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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: January 16, 2026	Bid Number: 51300-26B-006	Return Quotation By: February 3, 2026 10:00 a.m. CST
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Please submit a sealed price quotation on the conditions and requirements listed below. (**Faxed bids will not be accepted.**) The submissions will be received at the Purchasing Department Office, 101 S. Lawrence Street ("Purchasing Department") until the date and time shown above and publicly opened as soon thereafter as practicable. If unable to quote, write "NO BID" and return.

Montgomery County Commission ("Montgomery County") 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 Cynthia Hill, Buyer II, Purchasing Department, Montgomery County Administrative Building Annex III, 101 South Lawrence Street, Montgomery, Alabama at (334) 832-2526.

Kindell Anderson
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. Late bids will not be opened.
4. 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.
5. Bidders must submit an original and one (1) copy of their bid. The attached bid form must be completed in its entirety, signed by bidder or an authorized agent of the bidder, and submitted with the bid response. **Bid forms that are not signed will be disqualified.**
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 and other local taxes. **If bidder is not required to have a City of Montgomery Business license or a Montgomery County business license, bidder shall explain why license is not required.**
7. Bidders 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. Separately, Montgomery County reserves the right to award the contract to a local responsible bidder if the bid is within 10% of a foreign entity's bid. A foreign entity is a business that does not have a place of business within the State of Alabama.
8. The contract period will be for one (1) year, beginning the date of award and ending one (1) year thereafter with an option to renew for an additional two (2) years, in one (1) year periods. At the end of the one (1) year contract period, a price increase may be allowed but shall not exceed five percent (5%) per year.
9. The successful bidder ("Successful Bidder") awarded the contract/purchase order must provide documentation of its enrollment in the E-Verify program.
10. Montgomery County or the Successful Bidder reserves the right to cancel the contract with a thirty (30) day written notice at any time during the contract term.
11. Montgomery County reserves the right to add or remove locations at any time during the contract term.

12. Successful Bidder shall secure and maintain the following insurance requirements throughout the duration of the contract:

Business Auto Liability Insurance:

1. Coverage will be provided by the Insurance Services Office (ISO) Business Auto Coverage form or an equivalent automobile policy that is at least as broad.
2. The Montgomery County Commission will be named as additional insured on Auto Liability policies on a primary and non-contributory basis, with waiver of subrogation in favor of the Montgomery County Commission.
3. The Montgomery County Commission will receive 30 days' Notice of Cancellation.
4. Coverage for Symbol 1 any auto
5. Minimum Limits Required:
 \$1,000,000 Combined Single Limit; or
 Split Limits: \$500,000 bodily injury per person, \$1,000,000 per accident,
 \$500,000 property damage per accident

Commercial General Liability:

1. Coverage will be provided by the Insurance Services Office (ISO) Commercial General Liability Coverage form on an occurrence basis, or an equivalent liability form that is at least as broad.
2. This insurance will apply to insurable obligations of the Hold Harmless Agreement, and the Commercial General Liability policy will not be restricted in this respect.
3. The Montgomery County Commission will be named as additional insureds on Commercial General Liability policies on a primary and non-contributory basis, with waiver of subrogation in favor of the Montgomery County Commission.
4. The Montgomery County Commission will receive 30 days' Notice of Cancellation.
5. Minimum Limits Required:
 \$1,000,000 per occurrence
 \$2,000,000 General Aggregate
 \$2,000,000 Products-Completed Operations Aggregate Limit
 \$1,000,000 Personal & Advertising Injury Limit

Workers Compensation & Employers' Liability Insurance:

1. Workers compensation insurance that provides Alabama statutory workers compensation benefits
2. Coverage will have Waiver of Subrogation in favor of the Montgomery County Commission
3. The Montgomery County Commission will receive 30 days' Notice of Cancellation.
4. Minimum Employers' Liability Limits Required:
 - a. \$1,000,000 Each Accident
 - b. \$1,000,000 Disease-Each Employee
 - c. \$1,000,000 Disease-Policy Limit

