

**CITY OF ROYAL OAK, MICHIGAN
REQUEST FOR PROPOSAL
Armored Car Services
RFP-SBP-RO-18-008**

Sealed proposals for the **Armored Car Services** will be received by the City of Royal Oak up to **2:00 P.M. on November 16, 2017**, at which time they will be **publicly opened and read at the Royal Oak City offices room 315 located at 211 S Williams Street, Royal Oak, MI 48067**.

Please mark sealed envelopes: “RFP-SBP-RO-18-008 Armored Car Services” on the lower left hand corner. In addition, if the proposal is to be express mailed, “Proposal Documents Enclosed DO NOT OPEN” must be conspicuously marked on the package. Faxed proposals will not be considered or accepted.

The City of Royal Oak reserves the right to reject any or all proposals, to waive any informality in the proposal received, and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of the City. In case of error in the extension of prices in the proposal or other arithmetical error, the unit prices will govern.

FURTHER INSTRUCTIONS TO BIDDERS

1. Any and all proposals **must be on the City of Royal Oak proposal forms and must be delivered to the City of Royal Oak, 211 S Williams Street, Royal Oak, MI 48068 Attention: Finance Department, Room 301**. If more than one proposal is submitted, a separate proposal form must be used for each. The proposal shall be legibly prepared in ink or typed. Erasures or alterations must be initialed by the bidder. Forms are obtainable at the City of Royal Oak’s finance department or on the MITN (Michigan Intergovernmental Trade Network) website at www.mitn.info.
2. The bidder shall assume full responsibility for delivery of proposals prior to the appointed hour for opening and shall assume the risk of late delivery or non-delivery regardless of the manner employed for the transmission thereof. Proposals shall be accepted by the finance department at any time during the normal course of the business only, said hours being 8:00 am to 4:30 pm, Monday through Thursday and 8:00 am to 12:00 pm on Friday, except legal holidays. A bidder may withdraw their proposal response by written request at any time prior to the scheduled proposal opening. Any proposal received after the scheduled opening time will not be accepted and will be returned. No proposal may be withdrawn, changed or modified in any way for a period of sixty (60) calendar days from the date of the proposal opening.
3. Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the proposal figure. The City will furnish the successful bidder with tax exception certificates upon request.
4. The total price quoted by the bidder must be the total cost delivered to the location(s). All goods are to be shipped F.O.B. Shipments sent C.O.D. without the City of Royal Oak’s consent will not be accepted and will, at the contractor’s risk and expense, be returned. Unauthorized shipments are subject to rejection and returned at the contractor’s expense.
5. The bidder by execution of the proposal thereby declares that the proposal is made without collusion with any other person, firm or corporation making any other proposal, or who otherwise

would make a proposal, and agrees to furnish all proposal items in strict accordance with all Federal Regulatory Measures.

6. All applicable Federal and State laws and rules and regulation over the project shall apply to the project contract throughout and will be deemed to be included in the contract herein written out in full.

7. The completion date will be established with the contractor awarded the job. The contractor, its employees, and all subcontractors designated to work on-site at any time may be subject to a criminal history check that must be approved by the Police Department staff prior to working on site.

8. Submission of a proposal will be construed as a conclusive presumption that the bidder is thoroughly familiar with the proposal and specifications and that he understands and agrees to abide by each and all of the stipulations and requirements contained therein.

9. Vendor changes or alterations to proposal documents including specifications may result in a proposal being considered non-responsive. The only authorized vendor changes to a proposal document will be in the areas provided for a bidder's response, including the "Exceptions" section of the proposal. If a change or alteration to the documents is undetected and the bidder is awarded a contract, the original terms, conditions, and specifications in the authorized version of the proposal document will be applicable during the term of the contract. The City or Royal Oak shall accept NO CHANGES to the proposal document made by the vendor unless those changes are set out in the "Exceptions" provision of the authorized version of the proposal document. It is the vendor's responsibility to acquire knowledge of any changes, modifications or additions to the authorized version. If a proposal is awarded to a vendor who claims that it had no knowledge of changes, modifications or additions made by the City or Royal Oak to the authorized version of the proposal, and that vendor fails to accept the proposal award, the City of Royal Oak may pursue costs and expenses to re-bid the item from that vendor. The authorized version of the proposal document shall be that proposal document appearing on the MITN system with any amendments and updates. The City or Royal Oak officially distributes proposal documents from the finance department or through the Michigan Intergovernmental Trade Network (MITN) website. Copies of proposal documents obtained from any other source are not considered official copies. Only those vendors who obtain proposal documents from either the finance department or the MITN system are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the sources indicated, it is recommended that you register on the MITN website, www.mitn.info and obtain an official copy.

