 - c. Client contact person, title, phone number and email address,
 - d. Total dollar value of the contract,
 - e. Dates covering the term of the contract,
 - f. Services performed and number of locations served, and
 - g. Bidder’s office location performing/performed the services.

- iv. Copies of certified business financial statements, balance sheets, and bank references, for the Bidder's last three (3) fiscal years. Copies of business income tax returns will be accepted if certified financial statements are unavailable.
- v. Evidence of adequate equipment and personnel to perform the services described in the solicitation. At a minimum, the Bidder must provide evidence of having the following:
 - a. A secured, fire resistant vault necessary to maintain County funds overnight.
 - b. A minimum of ten (10) armored trucks.
 - c. A minimum of two (2) armed and properly licensed security officers, Class "D" and firearms license Class "G" employees per truck, a minimum of twenty (20) employees overall.

Note: Documentation to substantiate that the Bidder satisfy the minimum qualification criteria must be included in the bid.

Note: The above listed equipment and personnel are the minimum requirements to meet the scope of services noted in this solicitation. The Awarded Bidder shall be responsible for providing sufficient equipment and personnel to pick-up and deliver funds in accordance with the solicitation.

2.5 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.

2.6 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS

Although this solicitation is specific to the County departments 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).

2.7 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.

2.8 INSURANCE REQUIREMENTS

Section 1.22, Insurance Requirements of the General Terms and Conditions, Paragraph A, is amended to add the following language:

SECTION 3 – TECHNICAL SPECIFICATIONS**3.1 SCOPE OF SERVICES**

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.

3.1.1 SERVICES FOR CIRCUIT & COUNTY COURT (GROUP 1)

Funds picked up from the County Recorder, 22 N.W. 1st Street, Room 104; Mortgage Foreclosure, 111 NW 1 St. 12th Floor, Suite 348; and Civil Courthouse, 73 West Flagler Street, Room 137, must be delivered to City National Bank located at 25 West Flagler Street, Miami, Florida, 33130, on the same day within four (4) hours after pick-up.

Funds picked up from the Accounting Unit, located at 601 NW 1st Court, Suite 1942, will require delivery to two (2) banks (each bag will indicate the name of the bank for delivery) as follows: City National Bank, 25 West Flagler Street, Miami, Florida, 33130 and TD Bank, 1103 Brickell Avenue, Miami, Florida 33131. Funds picked up from this location for delivery to either of these banks must be delivered no later than twenty-four (24) hours after pick-up.

Funds from all other locations under this group must be delivered no later than twenty-four (24) hours after pick-up to City National Bank, located at 25 West Flagler Street, Miami, FL 33130.

3.1.2 SERVICES FOR OTHER DEPARTMENTS (GROUPS 2 - 13)

Delivery to the Wells Fargo Bank Miami Cash Vault located at 10325 N.W. 112 Avenue, Miami, Florida, 33178, is required for cash and checks received and picked-up at each location, with the exception of a few locations where the delivery address is specified.

3.1.3 SERVICES FOR THE AVIATION DEPARTMENT (GROUP 14)

Service(s) for the Aviation Department must include same day delivery to the Bank of America branch located on the fourth floor of Concourse B at Miami International Airport (MIA).

3.1.4 SERVICES FOR WATER & SEWER DEPARTMENT (GROUP 15)

Delivery to the Wells Fargo Bank Miami Cash Vault located at 10325 N.W. 112 Avenue, Miami, Florida, 33178, is required for cash and checks received and picked-up at each location, with the exception of, once a week service as follows:

- a) On Wednesdays, pick-up bags with change from Wells Fargo Bank for delivery to the Water and Sewer Department Douglas Road Office located at 3071 S.W. 38 Avenue, Room 110.
- b) On Thursdays, pick-up bags from Douglas Road Office to be delivered to the following locations:
 1. Caleb Center – 5400 NW 22 Avenue
 2. LeJeune Rd. Office – 3575 S. Lejeune Road
 3. South Dade Government Center - 10710 SW 211 Street
 4. Opa-Locka Office – 780 Fisherman Street, Suite 130

3.2 DEFINITIONS

- 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.
- County – shall mean Miami-Dade 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).

