RFP #692
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

Clark County Washington
Release date: April 22, 2015

Request for Proposal for:

Armored Car Service

PROPOSALS DUE:  May 13, 2015 by 3:00 p.m.

Proposal(s) shall be sealed and clearly marked on the package cover with RFP #, Project Title and Company name.

Submit three (3) originals and one (1) electronic PDF copy of the Proposal to:

Clark County
Office of Purchasing
P.O. Box 5000
1300 Franklin Street, 6th Floor, Suite 650
Vancouver, Washington  98660
(360) 397-2323

Refer Questions to:

Project Manager:
Michael Fish
Tax Service Manager, Clark County Treasurer’s Office
Michael.fish@clark.wa.gov
ADMINISTRATIVE REQUIREMENTS - Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

ALL proposals submitted become the property of Clark County. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. Clark County has the right to reject or accept proprietary information.

AUTHORSHIP - Applicants must identify any assistance provided by agencies or individuals outside the proposers own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

CANCELLATION OF AWARD - Clark County reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, Clark County reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALLY: Proposer shall comply with all applicable state and federal laws governing the confidentiality of information.”

CONFLICT OF INTEREST - All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of Clark County or the appropriate Advisory Board may have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES - Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

COST OF PROPOSAL & AWARD - The contract award will not be final until Clark County and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. Clark County is not responsible for any costs incurred prior to the effective date of the contract. Clark County reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

DISPUTES: Clark County encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to Clark County – Purchasing, P.O. Box 5000, Vancouver, Washington 98666-5000.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS - It is the policy of Clark County to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. Clark County is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all county services. Clark County’s Equal Employment Opportunity Plan is available at http://www.clark.wa.gov/hr/documents.html. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

ENVIRONMENTALLY RESPONSIBLE PURCHASING PROGRAM - Clark County has implemented an Environmentally Responsible Purchasing Policy with a goal to reduce negative impacts on human health and the environment. Negative environmental impacts include, but are not limited to, greenhouse gases, air pollution emissions, water contamination, waste from the manufacturing process and waste in packaging. This policy also seeks to increase: 1) water and energy efficiency; 2) renewable energy sources; 3) use of products with recycled content; 4) product durability; 5) use of products that can be recycled, reused, or composted at the end of its life cycle. Product criteria have been established on the Green Purchasing List http://www.clark.wa.gov/general-services/purchasing/erp/environmental.html

INDEPENDENT PRICE DETERMINATION - The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

INTERLOCAL AGREEMENT - Clark County has made this RFP subject to Washington State statute RCW 39.34. Therefore the bidder may, at the bidders’ option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this RFP will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.

LIMITATION - This RFP does not commit Clark County to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

LATE PROPOSALS - A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS: An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS - In addition, auditing or monitoring for the following purposes will be conducted at the discretion of Clark County: Fund accountability; Contract compliance; and Program performance.

PRICE WARRANT - The proposal shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor.

PROTESTS must be submitted to the Purchasing Department.

PUBLIC SAFETY may require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer’s employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. County project managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

REJECTION OF PROPOSALS - Clark County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of Clark County to do so.

SUBCONTRACTING - No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of Clark County. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

VERBAL PROPOSALS: Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

WORKERS COMPENSATION INSURANCE – The contractor shall comply with R.C.W. Title 51- with minimum coverage limits of $500,000 for each accident, or provide evidence that State law does not require such coverage.

FOR ALTERNATIVE FORMATS
Clark County ADA Office;  V (360) 397-2025;  TTY (360) 397-2445;  ADA@Clark.wa.gov

http://www.clark.wa.gov/general-services/purchasing/erp/environmental.html
PART I PROPOSAL REQUIREMENTS

Section IA: General Information
1. Introduction
2. Background
3. Scope of Project
4. Project Funding
5. Timeline for Selection
6. Employment Verification

Section IB: Work Requirements
1. Required Services
2. County Performed Work
3. Deliverables and Schedule
4. Place of Performance
5. Period of Performance
6. Insurance/Bond
7. Plan Holders List

PART II PROPOSAL PREPARATION AND SUBMITTAL

Section IIA: Pre-Submittal Meeting/Clarification
1. Pre-Submittal Meeting
2. Proposal Clarification

Section IIB: Proposal Submission
1. Proposals Due
2. Proposal

Section IIC: Proposal Content
1. Cover Sheet
2. Project Team
3. Management Approach
4. Respondent’s Capabilities
5. Project Approach and Understanding
6. Proposed Cost
7. Employment Verification

