



LAKELAND AREA MASS TRANSIT DISTRICT

LEGAL NOTICE

Armored Car Services

Request for Quote #15-016

LAKELAND AREA MASS TRANSIT DISTRICT requests interested parties to submit formal sealed proposals, bids or offers for the above referenced solicitation.

The District is seeking offers from qualified firms interested in providing armored car services, as defined within the solicitation. This Firm Fixed Price Contract is offered as a three (3) year base term with two (2) additional one-year option terms, as outlined in section 1 of Solicitation No. 15-016.

The District will accept offers at 1212 George Jenkins Blvd., Lakeland FL 33815 until 2:00 P.M., Eastern Standard Time on June 26, 2015. Offers received after such time will remain unopened and available for pickup by the Offeror.

A copy of the subject solicitation may be obtained free of charge from the District's website at www.ridecitrus.com under the "Business Opportunities" menu, "current bid postings".

A pre-offer conference will not be held unless requested within 5 days of this solicitation post. Should a pre-offer conference be requested, Offerors would strongly urged to attend. To ensure adequate seating, pre-registration is requested, as detailed in Section 1.6 of the solicitation. This informational session presents an opportunity to discuss the work to be performed with the prospective offerors and allows them to ask questions concerning the solicitation. Offerors are cautioned that, although the pre-offer conference is optional, no modifications or any changes will be allowed in the pricing because of the failure of the offeror(s) to have visited the site or to have attended the conference.

The District supports and encourages DBE certified firms to participate in the solicitation process; the District's overall DBE Program goal is 2% of total contract expenditures. The District only recognizes DBE status based on whether the firm has attained certification from the Florida Department of Transportation's Unified Certification Program (UCP) prior to contract award. A separate contract goal for DBE participation is established for this procurement, as outlined in section 5 of Solicitation No. 15-016.

BY ORDER OF: LAKELAND AREA MASS TRANSIT DISTRICT.

PROCUREMENT & CONTRACTS DEPARTMENT



LAKELAND AREA MASS TRANSIT DISTRICT
SOLICITATION OVERVIEW

1. SOLICITATION NO.: RFQ 15-016
2. ISSUE DATE: May 28, 2015
3. FOR INFORMATION CONTACT: NAME: Debbie Moore, E-MAIL: DMoore@ridecitrus.com, PHONE: 863-327-1333, FAX: 863-327-1373
4. BRIEF DESCRIPTION: Armored Car Services

5. PRE-OFFER CONFERENCE: (See Section 1.6 for more information.)
LOCATION: 1212 George Jenkins Blvd, Lakeland, FL 33815
DATE AND TIME: N/A

6. SUBMIT OFFER TO THE FOLLOWING ADDRESS: Lakeland Area Mass Transit District (LAMTD), Attn: Debbie Moore, Procurement Agent, 1212 George Jenkins Blvd, Lakeland, FL 33815
7. OFFER SUBMISSION DUE DATE AND TIME: June 26, 2015 at 2:00 P.M. EST

8. SUBMIT WITH OFFER: Original offer and photocopies, as specified in section 5, including the exhibits and attachments listed on Page 2 of this form.

9. OFFERS WILL NOT BE PUBLICLY OPENED.

10. FIRM OFFER PERIOD: Offers shall remain firm for a period of 30 calendar days from the date specified in Block 7, above.

11. This solicitation and any resulting contract, respectively, consists of this form, the solicitation, attachments and exhibits, documents designated on Page 2 of this form, the contract response, and the resulting contract as stated in paragraph 3 of the contract.

OFFER
(To be completed by Offeror)

12. DISCOUNT FOR PROMPT PAYMENT: ___%, ___ Calendar Days (Please refer to Invoice and Payment clauses in Section 3)

13. If this offer is accepted within the period specified in Block 10, above, the offeror agrees to fully provide the goods and/or services covered by this solicitation at the prices and timelines specified in the solicitation.

14. ACKNOWLEDGEMENT OF AMENDMENTS: The offeror acknowledges receipt of the following solicitation amendments (write in all amendment numbers and amendment dates.