10. Between the time of the formal opening of sealed proposals and the final proposal award, it shall be the responsibility of the bidders to request information they might need regarding such proposals.

11. Bidders are required to submit complete and comprehensive data and descriptive literature covering the item proposed to be furnished. Vendors submitting alternative proposals must provide specifications documenting product is equal to specified proposal item.

12. If your proposal is based on "one lot" pricing and is not to be broken up by item, you must indicate this on the proposal under exceptions.

13. To the fullest extent permitted by law, the successful bidder agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Royal Oak, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Royal Oak against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Royal Oak, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Royal Oak, by reason of

personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

14. A successful bidder does agree to furnish the bidder's standard insurance certificate showing coverage for bodily injury and property damage and worker's compensation to the finance department within 48 hours of the final proposal award.

15. Prior to furnishing the requested products and services, it shall be the responsibility of the awarded vendor to obtain all licenses and permits required to complete this contractual service, at no cost to the City of Royal Oak. These licenses and permits shall be readily available for review by the city.

16. When applicable, contractor must furnish material safety data sheets for their products.

17. The City of Royal Oak reserves the right to terminate the contract without penalty upon thirty (30) days written notice, due to poor performance or for reasons deemed to be in its best interest. The City of Royal Oak reserves the right to re-award the contract to the second most qualified vendor, re-propose, re-quote or re-bid the contract or do whatever is deemed to be in its best interest.

18. Entities in bankruptcy or receivership cannot respond to the RFP. Responding entities must disclose if responding entity (or parent company) is in bankruptcy/receivership or contemplating bankruptcy/receivership. Should it later be determined that an award was given to an entity in bankruptcy or receivership then the city has authority to terminate the agreement/contract.

19. All documents and correspondence submitted to the City of Royal Oak becomes the property of the City of Royal Oak and is subject to disclosure under the "Freedom of Information Act". This Act provides for the complete disclosure of contract and attachments.

20. By mutual written agreement this proposal may be extended for successive one (1) year periods prior to the expiration of the then-current term.

21. Completed forms may be duplicated as required. **Three (3) hard copies and one PDF copy on a CD or USB Drive shall be submitted at the time of the proposal.**

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METHOD OF AWARD

The recommendation to award will be based on the lowest total proposal meeting specifications, or in any manner deemed to be in the best interest of the city. Previous experience and performance may be a factor in making the award.

NON-DISCRIMINATION CLAUSE

In the performance of any contract or purchase order resulting wherefrom, the contractor agrees to obey and abide by all the laws of the State of Michigan relating to the employment of labor and public work, and all ordinances and requirements of the city regulating or applying to public improvements. Furthermore, the contractor agrees not to discriminate against any employee or applicant for employment, to be employed in the performance of this contract or purchase order, with respect to his or her hire, tenure, terms, conditions or privileges or employment because of religion, race, color, national origin, ancestry, age, sex, height, weight, marital status, or physical or mental disability except when said disability prevents such individual from performing the essential job functions, and the disability cannot be reasonably accommodated. The contractor further agrees that every subcontract entered into for the performance of this contract or purchase order will contain a provision requiring nondiscrimination in employment, as herein specified, binding upon each subcontractor. Breach of this covenant may be regarded as a material breach of the contract or purchase order.