PART III PROPOSAL EVALUATION & CONTRACT AWARD

Section IIIA: Proposal Review and Selection
1. Evaluation and Selection
2. Evaluation Criteria Scoring

Section IIIB: Contract Award
1. Consultant Selection
2. Contract Development
3. Award Review
4. Orientation/Kick-off Meeting

ATTACHMENTS
A: Proposal Cover Sheet
B: Letter of Interest
Request for Proposal # 692
Armored Car Service

Part I Proposal Requirements

Section IA General Information

1. Introduction
The purpose of this RFP is to permit the consultant community to suggest various approaches to meet this ‘defined need’ at a given price.

The Clark County Treasurer’s Office (County), the City of Vancouver (City) and Clark Public Utilities (CPU) hereinafter referred to as the County, City and CPU, requests proposals and competitive quotations for armored car services for the next five years.

This is a joint request for proposal; our goal is to combine the efforts of the County, City and CPU to achieve more competitive pricing for armored car services provided to the County, City and CPU. The County, City and CPU may choose to have combined or separate evaluation committees. The separate evaluations may result in the same service provider being awarded a joint contract with the County, City and CPU or it may result in separate contracts from and with each of the aforementioned entities.

2. Background
Clark County is located in Southwest Washington and sits on the Oregon / Washington border. Clark County is currently one of the fastest growing counties in the State of Washington, with an estimated population of 443,817 in 2013.

**Clark County Treasurer’s Office**
The Treasurer is the depository for all County departments as well as for the taxing districts in the County. The Treasurer is responsible for the collection of property taxes, the distribution of property tax revenues to the State and other taxing districts, receipting all money received by the County, disbursing such cash as authorized, managing investments, and performing fiscal and debt management activities. The Treasurer provides services both to the County and other governmental entities, including schools, ports, and fire districts. Generally most cities serve as their own treasurer.

**City of Vancouver**
The City of Vancouver, founded in 1825 has an estimated population of over 167,405 as of July of 2013 in an area of 49.86 square miles. The City is managed by a City Council and City Manager. The City Treasurer is responsible for managing cash, debt and investments for the city and its departments on behalf of its citizens.

**Clark Public Utilities**
Clark Public Utilities is a municipal corporation of the state of Washington (the “State”) and was incorporated in 1938. The PUD was formed for the purpose of providing electric service to customers within its boundaries. Its boundaries are coterminous with the boundaries of Clark County, Washington (the “County”) and encompass an area of approximately 657 square miles. The District operates electric and water delivery systems and generating system. The District serves a customer base of approximately 192,000 electric customers and 33,000 water customers.

3. Scope of Project
The following section contains the business requirements and scope of work to be performed for each entity. Although specific requirements are detailed in this document, the armored car service provider may submit alternative proposals with additional services. All specific required services must be met to be considered for the contract award.

**Mandatory service requirements and understanding**

1. Deposits are picked up Monday through Friday. See Attachment D for listing of observed holidays.
2. Certain locations have specific or restricted deposit pick-up times, which are listed in Attachment C – PICK-UP AND DELIVERY LOCATIONS. Pick-ups prior to the listed times cannot be made without prior customer consent and approval.
3. Pick-up and delivery coin and currency exchange orders from Bank of America and US Bank financial centers for delivery to the County, City and CPU. Change exchange orders may occur as often as weekly.

4. The County, City and CPU reserve the right to modify deposit pickup locations and may change financial institutions with advance notification to the armored car service provider.

5. Bid amount shall include an unlimited number of items per pickup route and miscellaneous supplies such as logbooks.

6. The County and CPU jointly operate a remittance processing center with plans to transition clients to Image Cash Letter during 2015, which means that there may be fewer bank deposits to transport to financial institutions in the future. The County and CPU currently transmit payments received at the processing center to the bank using Image Cash Letter service with Bank of America and US Bank.

7. The County will require overnight custody and next-day delivery of physical checks that have been deposited to the bank via Image Cash Letter for the County as well as any remittance processing center customers that transition to Image Cash Letter services during 2015.

8. The terms and conditions contained in this Request for Proposal (RFP) will govern the performance of any contract resulting from this solicitation unless a separate negotiation on a specific performance issue is generated. In the event of an agreement as a result of negotiation on a specific performance issue, an addendum shall be attached to the contract and shall be the controlling language only in regards to the specific performance issue.