3.3 LIABILITY

County departments agree that all funds delivered 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 delivered to the Awarded Bidder. The value of the funds must be legibly shown on the 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.

3.4 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.

3.5 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.

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.

The Awarded Bidder is responsible for providing uniforms, training, equipping, supervising and discharging all personnel that will be providing the services to the County.

The Awarded Bidder shall dispatch a two-person crew for all required pick-ups. An armored vehicle shall be used for transporting shipments.

3.6 PICK-UP REQUIREMENTS

Unless otherwise noted, the Awarded Bidder shall perform the services during the hours specified in the pick-up schedule in Section 3.7 which may include weekends and the following County observed holidays:

- New Year's Day
- Martin Luther King's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day

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. Where 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.

Where the Awarded Bidder is 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 services, 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.

3.7 PICK-UP AND LOCATION SCHEDULE

| | County Address | Service Frequency | Special Instructions | Drop off Location |
|--|--|-------------------|--|--|
| Group 1: Clerk of the Courts Note: All Clerk of the Court locations close at 4 p.m. | | | See Section 3.1.1 | |
| a. | County Recorder 22 NW 1 st St., 1 st Floor | 5 days M - F | Pickup before 12 pm Must be delivered within four (4) hours of pickup. | City National Bank 25 W. Flagler St |
| b. | VAB & Code Enforcement 111 NW 1 st St., 17 th Floor Room 302 | 5 days M - F | Pickup before 12 pm Must be delivered within four (4) hours of pickup. | City National Bank 25 W. Flagler St |
| c. | Mortgage Foreclosure 111 NW 1 st St., 12 th Floor, Suite 348 | 5 days M - F | Pick-up after 9:30 am and before 12 pm Must be delivered within four (4) hours of pickup. | City National Bank 25 W. Flagler St |
| d. | Parking Violations Bureau 22 NW 1 st St., 4 th Floor | 5 days M - F | Pickup by 3 pm | City National Bank 25 W. Flagler St |
| e. | Accounting Unit 601 NW 1 st Court, Suite 1942 | 5 days M - F | Pickup by 11 am | City National Bank 25 W. Flagler St |
| f. | Civil Courthouse 73 W. Flagler St., Rm 137 | 5 days M - F | Pick-up after 9:30 am and before 12pm Must be delivered within four (4) hours of pickup. | City National Bank 25 W. Flagler St |
| g. | Traffic Justice Building 1351 NW 12 th St., Rm 124 | 5 days M - F | Pick-up by 2:30pm Driver must check with Head of Security to be escorted to collection point. | City National Bank 25 W. Flagler St |
| h. | Criminal Justice Building 1351 NW 12 th St., Room 9000 | 5 days M - F | Pickup by 2:30 pm Driver must check with head of Security to be escorted to collection point. | City National Bank 25 W. Flagler St |
| i. | Juvenile Services 155 NW 3 rd St., Room 3318 | 5 days M - F | Pickup before 3 pm | City National Bank 25 W. Flagler St |
| j. | Central Depository 601 NW 1 st Ct, Suite 1601 | 5 days M - F | Pickup by 11am 16 th Floor Cashier Window | City National Bank 25 W. Flagler St |