Commercial Umbrella/Excess:

1. Coverage should apply as a following form excess over the coverage provided by the Commercial General Liability, Business Auto Liability, and Employers' Liability coverages
2. Minimum Limits Required:
 - \$1,000,000 per occurrence
 - \$2,000,000 General Aggregate
 - \$2,000,000 Products-Completed Operations Aggregate Limit

Coverage for Property in the Care, Custody, and Control of the Successful Bidder:

1. Coverage for damage or theft of money and/or property in transit
 2. Coverage can be in the form of a bond, crime insurance, and/or cargo/inland marine policies
 3. Minimum limit: \$175,000 per any one shipment
13. If a dispute arises out of or relates to any contract/purchase order 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 initial 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.
14. 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 Montgomery County 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 *Ala. Code* 41-16-31(1975).
16. The Successful Bidder agrees to protect, defend, indemnify and hold harmless

Montgomery County and its employees, agents, officers, servants, and representatives from and against any and all losses, penalties, damages, settlements, claims, costs, charges, or other expenses, or liabilities of every and any kind, including attorney fees, in connection with or arising directly or indirectly out of the work or performance by Successful Bidder and/or its employees, agents, and representatives pursuant to any agreement that may arise as a result of the bidding process with Montgomery County on this matter. Without limiting the foregoing, all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged, and violations of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in this indemnification obligation. Successful Bidder agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, or suits at its sole expense. Successful Bidder also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false or fraudulent.

17. The Successful Bidder 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 contract with Montgomery County. 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.
18. Montgomery County is committed to increase participation by Minority and Women-Owned Businesses ("M/WBs") in the procurement process in Montgomery County; equal opportunity for M/WBs to participate in the procurement process; the prohibition of discrimination on the basis of race, color, religion, national origin, sex, age, disability, or veteran status in the procurement process; and achievement of a minimum of 30% participation by M/WBs in the procurement process in Montgomery County.
19. Montgomery County may review bidder's qualifications and references as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish all such information and data for this purpose as Montgomery County may request.
20. Montgomery County reserves the right to reject any bid if the evidence submitted by bidder, or investigation of such bidder fails to satisfy Montgomery County that such bidder is properly qualified to perform the contract and to complete the work contemplated therein.
21. While the bid award may be made to the lowest bidder meeting all specifications, Montgomery County will not award the bid on the basis of the low bid only. Factors that may be considered also include quality of work, conformity with specifications, terms of delivery, past service history, and experience.
22. Montgomery County reserves the right to award the bid in any manner that is in the best interest of Montgomery County.

SCOPE OF WORK

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

SPECIFICATIONS FOR ARMORED CAR SERVICES

1. Successful Bidder shall receive money, coins, checks, negotiable instruments, and/or securities in an armored vehicle for and on behalf of Montgomery County.
2. Successful Bidder 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 on Montgomery County or bank holidays.
3. Successful Bidder shall acknowledge receipt for each individual sealed container or shipment. If an employee or agent of the Successful Bidder, upon receipt of any container has any reason to believe that the lock or fastening device has been tampered with, Montgomery County staff shall when requested by Successful Bidder's agent or employee, open the container, verify the contents as correct or incorrect, and reseal or relock the container, prior to receipt of the same by Successful Bidder's agent or employee.
4. Successful Bidder 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. Successful Bidder will obtain evidence of delivery to the agent or employee of the financial institution and will furnish Montgomery County evidence of delivery within a reasonable time upon a written request delivered to the successful bidder by Montgomery County.
6. Successful Bidder will receive transport and deliver to the bank or financial institution only containers, or shipments which are sealed or locked by Montgomery County staff prior to receipt by Successful Bidder.
7. Successful Bidder shall not have possession of any key which unlocks or unfastens any container that will be transported.
8. Successful Bidder shall be responsible for and assume liability for loss of any shipment or contents, after receipt of said container or shipment, until delivery of shipment or container is received by the bank or financial institution, and a written receipt provided.
9. Successful Bidder 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) must be forward to the next business day's pick up.