ETHICS POLICY

Gratuities: It shall be unethical for any person to offer, give, or agree to give any city employee or former city employee, or for any city employee or former city employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

Kickbacks: It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

ADA COMPLIANCE

The City of Royal Oak will provide necessary, reasonable auxiliary aids and services, and provide assistance in filling out forms, to individuals with disabilities when doing business with the City of Royal Oak. Individuals with disabilities requiring such auxiliary aids or services should contact the City of Royal Oak by writing or calling the following: Mary Jo DiPaolo, PO Box 64, Royal Oak, Michigan 48068, (248) 246-3070, or TDD (248) 246-1010

SUB-CONTRACTORS

If sub-contractors are to be utilized, a listing of each sub-contractor must be provided as part of the business plan submitted to the city.

QUALIFICATION OF PROPOSERS

The proposer may be required before the award of any contract to show to the complete satisfaction to the City of Royal Oak that it has the necessary facilities, abilities, and financial resources to provide the services specified herein. The proposer may also be required to give a past history in order to satisfy the City of Royal Oak in regard to the proposer's qualifications. The City of Royal oak may make reasonable investigations deemed necessary and proper to determine the ability of the proposer to perform the work, and the bidder shall furnish to the City of Royal Oak all information for this purpose that may be requested.

RETAIN PROPOSAL

The city reserves the right to retain all proposals submitted and to use any ideas in the proposals regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the company of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed between the City or Royal Oak and the company selected.

SUBLEASE OR ASSIGN

The lessee may not sublease or assign his contract rights to any other party except with the prior written approval of the City of Royal Oak.

RESPONSES TO QUESTIONS

A firm may submit written questions in order to clarify any matters relating to this RFP. The firms question(s) and the city's answer(s) will become part of the public record and will be shared with all other firms to whom the RFP has been provided. Please contact **Jeff McCormick, purchasing agent 248-246-3034** with any questions regarding specifications.

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TO: FINANCE DEPARTMENT, CITY OF ROYAL OAK, MI

The undersigned hereby offers to furnish to the City of Royal Oak all materials and/or services at the prices quoted in conformance with the City's specifications described herein:

The firm certifies that this proposal is in complete compliance with all specifications except as specifically listed on the following lines (use additional sheet if necessary):

PROPOSAL FIRM FOR: _____ (LENGTH OF TIME-90 DAYS MINIMUM)

LEGAL IDENTIFICATION

NAME OF COMPANY: _____

COMPANY ADDRESS: _____

PHONE NO.: _____ FAX NO.: _____ EMAIL: _____

PROPOSAL PREPARED BY: _____
(Typed Name of Individual) (Title)

AUTHORIZED SIGNATURE: _____

DATE SUBMITTED: _____

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Scope of Work

The awarded firm shall provide the means to transport Huntington Bank deposits or the designee of Huntington Bank in a secured manner with minimal interruption three times a week. The city is looking for a one-year contract with the option for up to four (4) additional one-year renewals.

Bidding Contractor must provide a written detailed description of its security process for picking up deposits and for identifying their courier staff. Please explain the process of deposit pick-up from city facilities and when the deposits arrive at the city's depository vault. If the deposits do not go to the depository vault daily, provide location where deposits are stored and the security of the facility. Please provide which type of vehicle is used to transport city deposits to the city depository vault.

Services are to include, but not be limited to, the following:

Pickups on Monday, Tuesday, and Thursday at 211 S. Williams Street Royal Oak, MI 48067 in the Treasury Department on the first floor.

Pick-up will include approximately 4-23 bags that will be all coins. There is a wide range, but Mondays and Tuesdays are the days that will most likely have more bags to be picked up

Pick up is to occur between the hours of 8:00 a.m. and 1:00 p.m., Monday, Tuesday, and Thursday (only exceptions being legal and city-declared holidays)

A list of the holidays the City of Royal Oak will be closed will be provided to the winning contractor.

The vehicle parking will be out front of city hall.

The bags with coins are to be delivered to Huntington Bank, or the designee of Huntington Bank for deposit to the city of Royal Oak's account at Huntington Bank, before the end of the day or stored in the contracted firm's vault to be delivered to Huntington Bank, or the designee of Huntington Bank for deposit to the city of Royal Oak's account at Huntington Bank, before the next morning.

The city shall provide the contracted firm with sufficient notice should the delivery location change during the life of this contract.

The city is seeking pricing for service of three day a week handling, which can be up to \$50,000 a week. The pricing shall be all-inclusive of all services provided in the Scope of Work and shall include any fuel surcharges.