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| k. | Miami Beach District Court 1130 Washington Ave, Rm 200 | 5 days M - F | Pickup between 12 and 2 pm | City National Bank 25 W. Flagler St |
| l. | North Dade Justice Center 15555 Biscayne Blvd, Rm 100 | 5 days M - F | Pickup between 11am and 12 pm | City National Bank 25 W. Flagler St |
| m. | South Dade Justice Center 10710 SW 211 th St., Rm 1200 | 5 days M - F | Pickup between 11 am and 2:30 pm | City National Bank 25 W. Flagler St |
| n. | South Dade Justice Center 10710 SW 211 th St., Rm 1500 | 5 days M - F | Pickup between 11 am and 2:30 pm | City National Bank 25 W. Flagler St |
| o. | Coral Gables District Court 3100 Ponce de Leon Blvd, Room 100 | 5 days M - F | Pickup between 12 pm and 2:30 pm | City National Bank 25 W. Flagler St |
| p. | Joseph Caleb District Court 5400 NW 22nd Ave, Room 103 | 5 days M - F | Pickup between 12 pm and 2:30 pm | City National Bank 25 W. Flagler St |
| q. | Sweetwater District Court 500 SW 109 th Ave, 3 rd Floor | 5 days M - F | Pickup between 12 pm and 2:30 pm | City National Bank 25 W. Flagler St |
| r. | Family Court 175 NW 1 st Ave, 12 th Floor | 5 days M - F | Pickup between 12 pm and 2:30 pm | City National Bank 25 W. Flagler St |
| s. | Marriage License Bureau 601 NW 1 st Court, Suite 1900 | 5 days M - F | Pickup by 11 am | City National Bank 25 W. Flagler St |
| t. | Records Center 9350 NW 12 th St. | 1 day Th | Pickup between 10 am and 2:30 pm | City National Bank 25 W. Flagler St |
| u. | Hialeah District Court 11 East 6 th St., Room 100 | 5 days M - F | Pickup between 12 pm and 2 pm | City National Bank 25 W. Flagler St |
| v. | Civil Court Appeals Unit 22 NW 1 st St., Room 301 | 5 days M - F | Pickup by 3 pm | City National Bank 25 W. Flagler St |
| w. | Clerk of the Board 111 NW 1 st Street, Room 17-202 Miami, FL 33128 | 5 days M-F | Pickup before 12 pm Must be delivered within four (4) hours of pickup. | City National Bank 25 W. Flagler St |

| Group 2: Cultural Affairs Department | | | See Section 3.1.2 | |
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| a. | Dade County Auditorium 2901 W. Flagler St. Accounting 111 NW 1 St, 26th Floor | 1 day Th | N/A | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| b. | Joseph Caleb Auditorium 5400 NW 27 th Ave, Bldg. B | 1 day Th | Pickup before 3 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| c. | African Heritage Cultural Arts Center 6161 NW 22 nd Ave. | 1 day Th | Pickup at Admin Office | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| d. | South Miami Dade Cultural Arts Center 10950 SW 211 th St. | 1 day Th | Pickup by 4 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| Group 3: Fire Rescue Department | | | See Section 3.1.2 | |
| a. | Fire Rescue Dept. 9300 NW 41 st St. | 5 days M - F | N/A | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| Group 4: Internal Services Department | | | See Section 3.1.2 | |
| a. | County Store 980 W. 84 th St., Hialeah | 1 day Th | N/A | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| b. | ISD Parking Operations 200 NW 2 nd Ave, Suite 216 | 5 days M - F | Pickup between 1 pm and 2:30 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| Group 5: Parks, Recreation and Open Spaces Department | | | See Section 3.1.2 | |
| a. | Blackpoint Marina 24775 SW 87 th Ave | 2 days M & F | Holidays included | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| b. | Country Club of Miami 6801 NW 186 th St. | 2 days Tu & F | N/A | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| c. | Crandon Park Administration 4000 Crandon Blvd. | 2 days M & F | Pickup between 9 am – 4 pm Holidays included | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| d. | Deering Estate 16701 SW 72 nd Ave. | 1 day Tu | Pickup between 9 am – 5 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| e. | Greynolds Park/Golf 17350 W. Dixie Highway | 1 day M | Holidays included | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |

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| f. | Haulover Beach 10800 Collins Avenue | 1 day M | Holidays included | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| g. | Hickman Building 275 NW 2 nd St. | 1 day W | Additional pickups as needed | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| h. | Homestead Bayfront Marina N. Canal Dr. / SW 328 th St. | 2 days Tu & F | N/A | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| i. | Larry & Penny Thompson Park 12451 SW 184 th St. | 3 days M, W & F | Holidays included | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| j. | Matheson Hammock Park 9610 Old Cutler Road | 2 days M & Th | Holidays included | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| k. | Palmetto Golf Club 9300 Coral Reef Drive | 2 days Tu & F | N/A | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| l. | Pelican Harbor Marina 1275 NE 79 th St. | 3 days M, W & F | Holidays included | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| m. | Redland Fruit & Spice Park 24801 SW, 187 th Ave. | 2 days Tu & F | N/A | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| n. | Rickenbacker Causeway, PROS Causeways Division, Maintenance Operations & Customer Service Center 4299 Rickenbacker Causeway, Key Biscayne, FL 33149 | 1 day F | Pickup between 12 pm and 5 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| o. | Trail Glades Range 17601 SW, 8 th St. | 2 days W & Sa | N/A | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| p. | Zoo Miami 12400 SW, 152 nd St | 3 days M, W & F | Holidays included | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| Group 6: Solid Waste Management Department | | | See Section 3.1.2 | |
| a. | Solid Waste Mgmt 2525 NW 62 nd St., 5th Floor, Suite 5400 | 5 days M-F | N/A | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| Group 7: PortMiami | | | See Section 3.1.2 | |
| a. | Seaport Accounting Office 1001N. American Way, Rm 113 | 5 days M-F | N/A | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |

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|------------------------------------|---|----------------------|----------------------------------|---|
| b. | Cruise Operations Office 1015N. American Way, Rm 116 | 3 days M, Sa & Su | N/A | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| Group 8: Library Department | | | See Section 3.1.2 | |
| a. | Allapattah 1799 NW 35 th St. | 1 day Tu | Pickup between 9:30 am – 6 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| b. | Arcola Lakes 8240 NW 7 th Ave. | 1 day Tu | Pickup between 9:30 am – 6 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| c. | Bay Harbor Islands 1175 95 th St. | 1 day Tu | Pickup between 10:30 am – 7 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| d. | California Club 700 Ives Dairy Road | 1 day Tu | Pickup between 11:30 am – 8 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| e. | Civic Center 1501 NW 12 th Ave. | 1 day Tu | Pickup between 7 am – 6 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| f. | Coconut Grove 2875 McFarlane Road | 1 day Tu | Pickup between 11:30 am – 8 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| g. | Concord 3882 SW 112 th Ave. | 1 day Tu | Pickup between 11:30 am – 8 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| h. | Coral Gables 3443 Segovia St. | 1 day Tu | Pickup between 9:30 am - 8 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| i. | Coral Reef 9211 Coral Reef Dr. | 1 day Tu | Pickup between 11:30 am and 8 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| j. | Country Walk 15433 SW 137 th Ave. | 1 day Tu | Pickup between 11:30 am and 8 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| k. | Culmer/Overtown 350 NW 13 th St. | 1 day Tu | Pickup between 9:30 am – 6 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| l. | Doral 10785 NW 58 th St. | 1 day Tu | Pickup between 9:30 am – 6 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |

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| m. | Edison 531 NW 62 nd St. | 1 day Tu | Pickup between 9:30 am – 6 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| n. | Fairlawn 6376 SW 8 th St. | 1 day Tu | Pickup between 9:30 am – 6 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| o. | Golden Glades 100 NE 166 th St. | 1 day Tu | Pickup between 11:30 am and 8 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| p. | Hialeah Gardens 11300 NW 87 th Court | 1 day Tu | Pickup between 9:30 am – 6 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| q. | Hispanic 1398 SW 1 st St. | 1 day Tu | Pickup between 9:30 am – 6 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| r. | Homestead 700 N. Homestead Blvd. | 1 day Th | Pickup between 11:30 am and 8 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| s. | International Mall 10315 NW 12 th St. | 1 day Tu | Pickup between 11:30 am – 8 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| t. | Kendale Lakes 15205 SW 88 th St. | 1 day W | Pickup between 9:30 am – 6 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| u. | Kendall 9101 SW 97 th Ave. | 1 day Tu | Pickup between 9:30 am – 6 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| v. | Key Biscayne 299 Crandon Blvd. | 1 day Tu | Pickup between 11:30 am – 8 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| w. | Lakes of the Meadow 4284 SW 152 nd Ave. | 1 day Tu | Pickup between 9:30 am – 6 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| x. | Lemon City 430 NE 61 nd St. | 1 day Tu | Pickup between 9:30 am – 6 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| y. | Little River 160 NE 79 th St. | 1 day Tu | Pickup between 9:30 am – 6 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |

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| z. | Main Library 101 W. Flagler St. | 1 day W | Pickup between 9:30 am – 6 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| aa. | Miami-Beach Regional 227 22 nd St., Miami Beach | 1 day Tu | Pickup between 9:30 am – 8 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| ab. | Miami-Lakes 6699 Windmill Gate Road | 1 day Tu | Pickup between 9:30 am – 8 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| ac. | Miami Springs 401 Westward Drive | 1 day Tu | Pickup between 11:30a m – 8 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| ad. | Model City 2211 NW 64 th St. | 1 day Tu | Pickup between 9 am – 5 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| ae. | Naranja 14850 SW 280 th St. | 1 day F | Pickup between 9:30 am – 6 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| af. | North Central 9590 NW 27 th Ave. | 1 day Tu | Pickup between 9:30 am – 6 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| ag. | North Dade Regional 2455 NW 183 rd St. | 1 day Tu | Pickup between 9:30 am – 8 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| ah. | North Shore 7501 Collins Ave. | 1 day Tu | Pickup between 9:30 am – 6 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| ai. | Northeast Dade-Aventura 2930 Aventura Blvd. | 1 day Tu | Pickup between 9:30 am – 8 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| aj. | Opa-Locka 780 Fisherman St., Suite 140 | 1 day Tu | Pickup between 9:30 am – 6 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| ak. | Palm Springs North 17601 NW 78 Ave. Suite 111 | 1 day Tu | Pickup between 9:30 am – 6 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| al. | Palmetto Bay 17641 Old Cutler Road | 1 day W | Pickup between 11:30 am – 8 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |

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| am. | Pinecrest 5835 SW 111 th St. | 1 day Tu | Pickup between 9:30 am – 8 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| an. | Shenandoah 2111 SW 19 th St. | 1 day Tu | Pickup between 11:30 am – 8 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| ao. | South Dade Regional 10750 SW 211 th St. | 1 day Tu | Pickup between 9:30 am – 8 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| ap. | South Miami 6000 Sunset Drive | 1 day Tu | Pickup between 11:30 am – 8 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| aq. | South Shore 131 Alton Road, Miami Beach | 1 day Tu | Pickup between 9:30 am – 6 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| ar. | Sunny Isles Beach 18070 Collins Ave. | 1 day Tu | Pickup between 9:30 am – 6 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| as. | Sunset 10855 SW 72 St., Bay 13 | 1 day Tu | Pickup between 11:30 am – 8 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| at. | Tamiami 13250-52 SW 8 th St. | 1 day Tu | Pickup between 9:30 am – 6 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| au. | Virrick Park 3255 Plaza St. | 1 day W | Pickup between 9:30a m – 6 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| av. | West Dade Regional 9445 Coral Way | 1 day Tu | Pickup between 9:30 am – 8 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| aw. | West Flagler 5050 West Flagler St. | 1 day W | Pickup between 9:30 am – 6 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| ax. | West Kendall Regional 10201 Hammocks Blvd. | 1 day W | Pickup between 9:30 am – 8 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |

| Group 9: Animal Services Department | | | See Section 3.1.2 | |
|--|--|------------------|--|--|
| a. | Animal Services Department 3599 NW 79 th Ave, Doral | 5 days M-F | Pickup between 10:30 am – 4 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| Group 10: Finance Department | | | See Section 3.1.2 | |
| a. | Tax Collector's Building 200 NW 2 nd Ave, 1 st Floor | 5 days M-F | Guaranteed same day deposit credit | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| b. | MLK Building 2525 NW 62 nd St | 5 days M-F | Pickup between 1 pm – 4 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| c. | Stephen P. Clark Building 111 NW 1 st St, Suite 2620 | 5 days M-F | Morning pick-up | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| d. | Stephen P. Clark Building 111 NW 1 st St, Suite 2620 | 1 day F | Pickup Location: Wells Fargo Cash Vault 10325 NW 112 Ave | Stephen P. Clark Bldg. 111 NW 1 st St, Suite 2620 |
| Group 11: Regulatory and Economic Resources Department | | | See Section 3.1.2 | |
| a. | Permitting/Inspection Center 11805 SW 26 th St., Rm 152 Cashiers Window | 5 days M-F | Pickup between 1 pm – 3:30 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| b. | Accounting Section 111 NW 1 st St., 11 th Floor | 2 days Tu & F | None | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| c. | Environmental Services Division 701 NW 1 st Court, 3 rd Floor | 5 days M-F | Pickup between 2 pm – 4 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| Group 12: Corrections and Rehabilitation Department | | | See Section 3.1.2 | |
| a. | Turner Guilford Knight 7000 NW 41 st St. | 2 days M & F | For Monday Holiday, services shall be rendered on the day after (Tuesday). For Friday Holiday, services shall be rendered the day before (Thursday). For the week of Thanksgiving, services shall be rendered on Monday and Wednesday. | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| b. | Monitored Release Bureau 1401 NW 7 th Ave | 1 day M | For Monday Holiday, services shall be rendered on the day after (Tuesday). The truck may drive through the Sally Port for pick up | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |

| Group 13: Police Department | | | See Section 3.1.2 | |
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| a. | MDPD Headquarters Fiscal Administration Bureau Petty Cash Unit 9105 NW 25 St, Rm 3049 | 5 days M - F | Daily Services in the morning | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| Group 14: Aviation Department | | | See Section 3.1.3 | |
| a. | Aviation Department 4200 NW 36 St., Bldg. 5A, 3 rd Floor | 5 days M - F | Pickup between 12:30 pm – 1:00 pm | Bank of America Branch located at Miami International Airport (MIA) |
| Group 15: Water and Sewer Department | | | See Section 3.1.4 | |
| a. | Douglas Road Office 3071 SW 38 th Ave | 5 days M - F | Pickup before 4:00 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| b. | LeJeune Road Office 3575 South LeJeune Rd | 5 days M - F | Pickup before 4:00 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| c. | South Dade Government Center 10701 SW 211 th St., Suite 104 | 5 days M - F | Pickup before 4:00 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| d. | Opa-Locka Office 780 Fisherman St., Suite 130 | 5 days M - F | Pickup before 4:00 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| e. | Caleb Center Office 5400 NW 22 nd Ave, Suite 102 | 5 days M - F | Pickup before 4:00 pm | Wells Fargo Bank Miami Cash Vault 10325 NW 112 Ave |
| f. | Douglas Road Office 3071 SW 38 th Ave | 1 day W | See Section 3.1.4 | |
| g. | LeJeune Road Office 3575 South LeJeune Rd | 1 day Th | | |
| h. | South Dade Government Center 10701 SW 211 th St., Suite 104 | 1 day Th | | |
| i. | Opa-Locka Office 780 Fisherman St., Suite 130 | 1 day Th | | |
| j. | Caleb Center Office 5400 NW, 22 nd Ave, Suite 102 | 1 day Th | | |