

**BACKGROUND**

1. The City of Ocala (City), is soliciting proposals from qualified service providers to provide armored car services.
2. Service Provider service shall include scheduled pick-up and delivery of sealed bank deposits (cash and checks) from designated City locations to a designated financial institution as specified herein.

**LICENSING AND EXPERIENCE REQUIREMENTS**

1. **Licensing Requirement:**
  - A. Service Provider must be a licensed as a Class B Security Agency in the State of Florida to submit a bid for this project.
  - B. Service Provider must be able to provide licensed Class D and Class G Security Officers in the State of Florida to submit a bid for this project.
2. **Experience Requirement:** Service Provider must possess 5 years' experience in providing armored car services.

**BOND REQUIREMENTS**

1. **Employee Dishonesty/Fidelity Bond, Inside Money and Securities Coverage:** Service Provider must obtain, at Service Provider's expense, and keep in effect during the term of the contract, Employee Dishonesty, Third Party Fidelity Bond and Inside Money and Securities coverage for City-owned property in the care, custody or control of the Service Provider. Coverage limits shall not be less than \$1,000,000. The policy must include the City of Ocala as loss payee.

**INSURANCE REQUIREMENTS**

1. **Commercial General Liability:** with limits of \$1,000,000 per occurrence/\$2,000,000 aggregate.
2. **Commercial Automotive Liability:** a combined limit of not less than \$1,000,000.
3. **Workers' Compensation and Employer's Liability:** per Florida statutory requirements.

**CONTRACT TERM/DELIVERY TIMELINE**

1. **Term:** The resulting agreement will be for an initial term of five (5) years.
2. **Renewal:** One (1) optional, three-year renewal term.
3. **Pricing:** Pricing shall be firm for the initial term. The City reserves the right to negotiate prices with the selected firm. Pricing for services shall include all costs for overhead, fuel, insurance, etc. The City will not reimburse the Service Provider for any additional costs or expenses related to the scope.
4. **Escalation:** Any price increase for contract renewal will be subject to negotiation as approved by the City of Ocala. In no case will the increase exceed three percent (3%) annually unless there are mitigating market conditions. Prices increases shall be based on the CPI-U and Service Provider must submit their request for an increase with CPI justification at least 90 days prior to the end of the current term.
5. **Termination for Convenience.** City reserves the right to terminate this Agreement in whole or in part at any time for the convenience of City without penalty or recourse. The Project Manager shall provide

written notice of the termination. Upon receipt of the notice, Service Provider shall immediately discontinue all work as directed in the notice, notify all subcontractors of the effective date of the termination, and minimize all further costs to City including, but not limited to, the placing of any and all orders for materials, facilities, or supplies, in connection with its performance under this Agreement. Service Provider shall be entitled to receive compensation solely for: the actual cost of the work completed in conformity with this Agreement; and/or such other costs incurred by Service Provider as permitted under this Agreement and approved by City.

### PICK-UP SCHEDULE

1. Service Provider shall follow the pick-up schedule at the designated City locations, except for City and Bank observed holidays. Times for armored car service will be established through agreement between the successful Service Provider and the City.
2. The holiday schedule is as follows: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.
3. Service Provider shall allow ten (10) minutes for each scheduled pick-up at each designated City location. No additional charges shall be assessed for pick-up times under ten (10) minutes.
4. All bank deposits must be made the same day as the pick-up. Bank deposits shall be delivered to the designated financial institution via Service Provider's central location (vault services).
5. The City reserves the right to add and delete pick-up locations, change day and/or times of service, change the designated financial institution, and add similar services, and delete services as needed during the term of the contract with written notification to the Service Provider. Prices for additional contract services must be mutually agreed to in writing by the City and the Service Provider.
6. City will not pay for any additional fees, charges, assessments, etc. related to the services outlined in this solicitation.

### PICK-UP LOCATIONS AND FREQUENCY

Location Name	Address	Frequency	Description
City of Ocala Service Center	201 SE 3 <sup>rd</sup> St Ocala, FL 34471	3 x per week (Mon + Wed + Fri)	Deposit Pick-Up
City of Ocala Rec & Parks	828 NE 8 <sup>th</sup> Ave Ocala, FL 34470	2 x per week (Tues + Fri)	Deposit Pick-Up
City of Ocala Kiosk Deposit Pull (OCALA003)	3100 SW College Rd Ste 334 Ocala, FL 34474	2 x per week (Mon + Thurs)	Kiosk Deposit Pull
City of Ocala Kiosk Deposit Pull (OCALA004)	2720 E Silver Springs Blvd Ocala, FL 34470	2 x per week (Mon + Thurs)	Kiosk Deposit Pull
City of Ocala Kiosk Deposit Pull (OCALA005)	1211 NW 10 <sup>th</sup> St Ocala, FL 34475	2 x per week (Mon + Thurs)	Kiosk Deposit Pull

**CITY REQUIREMENTS**

1. Prior to pick-ups, each City deposit pick-up location will place bank deposits consisting of cash and checks in the designated tamper-evident bags. Each bag will be marked with the designated City location, the designated financial institution, and the total bank deposit per bag.
2. The City shall be responsible for picking up validated bank deposit receipts and any other items from the designated financial institution unless other arrangements are agreed to with the Service Provider.
3. The City shall maintain a record of transported bank deposits and work with the Service Provider in resolving any missing items.

