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PHYSICAL LOCATION
Montgomery County
Administrative Building, Annex III
101 S. Lawrence Street
Montgomery, AL 36104

PURCHASING DEPARTMENT

P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

INVITATION TO BID
Armored Car Service

Bid Date: November 26, 2019	Bid Number: 51100-20B-008	Return Quotation By: December 10, 2019 10:00 a.m. CST
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Please submit a sealed price quotation on the items listed herein. (**Faxed bids will not be accepted.**) The submissions will be received at the Purchasing Department Office, 101 S. Lawrence Street until the date and time shown above, and publicly opened as soon thereafter as practicable. If unable to quote, write "NO BID" and return.

Complete specifications on items not fully described can be obtained on request. Brand names and catalog numbers are used to indicate levels of quality. If you are unable to furnish an item as specified and desire to furnish a substitute, give full description of the item. Final determination as to equal quality of substitution will be made by the Purchasing Agent.

The Montgomery County Commission reserves the right to award this bid on an all or none basis; to refuse all bids; and to waive technicalities.

Questions regarding this bid should be directed to Khristie Davis, Buyer, Purchasing Department, Montgomery County Administrative Building Annex III, 101 South Lawrence Street, Montgomery, Alabama, phone number (334) 832-1267.

Donald L. Mims
County Administrator and Purchasing Agent

GENERAL CONDITIONS AND INSTRUCTIONS

1. The bid number must appear on the outside of the bid envelope.
2. No oral, telephonic, facsimile, modifications or alternate bids will be considered. Bids from firms, individuals, or the same owners of separate companies submitting more than one bid will not be considered.
3. Three (3) no responses to invitation to bid will be reason for deletion of bidder's name from the bid list. Once deleted from bid list, bidder's name may be returned to bid list with a written request from the bidder.
4. Bidders must submit an original and one (1) copy of its bid. The attached bid form must be completed in its entirety, signed by an authorized agent of the company, and submitted with the bid response. **Bid forms that are not signed will be disqualified.**
5. All pricing shall be F.O.B., Montgomery, Alabama. Deliveries shall be to the site and designated location of the ordering department listed on the purchase order. The bid price shall include all freight/delivery, fuel, surcharge, handling, packaging, services charges, paid by the vendor.
6. Bidders must attach to bid a copy of a current City of Montgomery business license and Montgomery County business license, if required by law, and shall be current on payment of all city and county sales taxes. **If vendor is not required to have a City of Montgomery Business license or a Montgomery County business license, vendor must specify why license is not required.**
7. Vendors having a place of business within the legal boundaries of Montgomery County shall be given a 5% preference over vendors located outside of the legal boundaries of Montgomery County.
8. The contract period will be for one (1) year, beginning from the date of award and ending one (1) year thereafter with an option to renew for additional two (2) years, in one year periods. At the end of the (1) year contract period, a price increase may be allowed, but shall not be more than five percent (5%) per year.
9. The successful bidder awarded the contract/ purchase order must provide documentation of its enrollment in the e-verify program. Successful bidder will maintain such insurance as will protect him and Montgomery County from claim under Workmen's Compensation Acts, and from claims for damage and/or personal injury, including death which may arise from operations under the contract.
10. Successful vendor shall file the following insurance coverage and limited liability with the Purchasing Department before beginning work with Montgomery County:

General Liability

\$1,000,000 – Bodily injury and property damage combined occurrence

\$1,000,000 – Bodily injury and property damage combined aggregate

\$1,000,000 – Personal injury aggregate

Comprehensive form including premises/operation, products/completed operations contractual, independent contractors.

Broad form property damage and personal injury.

Automobile Liability

\$1,000,000 – Bodily injury and property damage combined coverage

Any automobile including hired and non-owned vehicles

Worker Compensation and Employers Liability

\$1,000,000 – Limited each occurrence

Umbrella Coverage

\$1,000,000 – Each occurrence

\$1,000,000 – Aggregate

11. If a dispute arises out of or relates to this agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution, any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama, governed by the laws of the state of Alabama.
12. If a bidder desires to protest a bid, a formal written protest shall be submitted to the Administrator/Purchasing Agent within five (5) working days before the bid opening or proposal due date or within five (5) working days after award. The formal written protest may be hand delivered to the Administrator or Administrator's Office of the Montgomery County Commission and/or mailed to the Administrator/Purchasing Agent by registered certified mail. The bidder and/or his authorized agent or legal representative must sign the formal written protest, or it will not be accepted.