9. The company awarded contract will provide quarterly certificates of liability insurance to the County, City and CPU.

Clark County Treasurer’s Office

The County deposits daily with Bank of America. Deposits are picked up at the location(s) provided in Attachment C (PICK-UP AND DELIVERY LOCATIONS).

In addition the Clark County Treasurer’s Office partners with Clark Public Utilities to process utility and tax payments for themselves as well as other public entities, including the City of Vancouver Utilities, Clark Regional Waste District and Tualatin Valley Water District. Currently there are 12 clients in total. Deposits are delivered to Bank of America, U.S. Bank, and Umpqua Bank via Garda World Services. Deposits are picked up at the locations provided in Attachment C (PICK-UP AND DELIVERY LOCATIONS).

County deposit activity for pickup locations

<table>
<thead>
<tr>
<th>Location</th>
<th>Average Daily Deposit</th>
<th>Maximum Daily Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clark County Treasurer’s Office</td>
<td>Image Cash Letter</td>
<td>Image Cash Letter</td>
</tr>
<tr>
<td>Department of Licensing</td>
<td>$30,745.00</td>
<td>$45,000.00</td>
</tr>
<tr>
<td>Clark County Community Health Services Center</td>
<td>$40,000.00</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>Clark County Clerk’s Office</td>
<td>$100,000.00</td>
<td>$275,000.00</td>
</tr>
<tr>
<td>Clark County District Court</td>
<td>$3,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>RPS-Clark County Animal Control</td>
<td>$3,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>RPS-City of Vancouver</td>
<td>$175,000.00</td>
<td>$175,000.00</td>
</tr>
<tr>
<td>RPS-Clark Regional Waste Water District</td>
<td>$35,350.00</td>
<td>$35,350.00</td>
</tr>
</tbody>
</table>
City of Vancouver

The City deposits daily with Bank of America. Deposits are picked up at the location(s) provided in Attachment C (PICK-UP AND DELIVERY LOCATIONS).

The City requests competitive quotations to process and deposit parking meter coin revenue. In 2014, between 1 and 5 parking meter coin canisters plus 1 to 2 deposit bags containing coin from our parking pay stations were picked up daily, and between $300 and $5,700 was deposited related to this revenue source.

City deposit activity for pickup locations

<table>
<thead>
<tr>
<th>Location</th>
<th>Average Daily Deposit</th>
<th>Maximum Daily Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Hall</td>
<td>$128,000</td>
<td>$1,522,000</td>
</tr>
<tr>
<td>Firstenburg Community Center</td>
<td>$2,500</td>
<td>$7,000</td>
</tr>
<tr>
<td>Marshall Community Center</td>
<td>$3,000</td>
<td>$6,000</td>
</tr>
<tr>
<td>Tennis and Racquetball Center</td>
<td>$1,000</td>
<td>$2,500</td>
</tr>
<tr>
<td>Vancouver Utilities Division</td>
<td>$25,000</td>
<td>$45,000</td>
</tr>
</tbody>
</table>

Clark Public Utilities

CPU deposits daily with US Bank. Deposits are picked up at the location(s) provided in Attachment C (PICK-UP AND DELIVERY LOCATIONS).

CPU may have secured items such as change orders to pick-up from the Vancouver Service Center, to be delivered to the Orchards service center, at least once per week.

CPU deposit activity for pickup location

<table>
<thead>
<tr>
<th>Location</th>
<th>Average Daily Deposit</th>
<th>Maximum Daily Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vancouver Service Center / Remittance Processing Center</td>
<td>$45,000</td>
<td>$95,500</td>
</tr>
<tr>
<td>Orchards Service Center</td>
<td>$40,000</td>
<td>$250,000</td>
</tr>
</tbody>
</table>

4. Project Funding

The County, City and CPU have budget dedicated for armored services. The proposed cost provided in Section IIC, item 6 will be used to negotiate final contract pricing and service.

