



INVITATION FOR SEALED BID

TAC 286 (Re-Bid)

Description: ARMORED CAR SERVICE

Department: FINANCE

NIGP Commodity Code(s): 990-10-00-000-0

Total pages including this page are 21

NOTE: FAXING OF BID WILL NOT BE ACCEPTED

Important Instruction – Read Carefully:

**If you have obtained these bid specifications from either of:
City of Tulsa's Fax-on-Demand (918-596-1171) or
City of Tulsa's Website : <http://www.cityoftulsapurchasing.org/>**

**you must notify the buyer Patricia Cummings of your intent to bid by
e-mail pcummings@ci.tulsa.ok.us in order to receive addenda. The buyer
will always acknowledge your e-mail for your records. All addenda
will be posted on fax-on-demand and the website.**

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Pay special attention to those pages with a reference to the following notes:

Note #1: Signature of authorized agent required

Note #2: Signature of an authorized agent and notarization required

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Your bid response should follow the same format listed above plus any additional format requested in the body of the bid invitation.

**INVITATION FOR SEALED BIDS
TO
City of Tulsa**

200 CIVIC CENTER, ROOM 109, TULSA, OKLAHOMA 74103

Bid number and date of bid opening must appear on the lower
left outside corner of bid envelopes and all related containers.

DATE OF OPENING: December 27, 2001

BID NUMBER: TAC 286(Re-Bid)

BID MUST BE IN THE CITY CLERK'S OFFICE AT THE ABOVE ADDRESS BY 5:00 P.M. THE DAY PRECEDING THE "DATE OF OPENING" SHOWN ABOVE.

BIDS WILL BE OPENED AT 8:30 A.M. IN THE CITY COUNCIL ROOM ON THE DAY SPECIFIED UNDER "DATE OF OPENING."

PUBLISHED IN THE TULSA DAILY COMMERCE AND LEGAL NEWS: DECEMBER 17, 18, 19, 20, 21, 2001

Bid must be accompanied by bidder's bond, cashier's check or certified check in the amount of: NONE

PLEASE READ TERMS AND CONDITIONS ON THE NEXT PAGE BEFORE COMPLETING BID DOCUMENTS

***** **THE FOLLOWING SECTION MUST BE COMPLETED BY BIDDER** *****

Delivery will be made in not more than _____ days after receipt of order.

Payment terms _____ % _____ days.

City of Tulsa may increase quantity of order at the unit price bid for _____ days. (Bidder to Specify Days)
I have examined the terms and specifications and the instructions to bidders herein and agree, provided I am awarded a contract, to provide the above described items for the sum shown in accordance with the terms and specifications stated herein. All deviations are in writing and attached hereto.

Enclosed is a BID BOND ; CASHIER'S CHECK; Certified Check in the amount of \$2,000.00, which I agree the City of Tulsa may retain as liquidated damages in the event of my failure to comply with the terms of this bid.

MUST BE SIGNED BY AUTHORIZED AGENT TO BE VALID

FIRM NAME _____ by _____
SIGNATURE OF AUTHORIZED AGENT

STREET _____ TITLE _____

CITY STATE _____ ZIP CODE _____ PHONE NUMBER _____ DATE _____

GENERAL TERMS AND CONDITIONS OF BIDS

THESE ITEMS APPLY TO AND BECOME A PART OF THE BID.

NO EXCEPTIONS TO THESE TERMS & CONDITIONS WILL BE CONSIDERED.

