

**Richmond Metropolitan Transportation Authority
INVITATION FOR BID**

Issue Date: January 27, 2021
Title: Armored Transport and Coin Counting Services 2021
Issuing Agency: Richmond Metropolitan Transportation Authority
901 E. Byrd Street, Suite 1120
Richmond, VA 23219

Period of contract: Three years upon award through June 30, 2024 (with the option to renew for two (2) additional one (1) year periods).

Sealed bids will be received until February 24, 2021 at Noon
Richmond Metropolitan Transportation Authority
ATTN: Paula Watson – Armored Services 2021
901 E. Byrd Street, Suite 1120
Richmond, VA 23219

All bids will be opened in public via zoom. Link will be provided prior to that date.

All inquiries should be directed to Paula Watson at Paula.Watson@rmtaonline.org.

In compliance with this Invitation for Bid and to all the conditions imposed herein, the undersigned offers and agrees to furnish the goods/services at the price(s) indicated herein.

Firm Name: _____

Firm Address: _____

Phone: _____

Fax: _____

Webpage: _____

Signature: _____

Date: _____

Name Printed: _____

Title: _____

Email: _____

This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia, 2.2-4310* or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

I. Purpose:

The intent and purpose of this Invitation for Bid (IFB) is to establish a service contract to provide armored transport and coin counting services for the Authority's Expressway System.

II. Scope of Work:

A. On Monday through Saturday, except for major Federal holidays (New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Martin Luther King Day, Columbus, Veteran's Day and Christmas), between 7:30 a.m. and 9:00 a.m. locked vaults will be picked up at two locations for coin counting:

Powhite Parkway Toll Plaza	42 (daily average)
Downtown Expressway Toll Plaza	25 (daily average)

B. The Authority will purchase wrapped coins as required from our Depositor using an online system preferably, or through the contractor using their available method. At the same time as vault pick-up described above, an estimated change order of \$20,000 to \$30,000 in U.S. currency. The average volume of wraps per month is 80,000 wraps. The coin is to be wrapped and made available in boxes by the following dollar denominations:

Pennies	\$ 25.00 boxes
Nickels	\$100.00 boxes
Dimes	\$250.00 boxes
Quarters	\$500.00 boxes

An example of an average daily change order to be delivered to the toll plazas might include \$1,500 in nickels, \$5,500 in dimes, and \$16,000 in quarters. All requests for change will be provided to the armored car service provider and detail how many dollars in each coin denomination would be required at each location.

C. At the time that full vaults are delivered to the coin counting facility, all empty vaults will be picked up and returned to the toll plazas within 2 days. The return of all empty vaults is crucial to Authority's operation, and should be returned within 2 days through subsequent pick up trips.

D. Loaded vaults will not be expected to exceed 50 lbs. and normally weigh between 40 to 50 lbs. Because of automatic locking mechanisms, they must not be thrown, stacked improperly, or dropped.

E. Separately quote price per trip in the event of a pickup request on a major holiday, or if a second trip was requested for a normal business day.

F. A record of each vault will be furnished to the Authority on a daily basis stating vault number, dollar amount, and quantity of coin by denomination. This report will be emailed to the Authority using an Excel file as specified by the Authority daily. There will be no adjustments made to the bankable deposit after it has been posted unless an error is discovered and mutually agreed upon by both the Authority and the offeror. The Contractor shall consolidate the coin into one bankable deposit for delivery to the Authority's designated bank by 4:00 p.m. on the same day. It is agreed and understood between the parties that in opening any sealed vault, the count of the Contractor providing service shall be final and binding. It is further understood and agreed that the Authority will furnish the Contractor with 2 keys essential to the unlocking of the vaults. Contractor shall be responsible for maintaining all vault keys in workable condition and shall be responsible for all costs associated with the

- replacement of lost or damaged vaults keys. Empty vaults will be reset and locked.
- G. Contractor will provide all-risk insurance protection of \$2,000 per vault plus a maximum of \$100,000 for U.S. currency or coin. Contractor agrees to assume entire liability for any loss of shipment up to the amount of \$250,000. Said liability shall commence when said shipment has been received into its possession and shall terminate when same has been delivered to the designated depository; provided however, that in case any shipment is delivered to contractor not distinctively and securely sealed, said contractor shall in no event be liable for any shortage claimed in any such shipment. Additional insurance requirement to general requirements at Attachment A, item Q:
1. Coverage must include Broad Form Money and Securities Insurance policy in the amount of \$250,000.
- H. Contractor shall not be liable for delays not caused by its fault or neglect. Contractor agrees to be liable as stated in Section G above.
- I. The Contractor selected will perform this work under dual control and have security cameras at their location.