5. Timeline for Selection

The following dates are the intended timeline:

- Proposals due: May 13, 2015
- Proposal review/evaluation period: May 13 – May 22, 2015
- Selection committee recommendation: May 26, 2015
- Contract negotiation/execution: June 15, 2015
- Contract intended to begin: July 1, 2015
6. Employment Verification

“Effective November 1st, 2010, to be considered responsive to any formal Clark County Bid/RFP or Small Works Quote, all vendors shall submit before, include with their response or within 24 hours after submittal, a recent copy of their E-Verify MOU or proof of pending enrollment. The awarded contractor shall be responsible to provide Clark County with the same E-Verify enrollment documentation for each sub-contractor ($25,000 or more) within thirty days after the sub-contractor starts work. Contractors and sub-contractors shall provide a report(s) showing status of new employee’s hired after the date of the MOU. The status report shall be directed to the county department project manager at the end of the contract, or annually, which ever comes first. E-Verify information and enrollment is available at the Department of Homeland Security web page: www.dhs.gov/E-Verify

How to submit the MOU in advance of the submittal date:
1. Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or;
2. Fax to (360) 397-6027, or;
3. Call Purchasing at (360) 397-2323 for a current email address.

Note: Sole Proprietors are exempt.

Section IB Work Requirements

1. Required Services

The terms and conditions contained in this Request for Proposal (RFP) will govern the performance of any contract resulting from this solicitation.

The solicitation does not commit the County, City or CPU to pay any cost incurred in the preparation and submission of proposals and the County, City or CPU will not pay any cost incurred.

County, City and CPU reserve the right to award this RFP in full or in part. Clark County reserves the option to award the pickup of deposits at Clark Public Utilities as a separate contract. Bidders may submit separate bids to reflect this option.

The following required services are mandatory during the contract period and assume Monday through Friday service unless stated otherwise:

1) The armored car service provider will pick up deposits for the County at the designated times and locations as provided in Attachment C, and will deliver deposits to Bank of America, Portland, OR vault:

2) The armored car service provider will pick up deposits for the County & CPU Remittance Processing Center at the designated times and locations as provided in Attachment C, and will deliver deposits to Bank of America, US Bank and Umpqua Bank (via Garda Global Services):

3) The armored car service provider will pick up deposits for the CPU at the designated times and locations as provided in Attachment C, and will and deliver deposits to US Bank, Portland, OR vault:

4) The armored car service provider will pick up deposits for the City at the designated times and locations as provided in Attachment C and deliver deposits to Bank of America, Portland, OR vault:

5) All deposits shall be delivered to the appropriate financial institutions on the same day they are picked up prior to 5:00 p.m. in order to receive same day ledger credit for these deposits.
6) The County and City have an existing banking service contract with Bank of America. CPU has an existing banking service contract with US Bank. The armored car service provider shall pick up empty canvas locking bank bags, and change orders from Bank of America’s Portland Vault. These items shall be delivered on a daily basis to the Treasurer’s Office at the same time that deposits are picked up. Entities within Clark County use poly bags and canvas locking bank bags on a daily basis. The canvas locking bank bags shall be returned to the appropriate entity the next business day by the armored car service. The City uses poly bags for transporting all deposits, with the exception of parking meter coin revenue. The CPU uses poly bags for transporting all deposits.

7) The City has high volumes of loose, unsorted coins to deposit almost daily from parking meters. The City collects parking meter coin revenue in locked containers (metal canisters). The City currently has approximately sixteen (16) canisters for coin collection with one to five items for collection. An Armored Car Service Provider is currently processing the coin in these canisters, and the City requests to continue this service as part of this RFP. The coin processing options offered by the Armored Car Service provider must meet the following mandatory requirements:

a) The locked coin canisters plus deposit bags containing coins will be picked up at the Esther Short Building, Monday through Friday between 12:00 p.m. and 2:00 p.m.
b) The empty coin collection canisters will be returned the following business day
c) After processing the coin, a deposit will be made for the total amount of the coins processed by the Armored Car Service provider into the bank account designated by the City of Vancouver. The Armored Car Service provider will also notify the City Treasurer and his or her designee by email or fax, as to the total amount of money processed for each canister, which summarizes the total amount being deposited for the daily parking meter coin collections.

8) **Liquidated Damages**

If deposits are not delivered to the financial institutions prior to 5:00 p.m. Monday through Friday, the armored car service provider agrees to reimburse the County, City and/or the CPU, and any of the depositors listed above that are involved with the Remittance Center Operations at 1200 Fort Vancouver Way, for any losses incurred as a result of the failure to timely deliver deposits. Such losses may include, but are not limited to, bank charges for transferring money to other accounts, interest income on investments, etc., by the County, City and/or the CPU for funds that were supposed to have been deposited as directed above but were not. These costs will apply when the deposits are not made timely pursuant to the contract conditions. These costs will not apply when the inability to make deposits in a timely fashion as required elsewhere in this RFP/contract or is a direct result of significant delay caused by the County, City or CPU.