Table with 3 columns: Amendment Number and Date

15. OFFEROR'S NAME AND ADDRESS: (Type or Print)
TELEPHONE: CELL PHONE: E-MAIL: FAX:
16. NAME AND TITLE OF OFFEROR'S REPRESENTATIVE (PERSON AUTHORIZED TO EXECUTE CONTRACTS): (Type or Print)
17. OFFEROR'S REPRESENTATIVE SIGNATURE & DATE:

AWARD
(To be completed by LAMTD)

18. DBE: A DBE goal of 0% has been established for this contract. Federal funds may utilized.

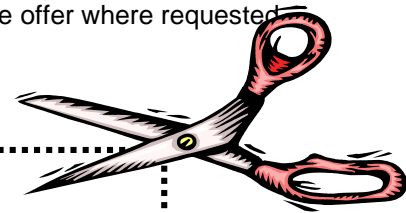
19. ACCEPTED AS TO: 20. TOTAL AMOUNT OF AWARD: 21. CONTRACT NUMBER:

22. LAMTD'S CONTRACTING OFFICER'S SIGNATURE & CONTRACT AWARD DATE:
Name: Signature: Date: / /

	NAME	FORM DESCRIPTION	FORM #	SUBMIT WITH TECHNICAL OFFER?
	Cover Sheet	Solicitation Overview	CS-01	YES
	Legal Notice	Legal Notice	LN-01	
	Section 1	Introduction	SEC-01	
	Section 2	Statement of Work and/or Specifications	SEC-02	
	Section 3	General Provisions and Procedures	SEC-03	
	Section 4	Special Provisions and Procedures (removed)	N/A	
	Section 5	Submittal Requirements and Selection Process	SEC-05	
	Section 6	Affidavits and Acknowledgements	SEC-06	YES
	Attachment 1	Required Federal Clauses	ATT-01	
	Attachment 2	Sample District Contract	ATT-02	
	Attachment 3	Price/Fee Schedule	ATT-03	YES
		Offeror's/Contractor's Technical Proposal	X	YES

SEALED PROPOSAL LABEL

Cut along the outer border and affix this label, or similar, to your sealed bid or proposal envelope to identify it as a "Sealed Offer". Be sure to include the name of the company submitting the offer where requested.



SEALED PROPOSAL
**** DO NOT OPEN ****

SOLICITATION:
NUMBER: 15-016
TITLE: Armored Car Services

SUBMITTED BY: _____

DELIVER TO:
Lakeland Area Mass Transit District
Attn: Debbie Moore, Procurement Agent
1212 George Jenkins Blvd., Lakeland, FL 33815

SECTION 1.0 – INTRODUCTION

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1.1 Back Ground

The Lakeland Area Mass Transit District, hereinafter referred to as the “District”, has provided public transportation to the Polk County area since 1982, with an employee population of about 150 individuals. The District’s operations include: approximately 39 fixed route buses, 21 paratransit demand response service vehicles, and 10 support vehicles. Polk County is larger than the state of Rhode Island, and is equal in size to Delaware, and is situated along Interstate 4 between Orlando and Tampa. The total area of the county is approximately 2,010 square miles which makes it the fourth largest county in Florida, exceeded only by Dade, Palm Beach, and Collier counties. Polk County ranks as the eighth in population among Florida’s 67 counties; the Lakeland Urbanized Area houses 1/3 (over 200,000) of its currently estimated 609,000 residents. The District’s Board of Directors is composed of five members, who are sitting Polk County, Florida and City of Lakeland Commissioners.

For more information about Polk County, please visit: <http://www.polk-county.net>.
A system map can be accessed at: <http://ridecitrus.com/content/routes/LakelandMap.pdf>.

1.2 Purpose of Solicitation

The purpose of this solicitation is to secure a qualified firm interested in providing armored car services to the Lakeland Area Mass Transit District, also known as the District, and/or other state and local governmental entities within Polk County, Florida.

