

# VVTA RFP 2020-02 ARMORED CAR TRANSPORT AND CASH MANAGEMENT ADDENDUM NO. 1

Thursday, January 9, 2020

This addendum is provided to all known prospective proposers for clarification of the subject Request for Proposal (RFP).

The following has changed:

A. Proposal Timeline, page 4:

	WAS:	CHANGED TO:
Last Day for Questions	5:00 PM PST, Friday Dec. 27, 2019	5:00 PST, Friday, January 24, 2020
Addenda and Answer to Questions	2:00 PM PST, Thursday, Jan. 2, 2020	2:00 PST, Thursday, January 30, 2020
Proposals Due Date	3:00 PM PST, Thursday, Jan. 9, 2020	3:00 PST Thursday, February 6, 2020
Anticipated Award Date	January 20, 2020	February 18, 2020

The Scope of Work, Attachment A, has been updated and is attached to this Addendum.

All other terms and conditions of the RFP remain the same.

As stated in the RFP, all addenda must be acknowledged. Please use Attachment H of the RFP to acknowledge receipt of this addendum. Failure to acknowledge any addenda to this RFP may be cause to deem Bidder "Non-Responsive."

# VVTA RFP 2020-02 ARMORED CAR TRANSPORT AND CASH MANAGEMENT SERVICE ATTACHMENT A – SCOPE OF WORK

## INTRODUCTION

Victor Valley Transit Authority (VVTA) is seeking bids from responsible and responsive Vendors who can provide Armored Car Transport and Cash Management Services. The proposal whose score is the highest will be awarded the resulting contract, pending Board of Directors approval, if needed.

## SCOPE OF WORK

The CONTRACTOR shall maintain a regular pick-up schedule at least three day per week during working hours to ensure bank delivery to the Desert Community Bank, a division of Flagstar Bank, at 12530 Hesperia Road, Victorville, CA 92395. Bags will be identified with VVTA's account number and name to assure proper credit to VVTA. Changes to the pick-up dates and times may be adjusted by VVTA in cooperation with the CONTRACTOR. The CONTRACTOR shall provide special on-call pick-ups and change order deliveries as requested by VVTA.

VVTA prefers Same-Day banking but will consider other options. Please be sure to include the proposed service to be provided in your proposal.

The CONTRACTOR agrees to notify VVTA's designated contact person within 48 hours when a scheduled pick-up cannot be made at the specified time.

The CONTRACTOR guarantees safe delivery to Desert Community Bank of the deposits, unopened and untampered. If the shipment container(s) does not appear to be securely locked or sealed, CONTRACTOR has the right to refuse to accept such container(s) and will not receive said container(s) from VVTA or its designated agent.

The CONTRACTOR shall provide, at no cost to VVTA, a process for receipting each deposit and will provide a description of this process with their proposal.

The CONTRACTOR's responsibility for the safekeeping of the currency, coin, checks and reports shall begin when said deposit is in the possession of the CONTRACTOR or its employees and shall terminate upon delivery to Desert Community Bank in compliance with the bank's protocol and requirements for accepting deposits from armored car services. VVTA's representative and CONTRACTOR shall agree on the number of sealed deposit bags for each pick-up. VVTA will place deposits into sealed, tamper evident bank deposit bags. Such packages shall be delivered in the same condition as received and shall obtain a signed delivery receipt from the bank for each deposit.

CONTRACTOR shall provide all labor, materials, equipment, taxes, licenses, etc. required to satisfactorily provide the Armored Car Transport and Cash Management Services. Services will include pick-up and delivery of sealed or locked packages containing money, notes, bonds, securities or other valuables. VVTA does not guarantee what the dollar amount for any one pick-up and delivery of bank deposit shall be. It is estimated that the daily average may be \$4,500 to \$10,000 in cash and \$1,500 to \$3000 in coin.

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CASH MANAGEMENT SERVICE  
ATTACHMENT A – SCOPE OF WORK

**Pick-Up/Delivery Location**

Victor Valley Transit Authority  
17150 Smoke Tree Street  
Hesperia, CA 92345

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\*\*\*\*\* End of Addendum No. 1 \*\*\*\*\*