---

2. **County, City and CPU Performed Work**

The County, City and CPU will participate jointly in this RFP process, but may award contract separately.

3. **Deliverables & Schedule**

Not applicable.

4. **Place of Performance**

Contract performance may take place in the County’s, City’s or CPU’s facility, the Proposer’s facility, a third party location or any combination thereof.

5. **Period of Performance**

A contract awarded as a result of this RFP will be for three (3) years and is intended to begin on July 1, 2015 and end June 30, 2018.

The County, City and CPU reserve the right to extend the contract resulting from this RFP for a period of two (2) one (1) year periods, with the same terms and conditions, by service of a written notice of its intention to do so prior to the contract termination date.
6. Insurance/Bond

A. Commercial General Liability (CGL) Insurance written under ISO Form CG0001 or its latest equivalent with minimum limits of $10,000,000 per occurrence and in the aggregate for each one year policy period. This policy will renew annually. This coverage may be any combination of primary, umbrella or excess liability coverage affording total liability limits of not less than $10,000,000 per occurrence and in the aggregate. However, if other policies are added they must be a follow-form policy in language, renewal date, and have no more exclusions than the underlying coverage. Products and Completed Operations coverage shall be provided for a period of three years following Substantial Completion of the Work. The deductible will not be more than $50,000 unless prior arrangements are made with Clark County on a case by case basis; the criterion is the Contractor’s liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights, or other no-coverage-enforce reason. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

B. Automobile
If the Proposer or its employees use motor vehicles in conducting activities under this Contract, liability insurance covering bodily injury and property damage shall be provided by the Proposer through a commercial automobile insurance policy. The policy shall cover all owned and non-owned vehicles. Such insurance shall have minimum limits of $10,000,000 per occurrence, combined single limit for bodily injury liability and property damage liability with a $10,000,000 annual aggregate limit. If the Proposer does not use motor vehicles in conducting activities under this Contract, then written confirmation to that effect on Proposer letterhead shall be submitted by the Proposer.

C. Fidelity Bond
Contractor shall obtain, at Contractor’s expense, and keep in effect during the term of the Contract, Employee Dishonesty, Third Party Fidelity Bond, and (when applicable) Inside/Outside Money and Securities coverages for state-owned property in the care, custody, or control of the Contractor. Coverage limits shall be set between $10,000,000 and $25,000,000. Beneficiary of bond(s) will be determined upon final contract negotiation.

D. Proof of Insurance
Proof of Insurance shall be provided prior to the starting of the contract performance. Proof will be on an ACORD Certificate(s) of Liability Insurance, which the Proposer shall provide to the County, City and CPU. Each certificate will show the coverage, deductible and policy period. Policies shall be endorsed to state that coverage will not be suspended, voided, canceled or reduced without a 30 day written notice by mail. It is the Proposer’s responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.

All policies must have a Best’s Rating of A-VII or better.

7. Plan Holders List

All proposers are required to be listed on the plan holders list.

- Prior to submission of proposal, please confirm your organization is on the Plan Holders List below:

To view the Plan Holders List, please click on the link below or copy and paste into your browser.

Clark County RFP site: [http://www.clark.wa.gov/general-services/purchasing/rfp.html](http://www.clark.wa.gov/general-services/purchasing/rfp.html)

If your organization is NOT listed, submit the “Letter of Interest” to ensure your inclusion. See Attachment B.

Proposals received by Clark County by proposers not included on the Plan Holders List may be considered non-responsive.
Request for Proposal # 692
Armored Car Service

Part II Proposal Preparation and Submittal

Section IIA Pre-Submittal Meeting / Clarification

1. Pre-Submittal Meeting
There will be no pre-submittal meeting or site visit scheduled for this project.

2. Proposal Clarification
Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page. The deadline for submitting such questions/clarifications is May 1, 2015.

An addendum will be issued no later than May 7, 2015 to all recorded holders of the RFP if a substantive clarification is in order.

The Questions & Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document prior to submitting their proposal.

Clark County RFP site: http://www.clark.wa.gov/general-services/purchasing/rfp.html

Section IIB Proposal Submission

1. Proposals Due
Sealed proposals must be received no later than the date, time and location specified on the cover of this document.

The outside of the envelope/package shall clearly identify:
1. RFP Number and;
2. TITLE and;
3. Name and address of the proposer.

Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.

Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.

2. Proposal
Proposals must be clear, succinct and not exceed 25 pages, excluding resumes. Proposer’s who submit more than the pages indicated may not have the additional pages of the proposal read or considered.