Any orders placed with, or services required from, the successful Contractor(s) will be requested by each participating agency. Payment for purchases made under this agreement will be the sole responsibility of each participating agency. The Contractor may negotiate additional expenses incurred as a result of participating agencies’ usage of this contract (i.e., freight charges, travel related expenses, etc.). The District shall not be responsible for any disputes arising out of transactions made by others.

1.3 Minimum Qualification

Firms submitting an offer must firmly demonstrate their capability to satisfy the requirements under this solicitation and resulting contract while maintaining industry standard licenses and certifications as may be required elsewhere within the this solicitation and by the state of Florida. Such documentation must be provided to be deemed responsive and responsible. Offerors must also firmly demonstrate their knowledge of applicable laws and regulation with their ability to perform and/or provide the goods or services outlined in Section 2.

1.4 Communications with the District

After advertisement of any solicitation, communication with the District is limited to the methods prescribed below:

Questions: Technical or scope of service related questions concerning this solicitation, and contract award, shall be submitted in writing. Written communication may be submitted in the form of an e-mail to the Contracting Officer specified below.

Offerors are cautioned that until this solicitation is either recommended for award or cancelled, they may have contact only with the contact person identified above. Discussions or communications regarding this solicitation with any other personnel associated in any capacity with the District, its consultants, contractors or members of its Board of Directors, are strictly prohibited, unless otherwise approved in writing by the Contracting Officer.

Any violation of this restriction may result in the disqualification of the Offeror from further participation in this procurement, and from award of any contract or subcontract under this solicitation.

Statements made or information given during the procurement and award process binds the District ONLY when such statements or information are written and executed by the District's Chief Financial Officer or his/her designee.

No offeror or other third party shall gain rights by virtue of these policies and procedures or the application thereof, nor shall any offeror or third party have standing to sue or any cause of action arising there from.

All offerors will be notified in writing when the District makes an award recommendation by the Contracting Officer or his/her designee. The Contracting Officer for this solicitation is:

Debbie Moore, Procurement Agent
Lakeland Area Mass Transit District
1212 George Jenkins Blvd, Lakeland, FL 33815
Phone (863) 327-1333; fax (863) 327-1375; email DMoore@ridecitrus.com

1.5 Solicitation Timeline

SOLICITATION ISSUED	DATE: 05/28/15
PRE-OFFER CONFERENCE	DATE: N/A
OFFERS DUE	DATE: 06/26/15
OFFER EVALUATIONS	DATE: 06/30/15
BOARD REVIEW/APPROVAL	DATE: N/A
CONTRACT AWARD & NOTICE TO PROCEED	DATE: 07/10/15

NOTE: DATES REFERENCED ABOVE ARE TENTATIVE AND FOR PLANNING PURPOSES ONLY. THEY ARE SUBJECT TO CHANGE.

1.6 Pre-offer Conference

A pre-offer conference will NOT be held.

1.7 Type of Contract

A. The Type of Contract will be defined as a Firm-Fixed Price contract. The District shall purchase the services specified In Section 2 and the Contractor shall deliver them at the price, within the timeframe and in accordance with the terms and conditions stipulated elsewhere in this contract.

B. The rough order of magnitude for the work to be performed has a budget not to exceed \$5,000 (five thousand) annually. Estimates in excess of the allotted budget must provided justification as part of the submittal documents for consideration.

1.8 Number of Awards

One contract award shall be made.

1.9 Term of Contract

A. The Base Term of this Contract shall be for a three (3) year period.

B. The Option Term of this Contract shall be for two (2) additional one-year options and renewable at the District's sole discretion. The District reserves the right to exercise its option to extend this Contract for up to one hundred-eighty (180) calendar days beyond the current Contract period and will notify the Contractor in writing of the extension.

1.10 Ordering

A. Any supplies and/or services to be furnished under this contract shall be obtained by the issuance of task orders. The Contracting Officer, Project Manager and their designated representative(s) are the only individuals with the authority to place orders against this contract.

B. All task orders are subject to the terms and conditions of the contract. In the event of conflict between an order and the contract, the contract shall control.