1. **BIDS MUST BE SUBMITTED ON THIS FORM ONLY INCLUDING A SIGNATURE OF AN AUTHORIZED AGENT.** Each bid shall be placed in a separate envelope. Be sure envelope is completely and properly identified and sealed, showing the bid number and date in the lower left hand corner. Bids must be time stamped in the office of the City Clerk by 5:00 P.M. on the day before date of opening.
2. No bidder may withdraw his proposal for a period of thirty (30) days after the date and hour set for the opening of bids.
3. All prices shall be quoted F.O.B. Tulsa, Oklahoma, and delivery to City of Tulsa location shall be without additional charge.
4. The bidder shall attach the manufacturer's name of the equipment or material to be furnished, type, model numbers, manufacturer's descriptive bulletins and specifications. All guarantees and warranties should be clearly stated. This data shall be in sufficient detail to describe accurately the equipment or material to be furnished. Manufacturer's specifications, in respect to the successful bidder, shall be considered as part of his contract with the City of Tulsa.
5. The bidder shall show in the proposal both the unit prices and total amount, where required, of each item listed. In the event of error or discrepancy in the mathematics, the unit prices shall prevail.
6. Any exceptions or deviations from written specifications shall be shown in writing and attached to the bid form.
7. Each bidder agrees to comply with the terms of Title 5, Chapter 1, of Tulsa, Oklahoma Charter and revised ordinances relating to equal employment opportunity.
8. **THE ENCLOSED FORMS REGARDING NON-COLLUSION AND FINANCIAL INTEREST MUST BE SIGNED, NOTARIZED, AND RETURNED WITH THE BID.**
9. The City of Tulsa reserves the right to reject any and all bids, to waive any technicalities in the bidding, and to award each item to different bidders or all items to a single bidder.
10. All bids must be accompanied by bidders bond, cash, certified or cashier's check in the amount shown on the face of the bid form. This amount shall be retained by the City of Tulsa as liquidated damages in the event the successful bidder (or bidders) fails to execute a contract, if required. The bidder agrees that said amount is presumed to be the damages sustained by the City due to the impracticability and extreme difficulty in fixing the actual damages. The office of the City Clerk will return the bid deposits to the unsuccessful bidders, after a contract has been awarded or all bids have been rejected.
11. In the event cash discounts are offered by the bidder, the discount date shall begin with the date of invoice, the date of receipt of all material covered by the purchase order, or the date of receipt by the City of Tulsa of the original copy of the purchase order with properly executed Affidavit of Claimant, whichever is the later date.
12. Direct purchase of certain items of equipment or material by the City of Tulsa are exempt from Federal Excise Tax and Oklahoma Sales Tax. In such cases the bidder shall quote prices which do not include Federal Excise Tax and Oklahoma Sales Tax. The City of Tulsa will furnish executed exemption certificates upon presentation by the bidder at the time of purchase.
13. Bid must show number of days required for delivery under normal conditions. Failure to state delivery time obligates bidder to complete delivery in fourteen (14) calendar days. Unrealistically short or long delivery promises may cause bid to be disregarded. Contractor must keep Purchasing Department advised at all times of status of order. Default in promised delivery or failure to meet specifications authorizes the Purchasing Agent to purchase supplies elsewhere and charge full increase of cost and handling to defaulting contractor. Consistent failure to meet delivery promises without valid reason may cause removal from bid list.
14. Bidder agrees to defend and save City of Tulsa from and against all demands, claims, suits, costs, expenses, damages and judgments based upon infringement of any patent relating to goods specified in this order or the ordinary use or operation of such goods by City or use or operation of such goods in accordance with bidders direction.
15. If the bid requires a written contract, the successful bidder shall execute a written contract with the City of Tulsa and return the required bonds and insurance certificates within ten (10) days after submission of contracts to said bidder by the City.

BIDDER AFFIDAVIT - TITLE 74 O.S. (1974 SUPP.) 85.22-85.25

STATE OF _____ COUNTY OF _____

_____, of lawful age, being first duly sworn on oath says
Authorized Agent

1. (s)he is the duly authorized agent of _____, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached.
2. (s)he is fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid;
and
3. neither the bidder nor anyone subject to the bidder's direction or control has been a party;
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any municipal official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

SIGNATURE OF AUTHORIZED AGENT

Subscribed and sworn to before me this _____ day of _____, 20_____.

Signature of Notary Public

MY COMMISSION EXPIRES

The Bidder Affidavit must be completed, signed by an authorized agent, and notarized.

CONTRACTOR/BIDDER INFORMATION SHEET

To be completed by all Bidders
For Contracts with the City of Tulsa
(Please print or type)

Project No. or Description _____

Full Name of Bidder _____

Legal Identity
(Corporation, Partnership,
Individual, etc.) _____

Address _____

Telephone No. _____

FAX No. _____

Taxpayer Identification Number _____

Contact Person _____

Phone No. _____

Fax No. _____

E-mail address _____

Webpage Address _____

TAC 286 ARMORED CAR SERVICE FINANCE DEPARTMENT

INTENT:

It is the intent of this bid to secure, on a competitive basis, a source of supply for **furnishing all labor, equipment, and management to perform Armored Car Services as required for the Finance Department of the City of Tulsa.** There is no guaranteed amount of work to be performed. ***The City of Tulsa reserves the right to select the level of cash and check loss protection coverage which it deems appropriate and to its best advantage in determining bid award. The City's primary evaluation will be based on the level of services currently used by City Departments.***