For purposes of review and in the interest of the County, City and CPU, each encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are readily recyclable.

The County, City and CPU discourage the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.

Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.

All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

Additional support documents, such as sales brochures, should be included with each copy unless otherwise specified.
Request for Proposal # 692
Armored Car Service

Section IIC Proposal Content

1. Cover Sheet
   This form is to be used as your proposal Cover Sheet
   See Cover Sheet - Attachment A

2. Project Team
   Provide a listing of the representatives that will be responding to this RFP, and include employees
   that may service this business if contract is awarded.

3. Management Approach
   Provide a brief overview of the process your company goes through for problem resolution related
   to work identified in this proposal. What steps are taken internally in your company to ensure
   customer satisfaction?

4. Respondent's Capabilities
   Provide the following information:
   1) A brief history of your company and organizational chart;
   2) How long it has been in business;
   3) A list of current companies/municipalities that you provide this type of service for – and
      contact names and telephone numbers for the County, City and CPU to use to perform
      reference checks;
   4) Has your company been involved in any lawsuits due to contract non-compliance? If so,
      please list the outcome of the lawsuit.
   5) Provide a copy of your most recently audited financial statements, including a balance
      sheet and an income statement.

5. Project Approach and Understanding
   Summarize your understanding of and ability to meet ALL of the required services of the County,
   City and CPU. Also provide information with regard to additional services that your company may
   be able to offer each entity, discussing the potential benefits as well as costs to provide such
   services.

6. Proposed Cost
   Provide a per item charge for providing the following services:

<table>
<thead>
<tr>
<th>Description of Service</th>
<th>Monthly Charge</th>
<th>Annual Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Pick-up and deliver deposits Monday through Friday from all locations for Clark County except Clark Public Utilities, (remaining 7 locations potentially to 3 different financial institutions.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) Pick-up and deliver deposits Monday through Friday for Clark County from Clark Public Utilities potentially to 3 different financial institutions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) Deliver canvas bags and change orders to the appropriate entities on a daily basis for Clark County.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4) Cost of additional pick-up and delivery of deposits or other sensitive documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5) Pick-up and delivery of deposits Monday through Friday for City of Vancouver locations to 1 financial institution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6) Pick-up and processing of parking meter coin in locked containers for the City of Vancouver Monday through Friday.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7) Charges for other services not included above. Please list each separately</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
7. Employment Verification

Please refer to section 1A.6. – e-Verify

IMPORTANT NOTE: Include this portion of the response immediately AFTER the cover page, if not already on file with Clark County. Current vendors on file can be viewed at:

Request for Proposal # 692
Armored Car Service

Part III  Proposal Evaluation & Contract Award

Section IIIA  Proposal Review and Selection

1. Evaluation and Selection: Proposals received in response to this RFP will be evaluated by a Review Committee. Committee review results and recommendations may be presented to an appropriate advisory board prior to the consent process with the Clark County Board of Councilors, City of Vancouver Council, and Clark Public Utilities Board of Commissioners.

2. Evaluation Criteria Scoring: Each proposal received in response to the RFP will be objectively evaluated and rated according to a specified point system.

Proposals will be evaluated on the quality and completeness of services offered, which results in the most cost-effective service to the County, City and CPU.

A one hundred (100) point system will be used, weighted against the following criteria:

<table>
<thead>
<tr>
<th>Cover Sheet</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Team</td>
<td>10</td>
</tr>
<tr>
<td>Management Approach</td>
<td>10</td>
</tr>
<tr>
<td>Respondents Capabilities</td>
<td>30</td>
</tr>
<tr>
<td>Project Approach and Understanding</td>
<td>30</td>
</tr>
<tr>
<td>Proposed Cost</td>
<td>20</td>
</tr>
<tr>
<td>Employment Verification and References (PASS/FAIL)</td>
<td>P/F</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

Section IIIB  Contract Award

1. Consultant Selection: The County, City and CPU may evaluate proposals received together or separately, at their discretion, and will award a contract to the highest scoring Proposer, which may be a different Proposer for each entity. Should the County, City and/or CPU not reach a favorable agreement with the highest scoring Proposer, the County, City and CPU shall terminate negotiations and commence negotiations with the second highest scoring Proposer and so on until a favorable agreement is reached for each entity.

2. Contract Development: The proposal and all responses provided by the successful Proposer may become a part of the final contract.