III. General Terms & Conditions:

Please refer to Attachment A of this solicitation for General Terms & Conditions.

IV. Special Terms & Conditions:

- A. Award: The award will be made to the lowest responsive and responsible bidder meeting the requirements of the solicitation. The Authority reserves the right to conduct any tests it may deem advisable and to make all evaluations. The Authority also reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the Authority to be in its best interest.
- B. Bid Acceptance Period: Any bid in response to this solicitation shall be valid for 30 days. At the end of the 30 days, the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
- C. Cancellation of Contract: The Authority may terminate this contract at any time the Contractor fails to carry out its responsibilities in section II "A, B, C & F under this contract. Should the Authority decide to terminate under this provision, it shall first provide the Contractor 10 days advance written notice of performance conditions which are endangering the contract's continuation. If after such notice the Contractor fails to remedy the conditions contained in the notice, within the time period contained in the notice, the Authority shall issue an order to cease and desist any and all work immediately. The Authority shall only be obligated for services rendered and accepted prior to the date of the notice and termination. This contract may also be terminated by the Authority, without cause and without penalty or surcharge for the sole benefit of the Authority, with 60 days prior notice.
- D. Liquidated Damages: Failure to complete the work by the specified times in section II, items A, B, C and F will result in actual damage to the Authority. Since actual damages would be difficult or impossible to determine, it is agreed that the Contractor shall pay to the Owner, not as a penalty but as liquidated damages, \$250 per Day for each Day elapsed past the date set for substantial completion, until such time as substantial completion has been obtained. Contractor shall not be liable for delays not caused by its fault or neglect as noted in section II, item H. Liquidated damages may be deducted by the Authority from any funds due the Contractor.

- E. **Indemnification:** The Contractor shall indemnify and hold harmless Richmond Metropolitan Transportation Authority, and all officers, directors and employees of the named entity, (individually and collectively), from any and all liability, loss, damage, expense, cause of action, suits, claims or judgments arising from injury to person or property resulting from activity arising out of this contract; and shall, at its own cost and expense, defend any and all suits which may be brought against such parties, either alone or in conjunction with others upon any such liability or claim or claims and shall satisfy, pay and discharge any and all judgments and fines that may be recovered against such parties in any such action or actions, provided, such indemnity shall not extend to the negligence of such parties and, provided, further, that such parties shall give the Richmond Metropolitan Transportation Authority written notice of any such claim or demand.
- F. **Permits:** The Contractor shall be responsible to obtain all necessary permits for work directed under this contract. Payment for such will be made on the basis of invoiced/billed cost to the Contractor. Furthermore, the Contractor shall comply with all applicable federal, state and local laws, codes and regulations in connection with the accomplishment of work under this contract. The Contractor shall be responsible for all damages to persons and/or property that occur as a result of his fault or negligence. He shall take proper safety and health precautions to protect the work, the workers, the public and the property.
- G. **Renewal of Contract:** The initial term of this contract will be for three (3) years from the date of acceptance and will include up to two (2) successive one (1) year options, as determined solely by the Authority. Increases to rates will be allowed at each anniversary of the contract acceptance date at a rate not to exceed the CPI for All Urban Consumers – (CPI-U, South Urban) as stated for the prior 12 months by the Federal Bureau of Labor and Statistics.
- H. **Subcontracts:** No portion of the work shall be subcontracted without prior written consent of the Authority. Consent, if given by the Authority, shall not, in any way, relieve the Contractor of responsibility and liability for the work performed by his subcontractor.
- I. **Financial Capabilities:** The Contractor shall have sufficient financial capacity, working capital and other financial, technical and management resources to perform the Contract. The Contractor shall submit their latest audited annual financial reports and their latest quarterly reports as acceptable proof of financial responsibility (see attachment B).
- J. **Obligation of Contractor:** By submitting a bid, the Contractor covenant and agree that they have satisfied themselves, from their own investigation of the conditions to be met, that they fully understand their obligations; and that they will not make any claims for, or have rights to cancellation or relief from, the Contract because of any misunderstandings or lack of information.
- K. **Contingency Plan:** Contractor must state the alternative site or plan for handling coin counting services in the event of machine malfunction and/or loss of personnel and any other disruption of service which may cause non-compliance with this proposal (see attachment B).