SCOPE:

The City currently maintains a primary banking services relationship with one financial institution for deposit of its various moneys received in the form of currency, coin, and checks. Additionally, the City periodically places Change Orders with its primary banking services financial institution and needs to have this currency and coin transferred to specified City operations locations. The City's relationship with its primary banking services financial institution will continue to operate under an annual contract that has an effective date of September 1st for each contract period. For the current contract year that runs September 1, 2001 through August 31, 2002, the banking services contract will be with Bank of Oklahoma N.A. - Tulsa, Oklahoma. The banking services contract also provides for multiple subsequent year renewals. The City intends to contract with an armored car services provider in order to facilitate its currency, coin, and check transfer needs to and from its primary banking services provider, which is subject to change in subsequent contract periods. It is to be understood that the contract between the City and the successful bidder arising from this bid, will be valid so long as the City's primary banking services provider enables all pickup and delivery points to be located within the metropolitan Tulsa area; thereby not imposing changes on the contractor that directly alter their cost of providing such services.

PURPOSE:

The purpose of this bid is to invite armored car services providers to submit costs for the provision of armored car transfer services to the City. The City seeks bids that contain fixed unit pricing for each of the services listed on the Price Bid Sheet. It is the City's

intent to identify costs associated with a base level of services and volumes while permitting flexibility to obtain additional services as conditions warrant and to have the terms and conditions for such modifications known to all parties as part of the contractual agreement. In addition, a section identified as "Other Costs Bid Detail" is provided for the armored car services provider to list any applicable charges that are not identified on the bid sheet for which they would reasonably anticipate charging the City, including any conversion costs that may be charged to the City. Typical volume levels for armored car transfers are provided herein based on historical experience, however, volume levels cannot be guaranteed. Armored car services and volume levels may be increased or decreased beyond the stipulated base level in accordance with the City's needs.

TREATMENT OF INFORMATION

All information received or obtained by the armored car service in connection with this Request for Proposal must be treated as confidential and not used for any purpose other than for replying to this proposal request, and for fulfillment of any subsequent contract, if awarded.

All information obtained by the City from vendors will be retained by the City for public record purposes. Any proprietary or confidential information should be identified as such and the desired treatment specified.

Bids will be disqualified if information relevant to the evaluation process cannot be retained for possible disclosure in the context of established audit processes.

GENERAL POINTS OF CONSIDERATION

All proposals shall be submitted in the form of a sealed bid. Neither the lowest priced nor any proposal shall necessarily be accepted.

Any armored car service selection resulting from this bid is subject to the successful conclusion of a contract between the vendor and the City of Tulsa.

No news release concerning the RFP may be made without prior written approval of the City of Tulsa.

All armored car services providers should respond to the bid by and on behalf of their organizations only. No joint proposals will be accepted. Note: this does not preclude the armored car service from having a sub-contractual agreement with another company. The City intends to contract with a single armored car service for its bank transfer services.

CONTRACT:

The successful bidder will be required to enter into contract with the City of Tulsa in accordance with item 15 of the terms and conditions as printed on page 4 of the invitation for sealed bids form. The term of the contract will be for one (1) year, beginning no earlier than January 16, 2002, with the option to renew for four (4) additional years, renewable annually with agreement between both parties concerned. The term may begin later due to internal changes necessary to commence a new contract term.

Vendor Selection:

Objectives

The objective of the evaluation process is to select an armored car services provider that can best meet the City of Tulsa's Bank Deposit and Change Order transfer requirements by conducting vendor proposal evaluations in a comprehensive, equitable and timely manner. In keeping with this objective, all responses and accompanying bids must be received in the City Clerk's Office by the Proposal Submission Deadline. Any responses received after the deadline will be rejected.

Evaluation Process

During the final evaluation, the Armored Car Services Selection Team will recommend the armored car service that best meets the City of Tulsa's interests and requirements. Upon approval of the Mayor of the City of Tulsa, a contract will then be awarded to the selected armored car services provider. It is important to note that the selection of an armored car service is also subject to the successful conclusion of a contract between the armored car services provider and the City of Tulsa. All participating vendors will be notified in writing of the contract award.

The submitted proposals will be evaluated on the following basis:

- Annual cost of base level services.
- Other costs , including conversion costs, if any.
- Ability to provide quality services which meets the City's best interests and requirements.

Any exceptions or deviations to any portion of these specifications must be clearly noted with reasons for exceptions spelled out in each bid proposal.