The form of contract may be the County’s, City’s and/or CPU’s contract for Professional Services or an applicable contract provided by the Proposer and approved by the County’s, City’s or CPU’s legal departments and associated authoritative bodies.

3. Award Review: The public may view proposal documents after contract execution. However, any proprietary information so designated by the Proposer as a ‘trade secret’ will not be disclosed unless the Prosecuting Attorney for the County and/or City as well as the respective legal authority for CPU, determines that disclosure is required. At this time, Proposers not awarded the contract, may seek additional clarification or debriefing, request time to review the selection procedures or discuss the scoring methods utilized by the evaluation committee.

4. Orientation/Kick-off Meeting: The County, City and the CPU intend to complete negotiations by June 15, 2015. Following County and City Council authorization and CPU board authorization of the contract(s), each entity will contact the armored car service provider to discuss plans for transition of service.
Request for Proposal # 692
Armored Car Service

Attachment A       COVER SHEET

General Information:

Legal Name of Applicant/Company/Agency______________________________________________________

Street Address __________________________ City __________________ State ___________ Zip ______

Contact Person __________________________ Title ________________________________________________

Phone __________________________ Fax __________________________________________________________

Program Location (if different than above) __________________________ Email address ____________________

Tax Identification Number _________________________________________________________________

ADDENDUM:

Proposer shall insert number of each Addendum received. If no addendum received, please mark "NONE".

No. _____ Dated: ________ No. _____ Dated: ________ No. _____ Dated: ________

NOTE: Failure to acknowledge receipt of Addendum may render the proposal non-responsive.

→ Does the proposal comply with the requirements contained within the RFP?
   A "No" response may disqualify the proposal from further consideration.

   □ Yes  □ No

→ Did outside individuals or agencies assist with preparation of this proposal?

   □ Yes  □ No (if yes, describe.)**

Total Annual Funds Requested Under this Proposal $ ________________

I certify that to the best of my knowledge the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize the final funding for any service is based upon funding levels, and the approval of the Clark County Board of Commissioners.

Signature, Administrator of Applicant Agency*  Date

(*Enter the appropriate signature title)
Attachment B   LETTER OF INTEREST

Legal Name of Applicant Agency

Street Address

City State Zip

Contact Person Title

Phone Fax

Program Location (if different than above)

Email address

➢ All proposers are required to be included on the plan holders list. If your organization is NOT listed, submit the “Letter of Interest” to ensure your inclusion.

In the body of your email, request acknowledgement of receipt.

Email Attachment B to: beth.balogh@clark.wa.gov

Clark County web link:
http://www.clark.wa.gov/general-services/purchasing/rfp.html

This document will only be used to add a proposer to the plan holders list. Submitting this document does not commit proposer to provide services to Clark County, nor is it required to be submitted with proposal.

Proposals may be considered non-responsive if the Proposer is not listed on the plan holders list.
## Attachment C: PICK-UP AND DELIVERY LOCATIONS

All times listed are daily, Monday – Friday unless otherwise stated.