Failure to file the notice of protest within the time limit prescribed herein shall constitute a waiver of any protest to the bid and/or request for proposal process.

The formal written protest shall state with particularity the facts and law upon which the protest is based. Within 30 calendar days of receipt of the timely filed, formal written protest, the Administrator/Purchasing Agent shall issue a written decision with respect to the protest. Should the decision by the Administrator/Purchasing Agent be adverse to the bidder, the bidder may seek relief in accordance with the *Code of Alabama 41-16-31*.

13. The selected vendor agrees to protect, defend, indemnify and hold the Montgomery County Commission and its employees, agents, officers and servants free and harmless from any and all losses, claims, liens, not limited to, the amounts of judgments, penalties, interests, court costs, legal fees, and all other expenses incurred by the County arising in favor of any party, including employees of the successful vendor, death or damages to property and without limitation by enumeration, all other claims or demands of every character but only on the proportion of and to the extent such losses, claims, liens, demands and causes of action arise out of the negligent acts or omissions of contractor, its employees, agents and officers. The successful vendor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suite at its sole expense. The successful vendor also agrees to bear all other costs and expense related thereto, even if the claim or claims alleged are groundless, false or fraudulent.
14. The selected vendor affirms that it will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama for the duration of the agreement. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.
15. The Montgomery County Commission is committed to increase participation by Minority and Women-Owned Businesses (M/WBs) in the procurement process in Montgomery County; to insure equal opportunity for M/WBs to participate in the procurement process; to prohibit discrimination on the basis of race, color, religion, national origin, sex, age, disability, or veteran status in the procurement process; and to achieve a minimum of 30% participation by M/WBs in the procurement process in Montgomery County.

SCOPE OF WORK

Montgomery County Commission proposes to enter into a contract for armored car services for Montgomery County Tax & Audit and Montgomery County Probate Offices. Armored car services shall conform to standards established by the Montgomery County Commission per specifications.

SPECIFICATIONS FOR ARMORED CAR SERVICES

1. The successful vendor shall receive money, coins, checks, negotiable instruments, and/or securities in an armored vehicle for and on behalf of Montgomery County Commission.
2. Vendor shall provide same day armored car pickup and delivery of shipment to Montgomery County's bank or financial institution daily, Monday through Friday, from 8:00 a.m. – 5:00 p.m. CST as specified by the department. No pick-up will be required by Montgomery County Commission on county or bank holidays.
3. Vendor shall acknowledge receipt for each individual sealed container or shipment. If an employee or agent of vendor, upon receipt of any container has any reason to believe that the lock or fastening device has been tampered, Montgomery County staff shall when requested by the vendor agent or employee, open the container, verify the contents as correct or incorrect, and reseal or relock the container, prior to receipt of the vendor.
4. Vendor will transport said container or shipment to Montgomery County's Probate Offices and Montgomery County Tax & Audit's bank or financial institution and will deliver said deposit into the custody of the financial institution agents or employees.
5. The vendor will obtain evidence of said delivery to the agent or employee of the financial institution and will furnish Montgomery County evidence of delivery within a reasonable time upon receipt of a written request delivered to the vendor by Montgomery County.
6. Vendor will receive, transport, and deliver to the bank or financial institution only containers, or shipments which are sealed or locked by Montgomery County Commission staff prior to receipt of the vendor.
7. Vendor shall not have possession of any key which unlocks or unfastens any container that will be transported.
8. Vendor shall be responsible for and assume liability for any loss of any shipment or the contents, after receipt of said container or shipment, up and until delivery of shipment or container is accomplished with the customer or the bank or financial institution.
9. Vendor shall not assess an additional charge if a department fails to have one of its deposits available for pick-up at the designated time, and the bag(s) are carried forward to the next business day's pick up.