GENERAL LIABILITY INSURANCE:

The armored car service shall have adequate insurance coverage on or before the effective date of the contract and must maintain such insurance during the term of the contract. The insurance coverage must cover the primary areas of risk which follow:

General Liability - Contractor agrees to indemnify, and hold harmless the City of Tulsa, its employees, officers, and legal representatives from and against all claims, damages, losses, liabilities, and causes of action (including but not limited to attorney fees, expenses and court costs) resulting from any damage to property or injury to persons (including death) for any acts or omissions by contractor arising out of or in any way connected to this contract, except for such loss or damage caused by the intentional misconduct or negligence of the City of Tulsa, its employees, officers and legal representatives.

Liens - Contractor agrees to indemnify and hold the City harmless from all claims, demands, causes of action or suits of whatever nature arising out of the services, labor and materials furnished by the Contractor or his subcontractors under the scope of this bid and from all laborer's materialmen's and mechanics' liens upon the real property upon which the work is located or any property of the City of Tulsa.

The Vendor(s), and any subcontractors, shall carry and keep in force during the term of the contract policies of public liability insurance including any contractual liability assumed under the contract in the desired amounts set forth below and workmen's compensation in the amount required by law, and employer's liability insurance in the amount of five hundred thousand dollars (\$500,000).

PERSONAL INJURY, EACH PERSON	\$175,000
PERSONAL INJURY AND PROPERTY DAMAGE AGGREGATE, EACH OCCURRENCE	\$1,000,000
PROPERTY DAMAGE, EACH PERSON	\$25,000

The policy shall provide a clause stating that it cannot be canceled by the insurer without the insurer first giving the City thirty (30) days written notice of cancellation. The successful Vendor(s) and all subcontractors shall furnish the City a certificate of insurance showing such coverage prior to execution of a contract with the City.

All Risk Coverage - The City requires assurance that any claims arising from the value of bank deposits entrusted to the armored car service for transfer and delivery to a designated bank on behalf of the City will not result in a financial loss for the City. The armored car service shall at all times maintain adequate All Risk insurance coverage assigned to the City to cover the amounts stated in Exhibit A bank deposits. From time to time the City will have short term bank deposit transfers in excess of the stated

amounts in Exhibit A, during which times the armored car service will be requested to provide additional insurance coverage on a best effort basis.

Failure to provide adequate insurance coverage as on or before the effective date of the contract or to maintain adequate insurance coverage will constitute sufficient grounds for cancellation of this contract by the City

THE CITY SHALL HAVE NO RESPONSIBILITY OF LIABILITY FOR SUCH INSURANCE COVERAGE. CONTRACTOR MUST PROVIDE A CERTIFICATE OF INSURANCE COMPLIANCE WITHIN TEN (10) CALENDAR DAYS AFTER NOTIFICATION OF AWARD AND PRIOR TO STARTING WORK. THE CITY OF TULSA SHALL BE LISTED AS AN ADDITIONAL INSURED ON ALL CERTIFICATES OF INSURANCE, TO READ AS FOLLOWS: "THE CITY OF TULSA, A MUNICIPAL CORPORATION, IS AN ADDITIONAL INSURED FOR WORK PERFORMED UNDER THE SUBJECT CONTRACT AND MUST BE NOTIFIED IN WRITING THIRTY (30) DAYS IN ADVANCE OF INSURANCE CANCELLATION OR TERMINATION." CERTIFICATION MUST INCLUDE: NAME AND ADDRESS OF INSURANCE COMPANY (MUST BE LICENSED TO TRANSACT BUSINESS IN THE STATE OF OKLAHOMA); POLICY NUMBER; AND, LIABILITY COVERAGE AND AMOUNTS.

ASSIGNMENT:

Successful bidder shall not sell, sublet, subcontract or assign this agreement or any portion thereof to any person or persons, except upon the written approval of the City of Tulsa. Every such approved sub-contractor will be bound by the full requirements of this bid specification.

BIDDER'S AFFIDAVIT:

Each bidder shall accompany their bid with a fully executed and notarized copy of the attached **Non-Collusion Affidavit** and the **Interest Affidavit**. Failure to do so may be cause for rejection of the bid.

SECONDARY OR BACK-UP SOURCE:

The City reserves the right to enter into contract with the second low bidder to be used as a secondary or back-up source. This source would be used only in the event of the failure of the primary source to supply the full needs of the City.

EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED:

A. During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employees or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin 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 provision of this nondiscrimination clause.

- (2) The contractor, in all solicitations or advertisements for employment placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- (3) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

B. The contractor will include the provision of the foregoing paragraphs of this section in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

ADDENDA AND INTERPRETATIONS:

If a bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in this bid, they shall immediately notify the City contact of such error in writing and request modification or clarification of the document at least one week prior to the proposal due date. Modifications will be made by issuing an addendum. Written notice will be given to all parties who have been furnished with the bid without divulging the source of the request for same.

If a bidder fails to notify the City prior to the date and time fixed for submission of proposals of an error or ambiguity in the bid known to them, or an error or ambiguity that reasonably should have been known to them, they shall not be entitled to compensation or time by reasons of the error/ambiguity of its late resolution.

The City may also modify the bid prior to the date and time fixed for submission of proposals by issuance of an addendum to all parties who have received the bid, at least one week prior to the proposal due date.

The apparent silence of this specification as to any detail or the apparent omission of a detailed description concerning any point shall be regarded as meaning that the best commercial practice is to be used. All interpretations of this specification shall be made from this statement. Proof of compliance will be the responsibility of the vendor.

ALTERATION OF BIDS:

Bids cannot be altered or amended after submission deadline. Any interlineation, alteration, or erasure made prior to opening time and date **MUST** be initialed and dated by the signer of the bid, guaranteeing authenticity.

COST OF RESPONSE TO INVITATION FOR SEALED BID:

Bidders agree the City will not be liable for any costs associated with the preparation, transmittal or presentation of any bid in response to this "Invitation for Sealed Bid." Further, the City will not be liable for any cost associated with the preparation of materials for, nor the conduct of any benchmark testing which may be required, except for the costs associated with the transportation, lodging and subsistence for City personnel.

RIGHT TO REJECT:

The City of Tulsa reserves the right to reject any or all bids. In addition, the bidder shall recognize the right of the City to reject a bid if the bidder fails to submit the data required in the bidding document, or if the bid is in any way incomplete, or irregular, or is not in total compliance with the specifications. Any departure from the specifications should be stated in the bid with an explanation of reason for the change.

AMERICANS WITH DISABILITIES ACT:

Bidder shall take the necessary actions to ensure its facilities and employment practices are in compliance with the applicable requirements of the Americans with Disabilities Act. Any costs of such compliance will be the sole responsibility of Bidder.

CITY CONTACT:

Any questions regarding this "Invitation for Sealed Bid" will be handled as promptly and directly as possible. If a question requires only clarification of instructions or specifications, it will be handled verbally. If any question results in a change or addition to the "Invitation for Sealed bid", the changes or additions will be forwarded to all vendors as quickly as possible by addendum.

Any questions should be directed to:

Patricia Cummings
Purchasing Division
City of Tulsa
200 Civic Center, Room 802
Tulsa, OK 74103
Telephone: (918) 596-7561
E:Mail: pcummings@ci.tulsa.ok.us

VENDOR CONTACT:

Vendors should designate a contact should any questions arise concerning a bid response. The vendor should also state the name and title of individuals who will make the final decision regarding contractual commitment and have legal, corporate authority to execute the contract on the vendor's behalf.

AWARD OF BID:

The bid shall be awarded to the firm whose proposal is responsive to the bid and is most advantageous to the City, considering the factors identified in the bid and Section 406E of Title 6, The Purchasing Ordinance set forth below:

406E. AWARD OF CONTRACT

1. Authority in the Mayor. The Mayor shall have the authority to award contracts within the purview of this chapter.
2. Lowest Secure Bidder. Contracts shall be awarded to the lowest secure bidder meeting specifications. Bid Specifications may include a point system for evaluating the lowest secure bid. In determining "lowest secure bidder", in addition to price, the following factors shall be considered:
 - a. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
 - b. whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference;
 - c. the character, integrity, reputation, judgment, experience and efficiency of the bidder;
 - d. the quality of performance of previous contracts or services;
 - e. the previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
 - f. the sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
 - g. the quality, availability and adaptability of the supplies or contractual services to the particular use required;
 - h. the ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
 - i. where an earlier delivery date would be of great benefit to the requisitioning agency, the date and terms of delivery may be considered in the bid award, and
 - j. the number and scope of conditions attached to the bid.
 - k. If a point system has been utilized in the bid specifications, the number of points earned by the bidder.