**SERVICE PROVIDER REQUIREMENTS**

1. Replenish receipt printer paper in the kiosks as needed on the days and times frames noted in the pick-up schedule. Receipt printer paper supplied to the Service Provider by the City.
2. Closeout and settle each kiosk.
3. Remove all currency from the previous balanced kiosk.
4. Maintain confidentiality and control of all keys, codes, and combinations in its possession.
5. Service Provider personnel shall always carry and present identification card.
6. Service Provider personnel shall be armed, uniformed, licensed, bonded, trained and experienced to perform armored car service duties as required.
7. Service Provider shall provide tamper-evident deposit bags to the City as needed.
8. Service Provider shall pick-up bank deposits consisting of cash and checks in the designated tamper-evident bags from the designated City locations.
9. Service Provider understands and agrees that the Service Provider's possession of a bank deposit commences when the Service Provider's authorized personnel signs for the bank deposit and when the kiosk cash is accessed. Service Provider shall be responsible for the bank deposit(s) even while on City property, until the bank deposit(s) has been delivered to the City's designated financial institution and has been properly received and receipted by the designated financial institution.
10. Service Provider shall maintain daily route logs for pick-ups at each designated City location and delivery of bank deposits to the designated financial institution for security and audit purposes.
11. Service Provider shall provide logbooks to City as needed.
12. Same-day deposit required. Service Provider shall guarantee safe delivery of all bank deposits placed in the Service Provider's possession by the City, unopened and untampered, to the designated financial institution.
13. Service Provider shall ensure all bank deposits are insured in full in the event of theft or loss. Service Provider shall insure cash for a minimum of \$1,000,000.00.
14. If a pick-up or delivery is going to be late or missed, the City shall be notified as soon as the delay is known.
15. In the event of a sealed deposit loss or damage, the Service Provider shall submit written report to the City within twenty-four (24) hours stating the type and amount of loss. All costs related to the loss or

damage to the deposits in the care, custody, and control of the Service Provider shall be sole responsibility of the Service Provider. The City will assist in the proper identification of any such sealed deposits lost or damaged, making every effort to minimize costs. The City's help to minimize costs does not, in any way, relieve the Service Provider's liability of any loss or cost arising from the incident.

16. All transport vehicles shall be properly armored and equipped for the service to be performed.
17. Service Provider shall have available, back-up armored transport vehicles and personnel in the event of equipment failure, accidents, or other such occurrences which may interfere with performance of the services required.
18. Service Provider shall be fully responsible for meeting all OSHA, local, state, and national codes concerning safety provisions for their employees, sub-contractors, all building and site occupants, staff, public, etc.
19. The Service Provider shall complete all work performed under this solicitation in accordance with policies and procedures of the City of Ocala and all applicable State and Federal laws, policies, procedures, and guidelines.

### **SERVICE PROVIDER EMPLOYEES AND EQUIPMENT**

1. Service Provider must utilize competent employees in performing the work. Employees performing the work must be properly licensed or qualified as required by the scope.
2. The Service Provider shall provide an assigned Project Manager, who will be the primary point of contact. Service Provider must provide a valid telephone number and address at all times to the City Project Manager. The telephone must be answered during normal working hours or voicemail must be available to take a message.
3. At the request of the City, the Service Provider must replace any incompetent, unfaithful, abusive, or disorderly person in their employment. The City and the Service Provider must each be promptly notified by the other of any complaints received.
4. The employees of the Service Provider must wear suitable work clothes and personal protective equipment as defined by OSHA. Employees shall be clean and in as good appearance as the job conditions permit.
5. Service Provider will operate as an independent contractor and not as an agent, representative, partner or employee of the City of Ocala, and shall control their operations at the work site, and be solely responsible for the acts or omissions of his employees.
6. No smoking is allowed on City property.
7. Service Provider must possess/obtain all required equipment to perform the work.
8. All company trucks must have a visible company name/logo on the outside of the vehicle.

### **INVOICING**

1. All original invoices will be sent to: Veronica Martinez, Project Manager, Customer Service Office, 201 SE 3<sup>rd</sup> Street, 1<sup>st</sup> Floor, Ocala, FL 34471, email: [vmartinez@ocalafl.org](mailto:vmartinez@ocalafl.org).
2. Service Provider will invoice at least once a month.

**PRICING AND AWARD**

1. Service Provider must upload a completed **Exhibit B - Price Proposal** with their response.
2. Service Provider must bid on each service location.
3. The bags for pick-up in Price Proposal are estimated based upon previous usage and should not be construed as guaranteed minimums.
4. Bids will be received on a unit price basis. The City will pay the Service Provider only for the actual services provided.
5. Award will be made to the lowest Service Provider meeting all requirements outlined herein.