

BIDDERS COMPANY NAME

REQUEST FOR PROPOSAL

#6559

ARMOR CAR, CASH and ATM CASH SERVICES

for

VARIOUS COUNTY LOCATIONS

Prepared By:

Washtenaw County Purchasing
Administration Building
220 N. Main B-35
Ann Arbor, MI 48104

Anne Strieter, B.S., C.P.M.
(734) 222-6749





WASHTENAW COUNTY

Finance Department

Purchasing Division

220 N. Main, Ann Arbor, MI 48107
Phone (734) 222-6760, Fax (734) 222-6764

REQUEST FOR PROPOSAL #6559

August 3, 2010

Washtenaw County Purchasing Division on behalf of the Finance Department is issuing bids for Armor Car Services, Cash and ATM Cash Services for all of Washtenaw County locations for a three year period.

Sealed Proposals: Vendor will deliver one (1) original and two (2) copies to the following address:

**Washtenaw County
Administration Building
Purchasing Division
220 N. Main St. Room B-35
Ann Arbor, MI. 48104**

By 3:00 p.m. on Thursday, September 9, 2010

This submission shall include the entire Request For Proposal document and any amendments if issued.

Proposals received after the above cited time will be considered a late quote and are not acceptable unless waived by the Purchasing Manager.

- Please use the attached self-addressed label or the envelope must be clearly marked "SEALED RFP # 6559".
- Please direct purchasing and procedural questions regarding this RFP to Anne Strieter strietera@ewashtenaw.org (734) 222-6749.
- Please direct specific technical questions regarding this RFP Tina Gavalier at gavaliet@ewashtenaw.org (734) 222-6733.

Thank you for your interest.

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I. PROPOSAL

Definitions:

"County" is Washtenaw County in Michigan.

"Bidder" an individual or business submitting a bid to Washtenaw County.

"Contractor" One who contracts to perform work or furnish materials in accordance with a contract.

Purpose of Proposal: Washtenaw County is seeking proposals from firms and individuals interested in providing secured transport of bank deposits and ATM machine cash services for various County departments for a three year period.

Proposal Terms:

A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Contractors qualifications and capabilities to provide the specified service, and other factors which Washtenaw County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County's specifications and needs.

B. Proposals must be signed by an official authorized to bind the contractor to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award. See Section III "Standard Provision For Contracts" for Washtenaw County contract requirements.

C. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions. The **entire** proposal document with any amendments should be returned. To be considered, original proposal and five copies must be at the County Purchasing Office on or before the date and time specified.

D. Proposals should be prepared simply and economically providing a straight-forward, concise description of the contractor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the proposal.

E. The price quotations stated in the bidder's proposal will not be subject to any price increase from the date on which the proposal is opened at the County Purchasing Office to the mutually agreed-to date of contract.

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F. In the event, the County receives two or more bids from responsive, responsible bidders, one or more of whom are Washtenaw County vendors and the bids are substantially equal in price, quality and service, the County shall award the contract to the most responsive, responsible Washtenaw County vendor. For purposes of this section, Washtenaw County vendor means a company which has maintained its principal office in Washtenaw County for at least six (6) months. Maintaining a Washtenaw County P.O. Box, is not, in and of itself, sufficient to establish a company as a Washtenaw County vendor. The County shall have sole discretion under this section to determine if a company qualifies as a Washtenaw County vendor and if two or more bids are substantially equal.

II. PROPOSAL SPECIFICATIONS

The proposal should include all of the following information:

Bid Sheets for Secured Transport of Cash Deposits & Change Services and ATM Cash Services. In addition, please include addendums as outlined below:

- A. Contractor's Qualifications, years in business, experience in providing the level and type of service specified in the proposal.

(Attach as Addendum A)

- B. At least five (5) references covering similar services. Include company name, contact name, phone number.

(Attach as Addendum B)

- C. Bank reference with name and phone number of contact person.

(Attach as Addendum C)

III. STANDARD PROVISIONS FOR CONTRACTS

If a contract is awarded, the selected contractor will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. These provisions are general principles which apply to all contractors of service to Washtenaw County such as the following:

AGREEMENT is made this _____ day of _____, 2010, by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107("County") and (**NAME OF CONTRACTOR**) located at (**CONTRACTOR'S ADDRESS**) ("Contractor").