10. Should Successful Bidder fail to pick up a scheduled deposit, Successful Bidder 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 Successful Bidder to ensure that the proper standard and industry specific controls are in place to prevent any tampering with containers or shipments and their contents.
12. Successful Bidder will appoint a dedicated senior level individual and a qualified substitute as its representatives for the entire contract period to act as a liaison with Montgomery County. This representative will be solely responsible for ensuring that the duties of Successful Bidder and Montgomery County under the contract are met. This includes 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. Successful Bidder 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 Montgomery County or it's designee, prior to release of deposit. Deposits will not be released to Successful Bidder's personnel without information on file at Montgomery County's pick-up locations. Successful Bidder 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, Successful Bidder must immediately notify Montgomery County or its designee if any personnel list is no longer authorized to provide services.
14. If Successful Bidder's personnel do not provide proper identification to Montgomery County staff and pick-up is refused, Successful Bidder shall immediately dispatch properly credentialed staff for deposit pick-up at no additional cost to Montgomery County.
15. Successful Bidder shall maintain a toll-free number for inquiries and customer service.
16. Montgomery County reserves the right to review the background and qualifications of the Successful Bidder's assigned personnel.
17. The total maximum liability will be one hundred and seventy-five thousand dollars (\$175,000.00) per any one shipment.

VENDOR REQUIREMENTS

1. Successful Bidder must provide dependable transportation in an armored vehicle.
2. Successful Bidder must provide sufficient personnel to transport and handle deposits in a professional manner.
3. Successful Bidder must provide driver's license and state license of employee(s) who will be conducting the service.

4. Successful Bidder must have a minimum of five (5) years of experience in transporting monetary deposits.
5. All costs to include but not limited to personnel, vehicle(s), fuel and insurance shall be included in the monthly rates.

The following must be turned in with bid package

1. A brief description of the company, its history and its operational procedures.
2. Documented financial stability and performance.
3. A minimum of three (3) references from companies/public agencies, which the bidder has performed armored car services for within the last two years.

CUSTOMER REQUIREMENTS

1. Montgomery County will furnish all bags/containers in which any shipment is packaged for transportation by the Successful Bidder. The container must be equipped with a locking device system which will be securely fastened, locked or closed prior to receipt by the Successful Bidder.
2. Montgomery County will inscribe on each container its design, name, trademark, or other individual insignia which will easily identify the container from other containers which may be in possession of the Successful Bidder.
3. It is the responsibility of Montgomery County to determine the monetary value of the contents of each container or shipment received to the Successful Bidder. Montgomery County shall seal, secure or lock container or shipment prior to the receipt by the Successful Bidder's employee.
4. Montgomery County shall certify in writing the total value of the contents of any container as well as the total value of each shipment.
5. Montgomery County will notify Successful Bidder in writing the name of its designated bank or financial institution and acknowledges that the Successful Bidder is not obligated to work with any financial institution 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 West Office 3075 Mobile Hwy.	\$ _____	\$ _____
4.	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 2-4 \$ _____

Total yearly cost of items 1-5 \$ _____

Montgomery County reserves the right to add or remove locations at any time during the contract term.

REFERENCE LIST

This reference list shall be completed and attached to the bid form when submitted to the Purchasing Office. Bids received without this completed reference list will be disqualified.

List three (3) companies/public agencies for whom you have performed armored car services in the last two (2) years.

1. _____
Company/Public Agency

Name of Contact Person/Title

Phone Number Email Address
2. _____
Company/Public Agency

Name of Contact Person/Title

Phone Number Email Address
3. _____
Company/Public Agency

Name of Contact Person/Title

Phone Number Email Address

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

_____ Caucasian

_____ 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