C. Additionally, task orders may be issued by telephone followed by a written order, by electronic mail with an attached order, or by facsimile.

1.11 Definitions

As used throughout this contract, the following terms shall have the meaning set forth below:

ADAAA: American's with Disabilities Act Amendments Act

Authorized Signee: An individual who is authorized to execute a binding document on behalf of the Offeror/Contractor.

Contract: Contract to be executed by the District and the Offeror selected to provide the goods or services defined in within the solicitation, in the form substantially similar to that herein.

Contractor: The successful Offeror who is awarded the contract.

Contracts Specialist, Agent or Administrator: The District's contracting officer, as designated in the District's Policy Manual, who is responsible for the administration of the Contract and any changes that subsequently occur.

DBE: Disadvantaged Business Enterprise, a business owned wholly or in majority by a person or persons considered to be minorities.

DEP: Department of Environmental Protection

District or LAMTD: The Lakeland Area Mass Transit District, a body politic and corporate, created by Polk County, Florida ordinance.

NEPA: National Environmental Policy Act

OSHA: Occupational Safety and Health Administration, a division of the Department of Labor that sets and enforces occupational health and safety rules under the Occupational Safety and Health Act; a primary federal law which governs occupational health and safety in the private sector and federal government in the United States.

Project Manager: The person responsible for administering the Project / Technical advisor and responsible to the Contracting Officer of the Procuring Agency.

Proposal and /or Offer: Statement of qualifications, submission of proposal, bid or quote by an offeror in accordance with this solicitation

Proposer and/or Offeror: "Submitter" or "Respondent" to mean the person, firm, entity or organization submitting a response to this Solicitation.

Solicitation: An Invitation to Bid (ITB), Request for Proposal (RFP), Request for Qualification (RFQu), Request for Quote (RFQ) or Request for Information (RFI) document, and all associated addenda and attachments.

Subcontract: An agreement between the Contractor and the Subcontractor to perform a portion of the contract between the Contractor and the District.

Subcontractor or Subconsultant: Any person, entity, firm or corporation, other than the employees of the Contractor, who furnishes labor and/or materials, in connection with the Work, whether directly or indirectly, on behalf and/or under the direction of the Contractor and whether or not in privities of Contract with the Contractor.

SECTION 2.0 – SCOPE OF WORK

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2.1 Scope of Work

The scope of services described in this section ("Scope of Work") is a general guide and is not intended to be a complete list of all work, tasks, or material necessary to provide the supply of goods or services. The Scope of Work contains tasks believed necessary to provide Armored Car Services that meet the needs of the District, and/or other state and local governmental entities within Polk County, Florida.

2.2 Qualifications of Firm and Key Personnel

Offerors shall be properly licensed for the appropriate category of Work specified within the solicitation. All Firms are requested to submit any required license(s) with their offers. License(s) must be effective as of the solicitation due date and must be maintained throughout the Contract Period. Failure to be properly licensed as stated above, will result in the rejection of the offer as non-responsive.