In consideration of the promises below, the parties mutually agree as follows:

ARTICLE I - SCOPE OF SERVICES

The Contractor will (**SPELL OUT SCOPE OF SERVICE**)

ARTICLE II - COMPENSATION

Upon completion of the above services and submission of invoices the County will pay the Contractor an amount not to exceed (**SPELL OUT DOLLAR AMOUNT**).

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to (**DEPARTMENT HEAD TITLE**) and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE IV - TERM

This contract begins on (**MONTH, DAY, YEAR**) and ends on (**MONTH, DAY, YEAR**).

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ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

Section 4 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.
4. CRIME: The contractor shall be liable for and insure all deposits and change-funds. Contractor shall maintain an Armored Car "All Risk" Cargo Transportation and Storage Insurance Policy, or comparable insurance, covering coin, currency, and checks unable to be identified on a dollar for dollar, face value replacement

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basis, with limits of coverage of not less than dollar amounts specified in the LIABILITY section of this term and condition for Loss Inside the Premises and Loss Outside the Premises. The policy shall include coverage for Theft, Disappearance and Destruction, Forgery or Alteration, Employee Dishonesty, and Property other than Money and Securities. The policy shall allow a minimum of 120 days to file a proof of loss. The policy shall include temporary employees in the definition of employees. The contractor shall also provide Reconstruction of Checks Insurance, or comparable insurance, at no cost to the County, up to \$250,000.00 per occurrence, providing funds for check reconstruction, including stop payment fees, postage, labor, and any other reasonable cost in replacing checks. Washtenaw County must be added as "Loss Payee" under this section.

Insurance companies, named insureds and policy forms may be subject to the approval of the Washtenaw County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the Washtenaw County c/o: INSERT DEPARTMENT & CR#_____, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

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ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XI – DEBARMENT AND SUSPENSION

By signing this Contract, Contractor assures the County that it will comply with Federal Regulation 45 CFR Part 76 and certifies that to the best of its knowledge and belief the Contractor and any subcontractors retained by Contractor:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or contractor;
2. Have not within a three-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in section 2, and ;
4. Have not within a three-year period preceding this Contract had one or more public transactions (federal, state or local) terminated for cause or default.

ARTICLE XII – LOBBYING

By signing this contract, Contractor assures the County that it will comply with Section 1352, Title 31 of the U.S. Code (pertaining to not using federal monies to influence federal contracting and financial transactions). The Contractor assures the County that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the Contractor shall complete and submit Standard Form - LLL, Disclosure of Lobbying Activities," in accordance with its instructions;

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3. This language shall be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

ARTICLE XIII - DRUG-FREE WORKPLACE

Grantees Other Than Individuals

- A. As required by the Drug-Free Workplace Act of 1988, the Contractor assures the County that it will or will continue to provide a drug-free workplace by:
 - a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b) Establishing an on-going drug-free awareness program to inform employees about—
 - 1) The dangers of drug abuse in the workplace;
 - 2) The grantee's policy of maintaining a drug-free workplace;
 - 3) Any available drug counseling, rehabilitation, *and* employee assistance programs; and
 - 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - 1) Abide by the terms of the statement; and
 - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - e) Notifying the County, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the County;
 - f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

Grantees Who Are Individuals

As required by the Drug-Free Workplace Act of 1988:

- A. As a condition of the grant, the Contractor assures the County that it will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

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- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, the Contractor agrees to report the conviction, in writing, within 10 calendar days of the conviction, to the County.

ARTICLE XIV - FEDERAL PROCUREMENT STANDARDS

The Contractor assures the County that it will follow federal procurement standards as described in the Code of Federal Regulations section 2 CFR Part 215.4 when procuring goods or services with federal funds to insure that procurement decisions are made ethically and with free and open competition among those providing the goods or services.

ARTICLE XV - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XVI - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$10.88 per hour with benefits or \$ 12.75 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before May 31, 2010 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

ARTICLE XVII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

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ARTICLE XVIII - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XIX - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XX - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XXI - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XXII- PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XXIII- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XXIV - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXV - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

IV. TERMS and CONDITIONS

AWARD:

Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Contractors' qualifications and capabilities to provide the specified service, and other factors which the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County's specifications and needs.

Although it is the intention of the County to award the entire RFP to one contractor, more than one may be awarded if one is unable to cover all of the required services.

TERM OF CONTRACT:

The contract is for a three (3) year term, starting January 1, 2011 and ending December 31, 2013 with an option for an extension for year four (4) and year five (5) with the same terms and conditions if the County and the Contractor agree.

COST OF RFP:

The County will not be liable for any costs associated with the preparation, transmittal, or presentation of any materials submitted in response to this RFP.

LOW BIDDER

Low Bidder will be based on the lowest price for the service, provided that vendor meets all qualifications of this bid. Bid may be awarded all or partial locations depending on the bids that are received.

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V. SELECTION PROCESS

All proposals will be evaluated by the Washtenaw County Secured Transport of Bank Deposits Committee established to select a service provider in this area. Following the reviews, an overview of the responses and recommendations will be submitted to the Washtenaw County Finance Department for approval.

After review and evaluation of the proposals, the committee will select a service provider.

Final selection will be made by October 31, 2010.

VI. CONTRACT SERVICES SPECIFICATIONS

The contract services would provide the means to transport departmental bank deposits in a secured manner, allowing for the conduct of organizational business without disruption. Bank deposits must be deposited the same day as picked up from a Washtenaw County location. Verified deposit slips are to be picked up by the vendor the next day after the deposit is made and returned to the appropriate location the day after that. For example, for daily pickup and deposits

- Day 1 Pickup deposit/deliver to bank
- Day 2 Deliver new deposit/pick up yesterday's deposit verification
- Day 3 Return the verified deposit slip to the court when picking up new deposit

In addition, courier/signature lists must be provided monthly or as updated to each location where deposits are picked up.

The following bid specifications have been determined, but should not be considered as an exhaustive list of possible needs. Using your expertise in providing secured transport of bank deposits and cash services, please feel free to add to the response additional items that we will need to address in establishing a contract for timely and efficient services.

Washtenaw County has identified the department's and ATM machine location for pickup or cash services, time of day and the bank of destination for the delivery of deposits and cash draws.

The designated parking spaces will be established by the County.

Firearms will need to be checked in at locations that are considered secured facilities and that have a security station.

Your proposal must describe the following details about your personnel and the services to be provided.

1. Name, title and contact information of the person responsible for assigning and coordinating the services.
2. A listing of all other persons and staff that would be primarily used indicating which services they would perform. Include pictures and facsimile signatures for all employees who are authorized to call for pickups and deliveries.

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3. Information about professional liability insurance carried. A Certificate of Insurance will be required if you are awarded the proposal.
4. Firearms must be checked in at locations that is considered a secured facility or that have a security station.
5. Information about the type of firearms carried by your personnel. A copy of your company's firearm policy, procedure and training requirements will be required if you are awarded the proposal.

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BID SHEET - Secured Transport of Cash Deposits & Change Services

Contractor will pickup deposits at locations listed as scheduled and transport deposits to Bank locations listed. Return receipts from the previous day's deposits are to be returned to locations the next service day. Deposits will have a coverage and liability to \$100,000. Requests for change service will also be available.

Please give monthly charge for pickup and deposit for each location for the 3 year term (2011-2013) of the bid and for subsequent years 2014 and 2015.

<u>Pickup Location</u>	<u>Schedule</u>	<u>Time</u>	<u>Bank Location for Deposit</u>	<u>Monthly Charge</u> <u>2011-2013</u>	<u>Monthly Charge</u> <u>2014</u>	<u>Monthly Charge</u> <u>2015</u>
14A-1 District Court	M T W R F	12:00PM	Key Bank	\$	\$	\$
4133 Washtenaw Ave.	Except	3:00PM	2225 Washtenaw Ave			
Ann Arbor, MI 48107	Holidays		Ypsilanti, MI			
14A-1 District Court	M T W R F	12:00PM	Bank of Ann Arbor	\$	\$	\$
4133 Washtenaw Ave.	Except	3:00PM	3500 Washtenaw Ave.			
Ann Arbor, MI 48107	Holidays		Ann Arbor, MI			
14A-2 District Court	M T W R F	12:00PM	Key Bank	\$	\$	\$
415 W. Michigan Ave.	Except	3:00PM	301 W. Michigan Ave.			
Ypsilanti, MI 48197	Holidays		Ypsilanti, MI 48197			
14A-2 District Court	M T W R F	12:00PM	Bank of Ann Arbor	\$	\$	\$
415 W. Michigan Ave.	Except	3:00PM	7 W. Michigan Ave.			
Ypsilanti, MI 48197	Holidays		Ypsilanti, MI 48197			
14A-3 District Court	M T W R F	12:00PM	Key Bank	\$	\$	\$
122 South Main Street	Except	3:00PM	1478 Chelsea/Manchester			
Chelsea, MI 48118	Holidays		Chelsea, MI 48118			

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Pickup Location	Schedule	Time	Bank Location for Deposit	Monthly Charge	Monthly Charge	Monthly Charge
				2011-2013	2014	2015
14A-3 District Court	M T W R F	12:00PM	Bank of Ann Arbor	\$	\$	\$
122 South Main Street	Except	3:00PM	3500 Washtenaw Ave.			
Chelsea, MI 48118	Holidays		Ann Arbor, MI			
14A-4 District Court	M T W R F	12:30PM	Key Bank	\$	\$	\$
1000 North Maple Road	Except	4:30PM	100 West Michigan Ave.			
Saline, MI 48176	Holidays		Saline, MI 48176			
14A-4 District Court	M T W R F	12:30PM	United Bank & Trust	\$	\$	\$
1000 North Maple Road	Except	4:30PM	200 North Maple Road			
Saline, MI 48176	Holidays		Saline, MI 48176			
Trial Court - Court Services	M T W R F	12:00PM	Citizen's Bank	\$	\$	\$
101 E. Huron St., Rm 114	Except	3:00PM	3075 Washtenaw Ave			
Ann Arbor, MI 48107	Holidays		Ypsilanti, MI			
Trial Court Family Division Probate	M T W R F	12:00PM	Key Bank	\$	\$	\$
101 E. Huron Street	Except	3:00PM	100 S. Main Street			
Ann Arbor, MI	Holidays		Ann Arbor, MI			
Trial Court Family Division Juvenile	M T W R F	12:00PM	Key Bank	\$	\$	\$
2270 Platt Road	Except	3:00PM	2225 Washtenaw Ave.			
Ann Arbor, MI 48104	Holidays		Ypsilanti, MI			
Trial Court Family Division Friend of the Court	M T W R F	12:00PM	National City Bank	\$	\$	\$
101 E Huron Street	Except	3:00PM	100 S. Main Street			
Ann Arbor, MI 48104	Holidays		Ann Arbor, MI			

NOTE: The Trial Court is in the process of going through a reorganization/consolidation that will result in a reduction of services, as outlined. Therefore, amendments may be needed from time to time over the term of the contract.

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Pickup Location	Schedule	Time	Bank Location for Deposit	Monthly Charge	Monthly Charge	Monthly Charge
				2011-2013	2014	2015
Trial Court - Unified Court Services	M T W R F	12:00PM	Citizen's Bank	\$	\$	\$
4133 Washtenaw Ave.	Except	3:00PM	3075 Washtenaw Ave			
Ann Arbor, MI 48107	Holidays		Ypsilanti, MI			
Meri Lou Murray Recreation Center	M T W R F	12:00PM	Key Bank	\$	\$	\$
2960 Washtenaw Ave	Saturday	3:00PM	2207 Stadium Blvd	\$	\$	\$
Ann Arbor, MI 48104			Ann Arbor, MI 48103			
Independence Lake County Park	M and F	12:00PM	Key Bank	\$	\$	\$
3200 Jennings Road	Memorial Day	3:00PM	2421 Plymouth Rd			
Whitmore Lake, MI 48189	thru Labor Day		Ann Arbor, MI 48105			
Rolling Hills County Park	M T W R F	5:00PM	Key Bank	\$	\$	\$
7660 Stony Creek Rd	Saturday	5:30PM	5300 Willis Rd	\$	\$	\$
Ypsilanti, MI 48197	Sunday		Ypsilanti, MI 48197	\$	\$	\$
	Memorial Day thru Labor Day					
Pierce Lake Golf Course	M T W R F	12:00PM	Key Bank	\$	\$	\$
1175 S. Main Street	Saturday	3:00PM	1478 M-52	\$	\$	\$
Chelsea, MI 48118			Chelsea, MI 48118			
WC Western Service Center	M T W R F	12:00PM	Key Bank	\$	\$	\$
705 N. Zeeb Road	Except	3:00PM	2207 W. Stadium Blvd.			
Ann Arbor, MI 48107	Holidays		Ann Arbor, MI			

RFP #6559 Armor Car, Cash, and ATM Machine Cash Services

Pickup Location	Schedule	Time	<u>Bank Location for Deposit</u>	Monthly Charge	Monthly Charge	Monthly Charge
				<u>2011-2013</u>	<u>2014</u>	<u>2015</u>
WC Sheriff Department	M T W R F	1:00PM	Bank of Ann Arbor	\$	\$	\$
2201 Hogback Road	Except	3:00PM	3500 Washtenaw Ave.			
Ann Arbor, MI 48105	Holidays		Ann Arbor, MI			
WC Sheriff Department	M W F	1:00PM	Key Bank	\$	\$	\$
2201 Hogback Road	Except	3:00PM	2225 Washtenaw Ave.			
Ann Arbor, MI 48105	Holidays		Ypsilanti, MI			
WC Sheriff Department-Community Corrections	M T W R F	12:00PM	Key Bank	\$	\$	\$
4101 Washtenaw Ave	Except	3:00PM	2225 Washtenaw Ave.			
Ann Arbor, MI 48108	Holidays		Ypsilanti, MI			

Please provide a phone number for 'call-offs" (weather or power failure related) and a time deadline for such a call.

Phone Number: Notify by (time deadline):

The County may add additional locations or require an additional departmental pickup at an existing location by an amendment. Please provide monthly rates for service amendments:

	<u>2011-2013</u>	<u>2014</u>	<u>2015</u>
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Add New Location:	\$	\$	\$
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Add New Department:	\$	\$	\$
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DATE SUBMITTED: _____

Add Additional Days:	\$	\$	\$
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NOTE: The County is currently implementing automated banking procedures that may result in a reduction of services, as outlined. Therefore, amendments may be needed from time to time over the term of the contract.

RFP #6559 Armor Car, Cash, and ATM Machine Cash Services

BID SHEET - ATM Cash Services

Contractor will provide ATM cash services one time every four weeks. Cash processing will be provided on a six business day cycle. Day 1- pickup change order from bank - must request cash from teller; Day 2 - load cassettes in vendor cash room; Day 3 - fill ATM machines; Day 4 - process residuals; Day 5 - bank the residuals; and Day 6 - fax deposit reports Vendor will work collaboratively with the Courts and/or Washtenaw County Finance to reconcile errors identified on the residual report.

Please give monthly charge for cash services for each ATM machine for the 3 year term (2011-2013) of the bid and for subsequent years 2014 and 2015.

ATM Machine Location	Schedule	Time	Bank Location for Deposit	Monthly Charge	Monthly Charge	Monthly Charge
				2011-2012	2014	2015
14A District Court ATM Machine	Monthly	12:00PM	Bank of Ann Arbor	\$	\$	\$
4133 Washtenaw Ave. Ann Arbor, MI 48107		3:00PM	3500 Washtenaw Ave. Ann Arbor, MI			
Trial Court ATM Machine	Monthly	12:00PM	Brinks Detroit (c/o Key Bank)	\$	\$	\$
101 E Huron Street Ann Arbor, MI 48104		3:00PM	1351 Spruce Street Detroit, MI			

The County may add additional locations or require an additional departmental pickup at an existing location by an amendment. Please provide monthly rates for service amendments:

2011-2012	2014	2015
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Add New Location:	\$	\$	\$
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Add Cash Cycle:	\$	\$	\$
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DATE SUBMITTED: _____

1st Line Maintenance:	\$	\$	\$
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SIGNATURE PAGE

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____
_____ Date	_____ City St. Zip
_____ Telephone #	_____ Email Address
_____ URL address	<u>CHECK ONE</u> Partnership _____ Non Profit Corp. _____ Profit Corp. _____ Other _____
_____ Federal Tax ID #	_____

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

By checking this box we hereby certify that we are a Washtenaw County company as defined in Section I.,F. above . If proven otherwise you may be subject to Disbarment and/or Suspension of doing business with Washtenaw County.