



ALAMO
COLLEGES
DISTRICT

Purchasing & Contract Administration

June 12, 2023

RE: Request for Proposals (RFP) 2023-0041 for the Purchase of Armored Car Services

TO WHOM IT MAY CONCERN:

Scope of Services - The Alamo Colleges District is requesting proposals for Armored Car Services from Offerors with expertise in providing secure cash-in-transit services for colleges and universities.

Statement of Work:

- A. Offeror agrees to make one (1) trip, two (2) days per week as specified for service locations 1 and 3 through 6 listed below. Northeast Lakeview College will be one (1) day per week and St. Philip's College - Southwest Campus will be as needed.
- B. Deposits must be received by depository bank before the 3:05 p.m. deadline. Offeror shall provide same day armored car pick-up and delivery of bank deposit services to the Alamo College District's designated financial institution, Bank of America. Pick-ups will be scheduled between 10:00 a.m. and 4:30 p.m. Location 7 (listed below) will be on a separate pick-up schedule to be determined.
- C. Offeror agrees to make additional pick-ups as needed. The Alamo Colleges District reserves the right to increase/decrease pick-up frequency at any time.
- D. Offeror shall not assess an additional charge to the Alamo Colleges District if it fails to have one of its deposits available for pick-up at the designated time, and the bag(s) are carried forward to the next pick-up.
- E. Service Pick-up Locations are as follows:
 - 1) Alamo Colleges District Business Office and;
2222 N Alamo Street, Business Office West, Room 121
San Antonio, TX 78215
 - 2) Northeast Lakeview College Business Office
1201 Kitty Hawk Rd, Brazos Student Union Bldg., Room 103
Live Oak, TX 78148

- 3) Northwest Vista College Business Office
3535 N Ellison Dr, Desert Willow Welcome Center, Room 114
San Antonio, TX 78251-4217
- 4) Palo Alto College Business Office
1400 W Villaret Blvd., Rio Grande Bldg., Room 110-A
San Antonio, TX 78224-2499
- 5) San Antonio College Business Office
1819 N Main Ave, Fletcher Administration Bldg., Room 218
San Antonio, TX 78212
- 6) St. Philip's College Business Office
1801 Martin Luther King Dr., Welcome Center, Room 104
San Antonio, TX 78203-2098
- 7) St. Philip's College-Southwest Campus Business Office
800 Quintana Rd., Industrial Technology Center, Room B172
San Antonio, TX 78211-1199

F. Pick Up/Drop Off:

- 1) In addition to the Alamo Colleges District Business Office monies, pick-ups for the Alamo Colleges District Foundation will also be performed at each of the above-mentioned Business Office locations with the exception of Alamo Colleges District Business Office, Northeast Lakeview College, St. Philip's College – Southwest Campus. Offeror will provide separate logbooks for the Alamo Colleges District Business Offices and the Alamo Colleges District Foundation. Offeror is to transport a maximum number of 6 bags per shipment for each entity. The maximum insurance liability amount per shipment will be \$50,000.00.
- 2) All pick-ups are to be delivered to the designated financial banking institutions by no later than the following business day.

G. Offeror shall provide a list of the armored car personnel, photo identification and an original or clear copy signature for personnel who picks up and signs for the deposit. Offeror must provide updated staff information on any new staff, prior to the new staff member's arrival at the deposit pick-up location.

H. In the event Offeror's personnel does not provide the proper identification, and the Alamo Colleges District refuses pick-up, Offeror will immediately dispatch properly credentialed armored car driver for deposit pick-up at no additional cost.

I. Offeror shall provide a clearly identified armored car with company name.

J. Offeror must provide proper procedures for pickups and adhere to it.

For example: Keep pick up times as scheduled and give notification when running late.

K. Offeror must have at least two (2) armed guards in uniform operating the armored car at all times when there are funds belonging to the Alamo Colleges District in the vehicle.

L. Customer Service:

- 1) Offeror shall maintain a toll-free number for inquiries and customer service along with the contact name of a senior level and a qualified substitute for resolving issues that may arise on a day-to-day basis during the term of the contract.
- 2) Offeror is to respond to all inquiries and requests for information within 48 hours .

M. Lost or Stolen Deposits:

- 1) Cases that have not been resolved by Offeror within thirty (30) calendar days will be submitted to Offeror as a claim. All claims will include proof of loss documentation from Offeror. Payment terms for claims paid by the Offeror will be Net 10 days from receipt of the date of the claim by the Alamo Colleges District and will be issued to the Alamo Colleges District and/or the Alamo Colleges District Foundation for the face value of the claim.