- A. Experience:** The Contracting Firm shall have a minimum of three (3) years' experience in the business of armored car services. The Contractor shall have sufficient qualified personnel available to perform the services contemplated herein in a safe, efficient, competent, and timely manner. Contractor personnel are prohibited from bringing unauthorized persons, such as but not limited to, friends and/or family members onto a District work site. Should such an event occur, the Project Manager or the Project Manager's designated onsite representative should cause the removal of such unauthorized persons from the District's work site.
- B. Key Personnel:** The Contractor shall not remove or reassign any key personnel, without submitting a written request to and obtaining written consent from the Project Manager and Contracting Officer prior to taking such action. However, the Contractor shall, if requested to do so by the Contracting Officer, remove or reassign any key personnel not acceptable to the District. For performance of this contract the key personnel are those persons whose names are specified in the Contractor's proposal.
- C. Onsite Work Attire/Uniforms, Name and/or Logo Requirement:** Contractor personnel may be required to stop work if not properly attired in a manner that is commensurate with the work being performed. Contractor personnel are expressly prohibited from wearing shorts with less than a six inch inseam, tank tops, muscle shirts, halter-tops, sandals, flip-flops or any type of open-toed shoes or being in bare feet. The Contractor shall ensure that each of its representative's wear a shirt that plainly and prominently identifies the Contractor's company name and/or which contains the Contractor's imprinted, embroidered, or an appliqué of the company logo affixed thereto. Such shirts shall be worn at all times by each Contractor representative in performance of this contract.
- D. Compliance:** The Contractor shall comply with all laws, rules, codes, ordinances, and licensing requirements that are applicable to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and authority. The Contractor shall pay for all licenses, permits, and inspection fees or similar charges required for the performance of this Contract, and shall comply with all laws, ordinances, regulations, and any other requirements applicable to the work to be performed under this Contract. The Contractor shall maintain minimum qualifications as defined in the contract for the duration of the contract period to include any renewal periods.
- E. Vehicles:** An armored car/armored truck constructed in conformance to the industry standards for this type of service is required. The Contractor shall be required to show proof of ownership of the above described vehicle upon request of District prior to award or after award of this contract. Failure to comply with the requirement may result in non-award or termination of the agreement.

2.3 Objectives

The Contractor shall provide;

- A. Pickup services on the days, times and locations specified,
- B. Deposit services at the depository specified,
- C. Same Day deposit is required. No overnight holds.

2.4 Service Provided

The Contractor shall receive from the District sealed or locked shipments containing currency and change, hereinafter referred to as "property", and shall transport and deliver in like condition to the vault location/depository designated by and in accordance with the Service Schedule. All shipments and property picked-up shall be delivered to the depository by 2:00 P.M. on the same day unless indicated otherwise in writing within the Service Schedule.

If the Contractor fails to make the 2:00 PM Deposit time, shipments and property shall be deposited within two (2) hours of the next business day and the Contractor shall provide the District, at its sole discretion, may require all lost revenue including but not limited to interest amount, by the Contractor, based on the current interest obtained from the designated banking institution where delivery was to be at the time of the loss.

During the term of this agreement, the District may unilaterally add or delete pickups to the service schedule, at the same terms and conditions, under the change order procedures.

Armored carrier weekly vault deposits from the District are expected to average \$15,000.00 of which approximately 100% are cash/coin.

2.5 Service Schedule

All pickups are required to have **Same Day** deposit, deposit, **No** overnight hold is acceptable except as outlined above. Pickups shall be at the following locations;

Pickup location: 1212 George Jenkins Blvd.
Lakeland, FL 33815
Telephone: 863-327-1305
Contact: Jack Beck
Email: JBeck@ridecitrus.com

Depository: Wells Fargo Bank
St. Petersburg, FL
\$50,000 Maximum Deposit and Liability

Day's pickup required: 1 weekday per week
Required Time of Pickup: 8:00 A.M. – 2:00 P.M.
Facility opens at 8:00 A.M. daily.

2.6 Holiday Service

The Contractor shall not provide service for HOLIDAYS that the District observes. A copy of Districts approved holidays schedule shall be provided to the awarded Contractor upon request. Service shall be provided by the Contractor on holidays observed by the Contractor but not by the District at no extra charge.

2.7 Contractor Liability

The Contractor shall be solely responsible for any loss, damage, or destruction of the shipment and property from the time it is received by the Contractor until such time the shipment and property is delivered to the consignee designated by the District.

The Contractor shall not be liable for any loss, damage or destruction of property caused by or resulting from shortages claimed in the contents of the sealed or locked shipments properly delivered.

In the event of a loss, the District shall notify the Contractor in writing of any claim for loss, damage or destruction of property within seventy-two (72) hours after occurrence is discovered. Notice of such loss shall be deemed received when delivered in person and verified, deposited mail with post mark date by U.S. Postal Service, and telegraphic FAX transmission which said notification would be followed by either delivery in person or U.S. Postal Service.