V. Method of Payment:

Payment will be made, Net 30, after satisfactory performance of the contract in accordance with all of the provisions thereof and upon receipt of a properly completed invoice. The Authority reserves the right to withhold any or all payments or portions thereof for

Contractor's failure to perform in accordance with the provisions of the contract or any modification thereto. Invoices are to be received within 30 days from date services were rendered. The Contractor will be paid on the basis of invoices submitted. All invoices shall be forwarded to the Director of Finance, Richmond Metropolitan Transportation Authority, 901 E. Byrd Street, Suite 1120, Richmond, Virginia, 23219.

VI. Bid Evaluation Procedures: The lowest responsible bid will be determined by multiplying the estimated usage of each category of the Pricing Schedule times the bid labor rates to arrive at a grand total.

VII. Submissions: The Contractor shall supply the following documentation with its bid:

- A. Page One of solicitation to include signature and vendor information
- B. Contractor Data Sheet (Attachment B) and Pricing Schedule, with at least:
 - a. Five (5) years' experience
 - b. Listing four references
 - c. Providing most recent audited financial statements and quarterly financial report

Failure to provide required information will render a bid **non-responsive**. The Authority reserves the right to obtain technical data and to request clarification when deemed necessary.

VIII. Attachments:

- A. General Terms & Conditions
- B. Contractor Data Sheet and Pricing Schedule
- C. Facilities Map

ATTACHMENT A

- A. VENDORS MANUAL: This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible at www.dgs.state.va.us/dps under “Manuals.”
- B. APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- C. ANTI-DISCRIMINATION: By submitting their bids/proposals, bidders/offerors certify to the Authority that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and §2.2-4311 of the *Virginia Public Procurement Act*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender, national origin, or other basis prohibited by state law relating to discrimination in employment and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, §2.2-4343.1 E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
 2. The contractor will include the provisions of 1 above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- D. ETHICS IN PUBLIC CONTRACTING: By submitting their bids/proposals, bidders/offerors certify that their bids/proposals are made without collusion or fraud and that they have not

offered or received any kickbacks or inducements from any other bidder/offeror, supplier, manufacturer or subcontractor in connection with their bid/proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

E. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their bids/proposals, bidders/offerors certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

F. CLARIFICATION OF TERMS: If any prospective bidder/offeror has questions about the specifications or other solicitation documents, the prospective bidder/offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

G. PAYMENT:

1. Prime Contractor:

- a. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- b. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- c. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Authority will promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, §2.2-43 63).

2. Subcontractors:

- a. A contractor awarded a contract under this solicitation is hereby obligated:
 - i. To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Authority for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or

- ii. To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
 - b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Authority, except for amounts withheld as stated in (2) above. The date of mailing of any payment by US Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Authority.
- H. PRECEDENCE OF TERMS: Paragraphs A-G of these General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- I. QUALIFICATIONS OF BIDDERS/OFFERORS: The Authority may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder/offeror to perform the services/furnish the goods and the bidder/offeror shall furnish to the Authority all such information and data for this purpose as may be requested. The Authority reserves the right to inspect bidder's/offeror's physical facilities prior to award to satisfy questions regarding the bidder's/offeror's capabilities. The Authority further reserves the right to reject any bid/proposal if the evidence submitted by, or investigations of, such bidder/offeror fails to satisfy the Authority that such bidder/offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- J. TESTING AND INSPECTION: The Authority reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- K. ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the contractor in whole or in part without the written consent of the Authority.
- L. CHANGES TO THE CONTRACT: Changes can be made to the contract in any of the following ways:
 - 1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 - 2. The Authority may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor will be compensated for any additional costs incurred as the result of such order and shall give the Authority a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or

- b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Authority's right to audit the contractor's records and/or to determine the correct number of units independently; or
 - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Authority with all vouchers and records of expenses incurred and savings realized. The Authority shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Authority within thirty (30) days from the date of receipt of the written order from the Authority. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Authority or with the performance of the contract generally.
- M. DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Authority, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Authority may have.
- N. TAXES: Sales to the Authority are normally exempt from State sales tax. State sales and use tax certificates of exemption will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Authority's tax exemption registration number is 54-0804452.
- O. USE OF BRAND NAMES: Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict bidders/offerors to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The bidder/offeror is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Authority to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the bidder/offeror clearly indicates in its bid/proposal that the

product offered is an equal product, such bid/proposal will be considered to offer the brand name product referenced in the solicitation.