10. Should vendor fail to pick-up a scheduled deposit, vendor shall make a special run as requested by the department, at no extra cost to Montgomery County.
11. It will be the responsibility of the vendor to insure that the proper standard and industry specific controls are in place to prevent any tampering of containers or shipments and their contents.
12. Vendor will appoint a dedicated senior level individual and a qualified substitute as vendor representative for the entire contract period to act as liaison with Montgomery County Commission. This representative will be solely responsible for insuring the vendor and Montgomery County Commission's contract requirements are met. This include, but is not limited to implementing instructions and resolving issues that may arise on a day to day basis during the term of the contract.
13. Vendor must provide a list of the armored car personnel, photo identification and an original or clear copy signature of personnel who pick up and sign for deposits. Receipt signatures may be verified each day, at the discretion of the Montgomery County Commission or their designee, prior to release of deposit. Deposits will not be released to vendor's personnel without information on file at Montgomery County's pick-up locations. Vendor must provide updated staff information on any new staff prior to the new staff member's arrival at the deposit pick-up location. In addition, vendor must immediately notify Montgomery County Commission or its designee if any personnel on vendor's list are no longer authorized to provide services.
14. In the event that vendor's personnel do not provide proper identification to Montgomery County staff and pick-up is refused, vendor shall immediately dispatch properly credentialed staff for deposit pick-up at no additional cost to Montgomery County.
15. Vendor shall maintain a toll-free number for inquires and customer service.
16. Montgomery County Commission reserves the right to review the personal background and qualifications of the vendor's assigned personnel.

VENDOR REQUIREMENTS

1. Vendor must provide dependable transportation in an armored vehicle.
2. Vendor must provide sufficient personnel to transport and handle deposits in a professional manner.
3. Vendor must provide driver's license and state license of employee who will be conducting the service.
4. Vendor must have a minimum of five (5) years of experience in transporting monetary deposits.

The following must be turned in with bid package

1. Documented financial stability and performance.
2. Letter of reference from customers where vendor is currently providing service.
3. Vendor shall provide a brief description of the company, its history and its operational procedures.

CUSTOMER REQUIREMENTS

1. Customer will furnish all bags/containers in which any shipment is packaged for transportation by the vendor. The container must be equipped with a locking device system which will be securely fastened, locked or closed prior to receipt by the vendor.
2. Customer will inscribe on each container his design, name, trademark, or other individual insignia which will easily identify the container from other containers which may be in possession of the vendor.
3. It is the responsibility of the customer to determine the monetary value of the contents of each container or shipment received by the vendor. The customer shall seal, secure or lock container or shipment prior to the receipt by the vendor's employee.
4. Customer shall certify in writing the total value of the contents of any container as well as the total value of each shipment.
5. Customer will notify vendor in writing the name of the customer's designated bank or financial institution and acknowledges that the vendor is not obligated to work with any person not so designated.

PRICING SHEET

Item	Service Facility	Monthly Rate	Yearly Rate
1.	Montgomery County Tax & Audit 101 S. Lawrence Street Annex III	\$ _____	\$ _____
2.	Montgomery County Probate Office 101 S. Lawrence Street Annex III: Downtown Tag Office	\$ _____	\$ _____
3.	Montgomery County Probate Office Probate East Office 5449 Atlanta Hwy	\$ _____	\$ _____
4.	Montgomery County Probate Office Probate West Office Mobile Hwy.	\$ _____	\$ _____
5.	Montgomery County Probate Office Probate South Office 3425 McGehee Road	\$ _____	\$ _____

Total rate per month for services (Tax and Audit) item 1 \$ _____

Total rate per month for services (Probate) items 2-5 \$ _____

Total yearly cost of items 1-5 \$ _____

Please complete this form and return it with your bid proposal. Should you choose not to bid at this time, please complete this form and forward back to our office as soon as possible. It is necessary that you check all categories that apply to your company.

Vendor Name: _____

Address: _____

Email Address: _____

Phone Number: _____

Fax Number: _____

Is the Company Minority Owned: _____ Yes _____ No

Is the Company Owned By: _____ Female _____ Male _____ Both

Is the Company Incorporated: _____ Yes _____ No

Ethnicity of Ownership:

_____ African American

_____ American Indian

_____ Asian American

_____ Disabled

_____ Hispanic

_____ Other (Please Specify) _____

Official Signature

Printed Name and Title

Date: _____

RESPONSE FORM TO BE ATTACHED TO BID

Company Name _____

Federal I.D. # _____

Mailing Address _____

Phone Number _____

Email Address _____

Quote F.O.B. _____

Terms of Payment _____

Delivery Date _____

Official Signature

Printed Name and Title