2.8 Price/Fee Schedule

- A. Pricing offered shall be entered into, and submitted on, the Price Schedule Summary provided by the District as Attachment 3 to the solicitation which should resemble the image shown below.
- B. The fee structure, as stated under Section 1.7 of this solicitation, is an all-inclusive firm fixed price as reflected in the Price Schedule summary.
- C. Offerors must provide pricing for the "Option Terms." In evaluating and assigning price points, option pricing shall be considered.
- D. Pricing requested for items with an estimated quantity of zero, have been incorporated to accommodate other state and local governmental entities within Polk County, Florida.
- E. Provide any additional pricing details, service description and/or applicable fees on a separated document if necessary. *Please Note, as stated in Attachment 2 (LAMTD Standard Contract) section 4(c) "Cost-plus percentage of cost contracts are prohibited by federal law".*

Attachment 3 - Price Schedule					
The District will purchase the most inclusive of items that the Offeror provides for services, work, and materials, including, but not limited to, supplies, labor, equipment, materials, financing, printing, shipping, and all other costs or charges or expenses that the Offeror has and will be required to pay, at the end of the term of the contract.					
The price schedule must include, unless noted, the following additional quantities indicated in this schedule.					
2 YEAR BASE TERM					
Item	Description of Supply Service	Estimated Qty / Qty per Year (L-1)	Estimated Qty per Year (L-2) (L-1*2)	Unit Price (\$)	Estimated Price per Year (\$)
1	Blanking of Personnel Files/Forms	0	0	22.0	0
2	Blanking of 27 Boxes	11	0	22.0	0
3	Blanking of 30 Boxes	0	0	22.0	0
4	Blanking of 32 Boxes	13	0	22.0	0
5	Blanking of 40 Boxes	0	0	22.0	0
YEARLY COST					0
TOTAL OF 2 YEAR BASE TERM PRICE					0
OPTION TERM ONE					
Item	Description of Supply Service	Estimated Qty / Qty per Year (L-1)	Estimated Qty per Year (L-2) (L-1*2)	Unit Price (\$)	Estimated Price per Year (\$)
6	Blanking of Personnel Files/Forms	0	0	22.0	0
7	Blanking of 27 Boxes	11	0	22.0	0
8	Blanking of 30 Boxes	0	0	22.0	0
9	Blanking of 32 Boxes	13	0	22.0	0
10	Blanking of 40 Boxes	0	0	22.0	0
TOTAL OF 2010 ONE PRICE					0
OPTION TERM TWO					
Item	Description of Supply Service	Estimated Qty / Qty per Year (L-1)	Estimated Qty per Year (L-2) (L-1*2)	Unit Price (\$)	Estimated Price per Year (\$)
11	Blanking of Personnel Files/Forms	0	0	22.0	0
12	Blanking of 27 Boxes	11	0	22.0	0
13	Blanking of 30 Boxes	0	0	22.0	0
14	Blanking of 32 Boxes	13	0	22.0	0
15	Blanking of 40 Boxes	0	0	22.0	0
TOTAL OF 2011 TWO PRICE					0
OPTION TERM THREE					
Item	Description of Supply Service	Estimated Qty / Qty per Year (L-1)	Estimated Qty per Year (L-2) (L-1*2)	Unit Price (\$)	Estimated Price per Year (\$)
16	Blanking of Personnel Files/Forms	0	0	22.0	0
17	Blanking of 27 Boxes	11	0	22.0	0
18	Blanking of 30 Boxes	0	0	22.0	0
19	Blanking of 32 Boxes	13	0	22.0	0
20	Blanking of 40 Boxes	0	0	22.0	0
TOTAL OF 2012 THREE PRICE					0
TOTAL OF BASE + OPTION TERMS = BASIS OF AWARD					0
<small> The Offeror agrees to provide the goods and services described in this schedule for the period of time specified in the schedule. The Offeror shall be responsible for all costs of doing business, including but not limited to, taxes, insurance, and all other costs or charges or expenses that the Offeror has and will be required to pay, at the end of the term of the contract. </small>					
Name of Offeror & Representative		Signature & Date			
(Print or Type Name & Title)		(Signature of Offeror's Representative) (Date)			