REPLY FORMAT

It is requested that the armored car services provider structure the response to the bid according to the format outlined in this section. Complete and thorough responses are strongly encouraged as this bid and the successful vendor's response to the bid will be incorporated into the final contract by reference, in addition to providing the basis for bid award. Failure to comply with this request will not necessarily eliminate the proposal from consideration but could have an affect on the final result of the City of Tulsa's evaluation.

The proposal will be accompanied by a cover letter containing the signature of the authorized individual responsible for the contents of the proposal along with a sealed bid envelope containing all cost detail and Bid Forms.

The vendor's response should address all of the requirements described in the bid. The vendor should refer to the paragraph for each requirement. Responses should be presented in the same sequence as presented in each section of the bid. Any exceptions or deviations to the City's stated specifications, together with the reasons for the exceptions, must be clearly spelled out in each response. When an item or an entire portion does not warrant a specific response or affirmation, please indicate "NO REPLY REQUIRED".

Five (5) copies of each reply, signed by an authorized official, are required.

The following Sample Documents are required with vendor's bid submission:

- Sample of authorized signature form for driver pick-up and release.
- Sample of transmittal book or document.
- Sample of Certificates of Insurance to be provided for various coverage against losses to the City.
- Sample of any other special forms or documents to be required/used by the armored car services provider.

REFERENCES

The vendor will supply a minimum of three (3) qualified references to whom it supplies armored car services comparable to those required by the City. Each reference is to include the following information:

- ✓ Company Name and Address
- ✓ Contact Name, Position, and Telephone Number
- ✓ Length of time providing service.

All references will be verified by the City of Tulsa to ascertain satisfaction level and performance experiences with the armored car service and its on-going support services and responsiveness to customer needs.

COST QUOTATIONS

The responses in this section should contain all cost information for the bid. Prices quoted must remain valid for the life of the contract. It is requested that the armored car service include the prices for their services and all other associated costs in the manner indicated in the following sections.

The armored car service is to supply all information necessary to evaluate the total net cost of armored car services on the bid forms listed below. The bid forms must be submitted in a sealed envelope and submitted along with the narrative responses for applicable sections.

1. Price Bid Sheet for designated base level services
2. Other Costs Price Detail Sheet

VENDOR QUALIFICATIONS

The armored car service must demonstrate sufficient assurance that it is capable of fulfilling a contractual agreement to provide the City's required services and to protect the City's funds while in its custody. Therefore, it is requested that the armored car service provide sufficient biographical summary information, which may include current financial statements, in order to demonstrate its qualifications to provide armored car transfer services to the City and to protect it from any losses arising from the performance of those services.

SERVICE REQUIREMENTS

The following information is provided to specify the services and related terms/conditions required by the City as of this time.

Bank Deposit Transfer Services

Vault Services - Bulk Deposits are delivered to the cash vault of the City's designated depository bank from various City locations via armored car. The deposits are typically a mix of coin, currency, and checks. The coin, currency, and checks are processed and deposited into the City's various bank accounts by bank personnel. The attached Exhibit A - Price Bid Sheet reflects the specific details involved in providing this service to the City.

Bank Deposit Bags -The City utilizes tamperproof disposable deposit bags to secure and transport its bank deposits.

Pick-Up/Delivery Schedule - It will be the responsibility of the City and the armored car service provider to adhere to the attached pick-up and delivery schedule within reasonable tolerances, generally considered to be less than one hour variance from the established schedule.

BANK CHANGE ORDER TRANSFER SERVICES

The City utilizes its armored car service to transfer periodic cash Change Orders from its primary depository bank for receipt at certain operations locations. Upon pick-up from the bank of a change order, delivery to the designated City operation location(s) is required no later than the following business day. The attached Price Bid Sheet reflects the specific details involved in providing this service to the City based upon its needs.

PAYMENT FOR SERVICES

The City will pay for all armored car services on a monthly or quarterly basis, depending upon terms mutually agreeable to the City and the selected service provider. The armored car services provider will provide a sufficiently detailed monthly or quarterly statement so as to indicate actual volumes of services and unit prices in accordance with this bid for verification by the City. The armored car services provider will submit an invoice to the City on a monthly or quarterly basis for the previous period services. Within 30 days from receipt of a properly addressed and documented invoice by the City, payment will be remitted to the armored car service in accordance with established instructions.

During the course of this contract, the price of armored car services will be fixed in accordance with the vendor's response to this RFP. Services not covered by this bid will be subject to negotiation between the City and the armored car service.