- P. TRANSPORTATION AND PACKAGING: By submitting their bids/proposals, all bidders/offerors certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.
- Q. INSURANCE: By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage in addition to the insurance requirements detailed in Section II, item G at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §2.2-4332 and §65.2-800 et seq. of the *Code of Virginia*. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. In addition, the Contractor shall present an insurance certificate showing the Richmond Metropolitan Transportation Authority named as an additional insured for the Commercial General Liability and Excess/Umbrella Liability coverage.

Worker's Compensation

Statutory Virginia Limits

Employer's Liability: \$100,000 for each Accident by employee

\$100,000 for each Disease by employee

\$500,000 policy limit by Disease

Commercial General Liability – Combined Single Limit

\$1,000,000 each occurrence including contractual liability for specified agreement

\$2,000,000 General Aggregate (other than Products/Completed Operations)

\$2,000,000 General Liability Products/Completed Operations and Garagekeeper's Liability

\$1,000,000 Personal and Advertising injury

\$100,000 Fire Damage Legal Liability

Coverage must include Broad Form property damage and (XCU) Explosion, Collapse and Underground Coverage

Business Automobile Liability – including owned, non-owned and hired car coverage

Combined Single Limit - \$1,000,000 each accident

Provide all-risk insurance protection of \$2,000 per vault plus a maximum of \$100,000 for U.S. currency or coin.

Coverage must include Broad Form Money and Securities Insurance policy in the amount of \$250,000.

- R. ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision

to award a contract over \$50,000, as a result of this solicitation, the Authority will publicly post such notice.

- S. DRUG-FREE WORKPLACE: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- T. NONDISCRIMINATION OF CONTRACTORS: A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, or disability or against faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

ATTACHMENT B
CONTRACTOR DATA SHEET AND PRICING SCHEDULE
TO BE COMPLETED BY CONTRACTOR AND SUBMITTED WITH BID

1. **QUALIFICATION OF CONTRACTOR:** The Contractor must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.

Primary contact:

Name: _____ Title: _____

Address: _____

City/State/ZIP: _____

Location from which Transport Services will be provided:

Address: _____

City/State/ZIP: _____

Location from which Coin Services will be provided:

Address: _____

City/State/ZIP: _____

Alternative site or plan for handling coin counting services in the event of machine malfunction and/or loss of personnel and any other disruption of service which may cause non-compliance with requirements:

Address: _____

City/State/ZIP: _____

2. **YEARS IN BUSINESS:** Indicate the length of time you have been in business providing this type of service: _____ years.
3. **PROOF OF FINANCIAL RESPONSIBILITY:** Latest audited annual financial reports and quarterly report are attached.
4. **REFERENCES:** List at least four (4) recent references, either commercial or governmental, for whom you have provided this type of service. Include the date service was furnished and the name and address of the person the Authority has permission to contact.

<u>CLIENT</u>	<u>DATE</u>	<u>ADDRESS</u>	<u>CONTACT NAME, EMAIL, AND PHONE NUMBER</u>
---------------	-------------	----------------	--

Pricing Schedule

The Bidder agrees to provide services in compliance with the Scope of Work and Terms and Conditions of this Invitation for Bid at firm rates for each type of service as follows: **Failure to complete any of the rates listed below will be cause for rejection of bid (via a non-responsive determination). Any bidder who enters \$0 on a pricing blank or leaves it blank shall be considered non-responsive should it relate to a service (Bidder) will provide, i.e. coin wrapping and base fee for coin order. If a service does not relate to a Bidder, it is sufficient to state “not applicable.”**

Price per vault verified: First Year _____
 Second Year _____
 Third Year _____

Coin wrapping per roll: First Year _____
 Second Year _____
 Third Year _____

Transport per month: First Year _____
 Second Year _____
 Third Year _____

Base fee per coin order: First Year _____
 Second Year _____
 Third Year _____

Price per trip in the event of a pickup request on a major holiday, or if a second trip was requested for a normal business day:

 First Year _____
 Second Year _____
 Third Year _____

Additional Charges, if any: First Year _____
(include explanation) Second Year _____
 Third Year _____

Costs for providing two successive twelve (12) month periods renewable, at the Authority’s option, are at a mutually agreed upon rate, not to exceed the CPI for All Urban Consumers – (CPI-U, South Urban) index as stated for the prior 12 months by the Federal Bureau of Labor and Statistics.

ATTACHMENT C