N. Offeror must pick-up “change” from the depository bank, Bank of America, and deliver the “change” to the locations listed above in Section E, as requested/as needed. These trips will be coordinated with regularly scheduled trips.

Price Schedule:

Armored car services will be requested on an as-needed basis. Any quantities listed in this RFP are estimated weekly requirements and are not to be construed as a guaranteed quantity for purchase. The actual payment amount will be determined by the amount of armored car services purchased by the Alamo Colleges District.

All Offerors are to provide pricing, based on the request below. Offerors must propose a Price for the Per Shipment and Monthly Service Fee for each Pick-Up Location (as listed in the table below). The proposed prices are to be based on the requirements and delivery schedule set forth in the RFP. The proposed price should include travel and all other associated costs (labor, materials, tools, equipment, permits, fuel, fees, profit, freight, packaging, insurance, overhead, etc.). If the price is “\$0.00,” it must be stated as such in the corresponding space below. No additional charges will be accepted.

Offeror should include a copy of firm’s price listing for any related fees or optional services (i.e. extended service hours, weekends, cancellations, etc.) with Offeror’s proposal.

Item:	Description (Pick-Up Location):	Service Frequency	Price
1	Alamo Colleges District Business Office 2222 N Alamo Street, Business Office West, Room 121 San Antonio, TX 78215	2x per week 10:00am – 4:30pm	\$_____per shipment fee \$_____monthly service fee
2	Northeast Lakeview College Business Office 1201 Kitty Hawk Rd, Brazos Student Union Bldg., Room 103 Live Oak, TX 78148	1x per week 10:00am – 4:30pm	\$_____per shipment fee \$_____monthly service fee
3	Northwest Vista College Business Office and Alamo Colleges District Foundation 3535 N Ellison Dr, Desert Willow Welcome Center, Room 114 San Antonio, TX 78251-4217	2x per week Monday & Thursday 10:00am – 4:30pm	\$_____per shipment fee \$_____monthly service fee
4	Palo Alto College Business Office and Alamo Colleges District Foundation 1400 W Villaret Blvd., Rio Grande Bldg., Room 110-A San Antonio, TX 78224-2499	2x per week Monday & Thursday 10:00am – 4:30pm	\$_____per shipment fee \$_____monthly service fee
5	San Antonio College Business Office and Alamo Colleges District Foundation 1819 N Main Ave, Fletcher Administration Bldg., Room 218 San Antonio, TX 78212	2x per week Monday & Thursday 10:00am – 4:30pm	\$_____per shipment fee \$_____monthly service fee
6	St. Philip’s College Business Office and Alamo Colleges District Foundation 1801 Martin Luther King Dr., Welcome Center, Room 104 San Antonio, TX 78203-2098	2x per week Monday & Thursday 10:00am – 4:30pm	\$_____per shipment fee \$_____monthly service fee
7	St. Philip’s College-Southwest Campus Business Office 800 Quintana Rd., Industrial Technology Center, Room B172 San Antonio, TX 78211-1199	As needed 10:00am – 4:30pm	\$_____per shipment fee \$_____monthly service fee

Contract Term:

Any contract awarded as a result of this RFP will begin September 1, 2023 and terminate August 31, 2025 and automatically renew for four (4) one-year periods.

Submission Requirements

Proposals/responses for this RFP may be emailed to Sabina Swank at sswank5@alamo.edu, no later than 2:00 p.m. CST on June 26, 2023. After the submission deadline, a review of the proposals will be conducted for the purpose of awarding a contract.

Please address your response as follows:

Alamo Colleges District
Purchasing & Contract Administration
RE: RFP 2023-0038 for the Purchase of Armored Car Services
2222 N Alamo Street
San Antonio, TX 78215

Each Offeror is responsible for timely delivery of their proposal/response for this solicitation. Proposal/responses received after the deadline will not be considered.

Proposals/responses are subject to acceptance for forty-five (45) calendar days after the submission deadline. The Alamo Colleges District reserves the right to reject any or all proposals/responses. Responses must not exceed twenty (20) pages and are to be submitted in the order of the scope of required services.

Please refer any questions concerning this solicitation in writing to Sabina Swank at: sswank5@alamo.edu with a copy to dst-purchasing@alamo.edu. Questions must be received, prior to the submission deadline.

Thank you for your time and interest in the Alamo Colleges contracting opportunities.

Cordially,

Sr. Purchaser