The successful firm shall not hire a city employee for any of the required services without obtaining the city's written approval.

Ultimately, the security processes shall be mutually agreed upon between the awarded Contractor and the city.

The Contractor must certify that they are not on any Federal, State or local list of debarred or prohibited contractors.

All pick-up and deliveries will be in armored vehicles, clearly identified with name of the Contractor's company.

Include in your submittal your firm's policy regarding firearms carried by your personnel. The successful firm will be required to provide a copy of its firearms training program and its procedures for handling firearms on the job before a purchase order will be issued.

Contractor must have all required licenses, certifications, and registrations necessary to provide the services. Copies of such licenses, certifications and registrations shall be provided with the bid proposal and must be current for the duration of these awarded services.

The Contractor will designate a specific managerial contact person for the length of the proposal who will communicate with the city contact person. When CSOs assigned to provide the armored transport service to city are assigned to a different route, terminated, or new personnel are added, management of the Contractor must update the list with city contact person.

The Contractor must disclose any violations within the past five years of any permit, license, regulation, or statute that resulted in any notices, fines, censures, punitive awards or similar actions being levied on or taken against the vendor by any Federal, State and/or local regulatory agency. If applicable, provide the date, identity of the agency issuing the citation or fine, description of the violation and final ruling of the agency.

Insurance Submission Requirements:

The successful Bidder/Proposer/Respondent (Contractor) must submit proof to the Purchasing Agent that they meet all City of Royal Oak insurance requirements prior to receiving an executed contract and/or purchase order. Proof of insurance as stated below will be required no later than five (5) business days of request. To expedite the process, a copy of your current coverage may be submitted with your bid/proposal/quote. Prior to expiration dates of any required insurance, Contractor shall be responsible for providing proof of continuing coverage. Please note: the name of the entity that is awarded the contract must be listed as the named insured on the certificates.

INSURANCE SPECIFICATION

The contractor, and all of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted doing business in the State of Michigan and acceptable to City of Royal Oak. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIRs are the responsibility of the Contractor.

The Contractor shall procure and maintain the following insurance coverage:

1. **Worker's Compensation Insurance**, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
2. **Commercial General Liability Insurance** on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.
3. **Automobile Liability**, including Michigan No-Fault Coverages, with limits of liability not less than \$3,000,000 per occurrence combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
4. **Additional Insured:** Commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating the following shall be ***Additional Insureds:*** The City of Royal Oak, all elected and appointed officials, all employees and volunteers, agents, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the City of Royal Oak as additional insured, coverage afforded is considered to be primary and any other insurance the City of Royal Oak may have in effect shall be considered secondary and/or excess.
5. **Cancellation Notice:** Policy(ies), as described above, shall be endorsed to state the following: It is understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: (City of Royal Oak, Attention: Ms. Julie Rudd, 211 S. Williams Street, Royal Oak, Michigan 48067).
6. **Proof of Insurance Coverage:** The Contractor shall provide the City of Royal Oak at the time the contracts are returned by him/her for execution a Certificate of Insurance as well as the required

endorsements. In lieu of required endorsements, a copy of the policy sections, where coverage is provided for additional insured and cancellation notice, may be acceptable. Copies of all policies mentioned above shall be furnished, if so requested.

Required liability limits may be obtained by using an Excess/Umbrella Liability policy in addition to the primary liability policy(ies). If coverage limits are satisfied by an Excess and/or Umbrella policy, coverage must follow form of the primary liability policy(ies).

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates, endorsements, and/or policies to City of Royal Oak at least ten (10) days prior to the expiration date.

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Cost proposals shall include all anticipated costs for services including, but not limited to external costs (customer surveys, external research, travel, etc.), and shall include a not to exceed fee total for the proposed Armored Car Services.

Please attach a detailed itemization of all costs for services in the scope of work and deliverables.

**NOT TO EXCEED FEE TOTAL
FOR ARMORED CAR SERVICES:**

\$ _____

If any additional services are proposed by your company, please outline these and their costs as separate from those services originally requested.

ADDITIONAL PROPOSED SERVICES:
