



LEGAL NOTICE

**REQUEST FOR BID
SEALED BID 13-159**

For

Armored Car Service

For

**ST. CHARLES COUNTY GOVERNMENT
ST. CHARLES, MISSOURI**

St. Charles County is seeking bids for **Armored Car Service**. The vendor must guarantee the quoted prices for an initial period of **three** years. The County, with the consent of the vendor, shall have the option for two (2) one year extensions under the same terms and conditions after the initial three year period expires. The county reserves the right to terminate the contract for any violation, by the successful bidder, of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party time to remedy any deficiencies

BID INSTRUCTIONS

One [1] signed original and one [1] signed copies of the bid must be received in a sealed envelope plainly marked “**13-159 Armored Car Service**” with the date and time of the bid opening in the lower left corner of the envelope.

An authorized representative of the company/person submitting the bid must sign the bid, in blue ink.

Bids must be submitted to the St. Charles County Finance Department, 201 North Second Street Room 541 St. Charles MO 63301 prior to the bid opening.

Bid opening will be on 11/05/13 at 10:00 am, in Room 523 of the St. Charles County Administration Building, 201 North Second Street, St. Charles, MO 63301.

St. Charles County reserves the right to accept and/or reject any and all bids.

Bid results may be obtained by emailing a request to the St. Charles County Purchasing Manager at purchasing@sccmo.org, **no phone calls please**. Include the name and number of the bid and date of the bid opening when requesting the results. The time it takes for final bid results to be made public depends on the complexity of the project and the cost of the project.

BID INQUIRIES

Any questions or clarifications concerning this Request for Bid must be submitted in writing via E-mail (preferred), mail or fax to:

Kurt Mandernach, Purchasing Manager
St. Charles County Government
Finance Department
201 North Second St
St. Charles, Missouri 63301
Fax: (636)949-7589
purchasing@sccmo.org

Prohibited Communication

Contact with any representative, other than through the procedure outlined in the section titled “Bid Inquiries”, concerning this request is prohibited PRIOR TO BID OPENING. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and their Agents within St. Charles County. Any Offeror engaging in such prohibited communications prior to Bid Opening may be disqualified at the sole discretion of St. Charles County.

TERMS AND CONDITIONS

- St. Charles County reserves the right to reject any and all bids or parts of a bid and waive technicalities, and to adjust quantities.
- All bids will be considered final. No additions, deletions, corrections, or adjustments will be accepted after the time of bid opening.
- All delivery costs or charges must be included in the F.O.B. destination bid price.
- City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to St. Charles County and must be excluded.
- The contract shall be effective for the approximate thirty six (36) month period from the date of the notice of award. The County, with the consent of the vendor, shall have the option for two (2) one year extensions under the same terms and conditions after the initial three year period expires.
- The electronic version of this bid/RFP is available upon request. The document was entered into WORD for Microsoft Windows. The Purchasing Office does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this bid/RFP on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.
- Vendors are required to clearly identify any deviations from the specifications in this document.
- An authorized officer of the company submitting the bid must sign all bids, in blue ink.
- Vendors must submit two [2] signed copies of their bid; one is to be an original and so marked.
- All prices and notations must be in blue ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in blue ink by the person signing the bid.
- St. Charles County will not award any bid to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent Federal, State or Local taxes, fees and licenses.
- Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as “No Bid” and “Void” and will not be opened.
- The successful bidder is specifically denied the right of using in any form or medium the names of St. Charles County or any other public entity within the St. Charles County for public advertising unless express written permission is granted.
- All bidders must possess the necessary and appropriate business and/or professional licenses in their field.

- Award will be made to the low responsive, responsible bidder, or to the offeror whose proposal is most advantageous to the County, price and other factors considered. When payments are to be made to the County, award will be made to the most advantageous offer.
- County reserves the right to accept any item or group of items offered, unless the bidder qualifies his bid by specific limitations. The bid can be on an "all or none" basis if wording in the bid so states and if all items solicited are included in the bid.
- When applicable, provide unit prices and extension prices. Where there is disagreement in the unit and extension prices, the unit price shall govern.

Employment of Unauthorized Aliens Prohibited (*Missouri Revised Statutes Section 285.530*)

As a condition for the award of any contract or grant in excess of five thousand dollars by St. Charles County to a business entity, the business entity shall, by sworn affidavit and provision of documentation**, affirm its enrollment and participation in a federal work authorization program (**E-Verify**) with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

An employer may enroll and participate in a federal work authorization program (**E-Verify**) and shall verify the employment eligibility of every employee in the employer’s hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

Any entity contracting with St. Charles County shall only be required to provide the referenced affidavit on an annual basis. A copy of the affidavit is included in this bid request. Vendors may choose to send the required documentation using one of the following options:

- Send the notarized affidavit and E-Verify MOU signature page to: St. Charles County, Attn: Purchasing Manager, 201 N Second Street, Room 541, St. Charles, MO 63301 prior to responding to any solicitations; **OR**
- Send the notarized affidavit and E-Verify MOU signature page along with a bid solicitation response.

These documents will be kept on file. The notarized affidavit and E-Verify MOU signature page will remain current for **one year** from the date of the notarized affidavit.

**** PLEASE NOTE:**

Acceptable enrollment and participation documentation consists of a valid copy of the signature page of the E-Verify Memorandum of Understanding, completed and signed by the Contractor, and the Department of Homeland Security - Verification Division
The online address to enroll in the E-verify program is:

<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>

Open Records

Any and all information contained in or submitted with the bid becomes a public record subject to the Missouri Sunshine Law when the bids are opened. If the bidder believes that any information contained in or submitted with the bid is protected from disclosure by the Missouri Sunshine Law, the bidder must clearly identify what information the bidder believes is so protected and must also clearly identify the legal basis therefor.

Bid Specification

Unless otherwise stated, all specifications listed are minimum requirements.

SCOPE AND INTENT

The intended purpose of these specifications is to describe Armored Car Services needed by St. Charles County. The successful bidder shall be required to make scheduled deposit pickups and deliveries from various County locations on the days and at the times defined in these specifications. If your firm is unable to pick up or deliver on the days or at the times described, please provide alternates and fully describe.

DEPOSITS DEFINED

Deposits shall include all and/or any combination of the following:

- Cash, Currency, Coin
- Checks, Drafts, Notes, Etc.

The successful Bidder's authorized representative shall sign for all deposits picked up.

BANK DELIVERIES

All deposit pickups that are scheduled on or before 1:00 P.M. each day shall be delivered and deposited to the County's designated bank depository by 2:00 P.M. that day. All deposit pickups that take place after 1:00 P.M. must be delivered to the County's bank depository by 4:30 P.M. that day. The County's present bank depository is:

**Commerce Bank
1101 First Capitol Drive
St Charles, MO 63301**

Quoted prices shall remain firm even if the County changes depository, providing the new depository is located within the County's jurisdictional limits.

Pickups and Deliveries will **not** be required on the following days when County offices are closed:

New Year's Day
Martin Luther King, Jr. Day
Presidents' Day
Memorial Day
Independence Day
Labor Day Monday
Columbus Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Eve
Christmas Day

SECURITY BAGS

Deposits will be placed in sealed package(s) by the location for delivery to the financial institution. Successful bidder shall provide receipt books. Successful bidder shall accept and give written receipt for all securely sealed packages, and its receipt shall be evidence that the packages were properly sealed.

Sealed deposits shall be construed as those revenues packaged in such a manner as to be securely closed and fastened with revenues encased in such a manner that they cannot be altered, removed, without leaving a visible, external sign of tampering.

The County uses plastic, one-time use only, security bags designed for holding revenues. Normally, these plastic bags will be used to store revenues from different County departments/divisions.

LIABILITY OF THE SUCCESSFUL BIDDER

The successful Bidder's liability shall begin upon accepting the County's deposit bag or funds for cash and continue until delivered to and received by either the County's depository or another County location. The County reserves the right to designate authorized representatives at both the County's pick up locations and delivery locations.

The successful Bidder shall be totally responsible for the safety and security of the County sealed deposits and cash returns while in the successful Bidder's possession.

VALUE OF FUNDS IN THE SUCCESSFUL BIDDER'S POSSESSION

The County shall declare the value of all sealed deposits to be transported by the successful Bidder. The successful Bidder shall not be responsible for determining and /or confirming the amount of declared value to be picked up provided that all sealed deposits have remained sealed from the time the successful Bidder's liability became effective.

The successful Bidder will not be required to wait for the bank to reconcile the funds in the bag with the deposit slip.

DELAYS

The successful Bidder shall not be held liable for delays or nonperformance due to the fault of the County. However, the successful Bidder shall be totally responsible for the safety and security of the County's sealed deposits in the Bidder's possession.

LOST OR DAMAGED DEPOSITS

In the event of sealed deposit loss or damage, within twenty-four hours of the loss or damage, the successful Bidder shall submit written reports to the County stating the type and amount of loss. Salvage, reclamation, and/or reparation shall begin as soon as possible following the loss or damage. All costs related to the loss or damage to the deposits in the care, custody, and control of the successful Bidder shall remain the sole responsibility of the successful Bidder. The County will assist in the proper identification of any such sealed deposits lost or damaged and will make every effort to minimize costs and or further loss or damage. However, the County's help to minimize costs does not, in any way, relieve the successful Bidder's liability of any loss or costs arising from this incident.

TRANSPORT VEHICLES

All transport vehicles shall be properly armored and equipped for the service to be performed. Only armored transport vehicles shall be used. Standard unarmored vehicles are not acceptable.

PICK UP AND DELIVERY TIMES

Through mutual agreement between the successful Bidder and the County, designated days and times for Armored Car Service will be established. If your firm cannot provide service on the days or times listed in the **LOCATIONS REQUIRING ARMORED CAR SERVICE**, please list alternates when this service can be provided.

The County reserves the right to accept or reject days or times offered by the bidder. The delivery schedules may be used in considering the successful Bidder.

ADDITIONS/DELETIONS AND CHANGES OF SERVICE

The County reserves the right to add and delete pickup locations, change the day and/or times of service, change the financial institution, financial institution location, and/or financial institution deposit times, add similar services, and delete services as needed during the term of the contract with written notification to the contractor. Prices for services to be added to the contract will be mutually agreed to by the County and the successful bidder. The County does not guarantee a minimum or maximum number of pickups per week or a minimum or maximum number of pickup locations.

LOCATIONS REQUIRING ARMORED CAR SERVICE

Family Arena

Level of service

Scheduled pickups: Tuesday and Friday of each week

Between 2:00pm and 4:00pm

Service address: Family Arena

Box Office

2002 Arena Parkway

St. Charles, MO 63303

Municipal Court

Level of service

Scheduled pickups: Monday, Tuesday, Wednesday, Thursday, Friday

Between 2:00pm and 4:00pm

Service address: St. Charles County Municipal Court

Clerk's Office

399 Turner Boulevard

St. Peters, MO 63376

Circuit Clerk

Level of service

Scheduled pickups: Monday, Tuesday, Wednesday, Thursday, Friday

Between 8:00am and 10:00am

Service address: Circuit Clerk

300 N Second Street

Room 216

St. Charles, MO 63301

Finance Department

Level of service

Scheduled pickups: Monday, Tuesday, Wednesday, Thursday, Friday

Between 8:00am and 10:00am

Service address: St. Charles County Finance Department

201 N Second Street

Room 541

St. Charles, MO 63301

Collector of Revenue

Level of service

Scheduled pickups: Monday, Tuesday, Wednesday, Thursday, Friday

Between 10:00am and 12:00pm

Service address: St. Charles County Collector of Revenue

201 N Second Street

Room 134-Vault

St. Charles, MO 63301

Average Deposit Per Pickup

Location	Average Value of Deposit	Checks	Cash
Family Arena	\$ 42,000.00	\$ 8,200.00	\$ 33,800.00
Finance	\$ 85,000.00	\$ 63,750.00	\$ 21,250.00
Municipal Court	\$ 4,000.00	\$ 2,800.00	\$ 1,200.00
Circuit Clerk	\$ 54,500.00	\$ 48,500.00	\$ 6,000.00
Collector	\$1,201,561.00	\$1,180,550.00	\$ 21,011.00

Checks are **not** re-constructible

Other Services

Upon request, the successful bidder shall provide change-fund service, purchasing the required coin and currency with funds supplied by the location, and delivering same on the same or next business day to the requesting location.

Successful bidder shall provide receipt books to all locations.

Bid Form

Location	Service	Service period (circle one)		Year 1 cost	Year 2 cost	Year 3 cost
		M	P			
Family Arena	Pickup	M	P	\$	\$	\$
Family Arena	Change Service	P		\$	\$	\$
Municipal Court	Pickup	M	P	\$	\$	\$
Municipal Court	Change Service	P		\$	\$	\$
Circuit Clerk	Pickup	M	P	\$	\$	\$
Circuit Clerk	Change Service	P		\$	\$	\$
Finance	Pickup	M	P	\$	\$	\$
Finance	Change Service	P		\$	\$	\$
Collector of Revenue	Pickup	M	P	\$	\$	\$
Collector of Revenue	Change Service	P		\$	\$	\$

Key

M = per month

P = per pickup or request for change

The cost for the change service listed in the table should assume it will be a standalone service that is requested at a time when a scheduled service is not taking place.

Will there be an additional cost if change service is requested to coincide with a scheduled pickup? __Yes __No

If yes, indicate what the charge will be \$_____

Cost for deposit receipt books, if any \$_____

Exception Sheet

If the item(s) and/or services proposed in the response to this bid is in any way different from that contained in this proposal or bid, the bidder is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

Date: _____

Signature: _____

Title: _____

Company: _____

THIS FORM MUST BE COMPLETED AND ENCLOSED WITH THE BID

Audit Clause for Contracts

Examination of Records

The Contractor's records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The contractor must preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor's operations, obtained during audits, will be kept confidential.

The Contractor will require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

Company Name: _____

Business Address: _____

Business Hours: _____

Phone: _____ Fax: _____

Email address: _____

Contact Person: _____

Authorized Signature: _____
(Indicates acceptance of all bid terms and conditions)

Date: _____

AFFIDAVIT OF WORK AUTHORIZATION

The bidder/contractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative) as
_____(Position/Title) first being duly sworn on my oath, affirm
_____(Business Entity Name) is enrolled
and will continue to participate in the E-Verify federal work authorization program with respect to
employees hired after enrollment in the program who are proposed to work in connection with the
services related to contract(s) with the County for the duration of the contract(s), if awarded in
accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____
_____(Business Entity Name) does not and will not knowingly
employ a person who is an unauthorized alien in connection with the contracted services provided to
the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Authorized Representative's Signature

Printed Name

Title

Date

E-Mail Address

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)

_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary

Date