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Restricted pick-up time</th>
<th>Delivery end point</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Clark County Pick-up / Delivery Locations</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Clark County Treasurer’s Office</td>
<td>1300 Franklin St. Vancouver, WA 98660</td>
<td>&gt; 10am</td>
<td>Bank of America</td>
</tr>
<tr>
<td>Public Service Center – 2nd floor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Department of Licensing</td>
<td>1408 Franklin St. Vancouver, WA 98660</td>
<td>&gt; 10am</td>
<td>Bank of America</td>
</tr>
<tr>
<td>3. Clark County Clerk’s Office</td>
<td>1200 Franklin St. Vancouver, WA 98660</td>
<td>&gt; 10am</td>
<td>Bank of America</td>
</tr>
<tr>
<td>Clark County Court House</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Clark County Community Health Services</td>
<td>1601 E Fourth Plain Blvd Vancouver, WA 98661</td>
<td>&gt; 10am</td>
<td>Bank of America</td>
</tr>
<tr>
<td>5. Clark County District Court</td>
<td>89 &quot;C&quot; St. Washougal, WA 98671</td>
<td>&gt; 10am</td>
<td>Bank of America</td>
</tr>
<tr>
<td>6. Remittance Processing Center (RPS) at Clark Public Utilities</td>
<td>1200 Fort Vancouver Way Vancouver, WA 98663</td>
<td>&gt; 2:30 Monday</td>
<td>Clark County</td>
</tr>
<tr>
<td>City of Vancouver Pick-up / Delivery Locations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Vancouver City Hall (includes City Hall deposits, Community Development, and Parking)</td>
<td>415 W. 6th St. Vancouver, WA 98660</td>
<td>12:00 – 2:00pm</td>
<td>Bank of America</td>
</tr>
<tr>
<td>9. Tennis and Racquetball Center</td>
<td>5300 E 18th St. Vancouver, WA 98661</td>
<td>9:45 – 10:45am</td>
<td>Bank of America</td>
</tr>
<tr>
<td>10. Vancouver Utilities Division</td>
<td>2323 General Anderson Ave. Vancouver, WA 98661</td>
<td>9:45 – 10:45am</td>
<td>Bank of America</td>
</tr>
<tr>
<td>11. Firstenburg Community Center</td>
<td>700 NE 136th Ave. Vancouver, 98684</td>
<td>11:30  – 12:30pm</td>
<td>Bank of America</td>
</tr>
<tr>
<td><strong>Clark Public Utilities Pick-up / Delivery Locations</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Vancouver Service Center (RPS)</td>
<td>1200 Fort Vancouver Way Vancouver, WA 98663</td>
<td>&gt; 2:30 Monday</td>
<td>US Bank</td>
</tr>
<tr>
<td>13. Vancouver Service Center (RPS)</td>
<td>1200 Fort Vancouver Way Vancouver, WA 98663</td>
<td>&gt; 1:30 Tues-Fri</td>
<td>Orchards Service Center</td>
</tr>
<tr>
<td>14. Orchards Service Center</td>
<td>8600 NE 117th Ave. Vancouver, WA 98662</td>
<td>&gt; 2:30 Monday</td>
<td>Vancouver Service Center</td>
</tr>
<tr>
<td>15. Remittance Processing Center (RPS) at Clark Public Utilities (clients listed below)</td>
<td>1200 Fort Vancouver Way Vancouver, WA 98663</td>
<td>&gt; 2:30 Monday</td>
<td></td>
</tr>
<tr>
<td><strong>Clark Public Utilities</strong></td>
<td></td>
<td></td>
<td>Image Cash Letter</td>
</tr>
<tr>
<td>City of Vancouver</td>
<td></td>
<td></td>
<td>Bank of America</td>
</tr>
<tr>
<td>Clark County (Taxes)</td>
<td></td>
<td></td>
<td>Image Cash Letter</td>
</tr>
<tr>
<td>Tualatin Valley Water District</td>
<td></td>
<td></td>
<td>Bank of America</td>
</tr>
<tr>
<td>City of Camas</td>
<td></td>
<td></td>
<td>Umpqua (via Garda)</td>
</tr>
<tr>
<td>Clark Regional Waster Water District</td>
<td></td>
<td></td>
<td>Bank of America</td>
</tr>
<tr>
<td>Eugene Water and Electric Board</td>
<td></td>
<td></td>
<td>US Bank</td>
</tr>
<tr>
<td>Cowlitz County PUD</td>
<td></td>
<td></td>
<td>Bank of America</td>
</tr>
<tr>
<td>City of Longview</td>
<td></td>
<td></td>
<td>Bank of America</td>
</tr>
<tr>
<td>Clark County (Animal Control)</td>
<td></td>
<td></td>
<td>US Bank</td>
</tr>
<tr>
<td>Heat Pump Loans</td>
<td></td>
<td></td>
<td>Bank of America</td>
</tr>
<tr>
<td>City of Kelso</td>
<td></td>
<td></td>
<td>Bank of America</td>
</tr>
</tbody>
</table>
## Attachment D: Observed holidays 2015

<table>
<thead>
<tr>
<th>Holiday / Date</th>
<th>Date</th>
<th>Bank observed</th>
<th>County observed</th>
<th>City observed</th>
<th>CPU observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year's Day</td>
<td>January 1</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>Martin Luther King Jr Day</td>
<td>January 19</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>President's Day</td>
<td>February 16</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 25</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 3 *</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Labor Day</td>
<td>September 7</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>October 12</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>Veteran's Day</td>
<td>November 11</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>November 26</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>Day after Thanksgiving</td>
<td>November 27</td>
<td>☐</td>
<td>☒</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>December 25</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
</tbody>
</table>

* - In observance of a holiday that falls on a Saturday or Sunday

For additional information of holidays observed by the Federal Reserve, please visit: [http://www.federalreserve.gov/aboutthefed/k8.htm](http://www.federalreserve.gov/aboutthefed/k8.htm)