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PAM CAUSEY

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Approved by CC:

JAN 13 2014

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Cleburne, Texas 76031
(817) 556-6384
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January 6, 2014

Honorable Roger Harmon, County Judge
Honorable Rick Bailey, Commissioner Precinct 1
Honorable Kenny Howell, Commissioner Precinct 2
Honorable Jerry Stringer, Commissioner Precinct 3
Honorable Don Beeson, Commissioner Precinct 4

Re: Armored Vehicle Services for Johnson County, Texas

Judge and Commissioners,

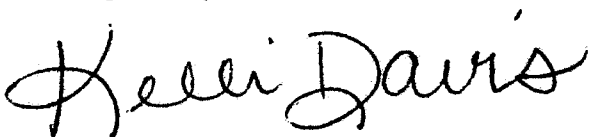
The Court has the option to renew contract RFP 2013 303 with Laser Security Response, Inc. and also the option to send out bids for Armored Vehicle Services. Please note that the end user of contract RFP 2013 303 is the tax office and there are no issues with the current provider.

Listed below and attached are documents in regards to the renewal of contract RFP 2013-303, Armored Vehicle Services for Johnson County. I have also attached the bid specifications for your review and approval should the Court vote to send out bids:

- Renewal Letter from Laser Security Response, Inc.
- RFP 2013-303 recap document
- RFP Specifications for Armored Vehicle Services

As always please contact me with questions.

Respectfully,



Kelli Davis, CPPB
Purchasing Agent

Attachments: (#3)

Armored Vehicle Services

Scope and Intent: These specifications cover armored vehicle services for Johnson County for various locations throughout the County for a one (1) year period, effective February 1, 2013 to January 31, 2014, with an option to renew for four (4) additional one (1) year periods. Johnson County reserves the right to reject any and all bids and/or to purchase from any State contract and/or inter-local agreements. Acceptance of this bid by Commissioners' Court shall constitute a contract between Johnson County and vendor.

A request for redetermination of the contract terms requires a minimum of thirty (30) days written notice, prior to the end of the contract period. All requests shall be written form and shall include support documents. Johnson County reserves the right to accept or reject any/all of the price redetermination as it deems to be in the best interest of the County.

Requirements: The respective types of service being sought under this contract are as follows:

Specifications

- A) **PICK-UP:** Vendor shall make scheduled pick-ups of currency, coins, checks, securities, etc from various locations in Johnson County, and within the time frames as specified herein. Shipments must be signed for, evidencing products and amounts, by the vendor's representative as picked up. All scheduled shipments must be delivered to the Johnson County designated bank prior to 3:00 p.m. that same day. Vendor shall be held liable for losses due to late delivery and is responsible for compensating the County for any loss due to delay, including loss of interest.
- B) **SHIPMENTS:** Shipments shall be securely sealed, locked, and clearly labeled on a bill of lading and/or receipt book that are furnished by the vendor. Johnson County shall declare the value of all sealed shipments provided to the vendor. The vendor shall be responsible to safely and timely transport to the designated location.
- C) **DAMAGE:** In the event of property damage or loss, the vendor shall notify Johnson County immediately and furnish written reports as to the type and amount of the damage or loss within thirty-six (36) hours. Salvage, reclamation and/or reparation shall begin as soon as possible following the submissions of the above report. Johnson County will assist in the proper identification of any such material and make every effort to minimize costs and/or further damage or loss.
- D) **GUARDS:** Armored vehicle services shall include an armored vehicle and a minimum of two (2) professional guards who are bonded and certified to use weapons as needed in the pick up process. Guards shall be required to wear an identification badge with name and photograph while on County premises. After award, vendor shall provide a description and photograph of the armored vehicle to be used in the service. Vehicle shall be an armored type truck with a radio for communications.

- E) **DELIVERY:** Pick up and delivery locations may be updated, added or deleted from the contract to meet the needs of Johnson County. Johnson County shall notify vendor of any changes. Pick up and delivery shall be five (5) days per week, Monday through Friday, excluding all Commissioners' Court approved and designated holidays.
- F) **STATE LICENSE:** Vendor shall include a copy of State License for armored vehicle service.
- G) **INSURANCE:** The contractor shall, as a minimum, maintain the following types and amounts of insurance and shall keep such insurance in force during the term of this contract in addition to the Insurance Requirements listed within the Instructions/Terms of Contract.
1. "All Risk" Cargo Insurance including vandalism and malicious mischief and strikes, riots and civil commotion in the amount equal to exposure for anyone trip.
 2. Commercial Crime Coverage including Employee Dishonesty and Form C: Theft Disappearance and Destruction Inside and Outside with limits no less than (\$5,000,000.00) five million.
 - a. Form A, Employee dishonestly - \$5,000,000.00
 - b. Form B, Forgery - \$5,000,000.00
 - c. Form C, Theft, Disappearance and Destruction - \$5,000,000.00
 3. Excess Liability Insurance, The vendor shall obtain Excess Liability (Umbrella Form) Insurance naming Johnson County as insured, in the amount of (five million dollars) \$5,000,000.00 per occurrence.
 8. All of the insurance described above shall be written or endorsed to:
 - a. Be primary to any other insurance available to Johnson County;
 - b. Provide that the insurer shall assign and relinquish to Johnson County:
 - (i) any right recovery which the insurer may have or acquire against the County for payments under such policies; and,
 - (ii) Any lien or right of subrogation, which the insurer may have or acquire for payments to any person who asserts a claim against the County. Said assignment shall permit Johnson County to obtain an offset or credit against any claim against Johnson County, employees or agents by any person or entity to or for whom the insurer pays monies or other benefits. Nothing herein shall limit Johnson County's rights and coverage as additional insured under such insurance policies; and,
 - c. The coverage's above, with the exception of workers compensation, shall name Johnson County as additional named insured.
 9. Prior to initiation of Work, Contractors shall arrange for its brokers or insurers to

furnish Johnson County with copies of policies, which certify that the above coverages are in full force and effect. Such certificate shall not waive contractor's responsibility hereunder.

10. Contractor shall cause every subcontractor employed by Contractor to carry insurance of types and amounts necessary to cover risks inherent in the work performed by subcontractors. When requested by Johnson County, Contractor shall furnish certificates of insurance evidencing coverage for each subcontractor.
11. The insurance requirements set out above are not a representative that the coverage and limits provided thereby are sufficient to protect the interest of the Contractor and shall not be deemed as a limitation on Contractor's liability.

H) CHECK RECONSTITUTION: Check reconstitution applies to all County Tax Office locations with a not to exceed liability of \$ 5,000,000.00 (five million dollars) for any one shipment.

1. County shall maintain a complete record of the maker and amount of all checks places in any shipment given to vendor and in case of loss, promptly, diligently and completely cooperate with vendor in the identification and replacement of lost, destroyed or stolen checks contained in that shipment. Complete cooperation includes requests by the County to makers of missing checks to issue duplicates and, if the makers refuse to do so, then to assert all its legal and equitable rights against these makers or to subrogate these rights to the vendor and its assigns. Vendor's liability, except as limited herein above, shall be the payment to the County of:
 - a. Reasonable costs necessary for the County to reconstruct the checks and any necessary costs due to stop payment procedures.
 - b. The face value of checks which cannot be reconstructed. Investment income lost by the County between date of loss and date of payment.
2. Vendor's liability in the event of loss, destruction or theft of checks or other cash letters shall in all events be limited to payment for the reconstruction of these records as necessary to determine the maker and amount of these checks; and in all events, shall not exceed liability in the amount of \$ 5,000,000.00 (five million dollars) for any one shipment.
3. It is understood and agreed by the parties to this agreement that the words "reconstruct", "reconstructed", and "reconstruction" means to identify the checks to the extent of determining the face amount of these checks, to identify the maker or the endorser of each, and to obtain replacement checks from the makers. It is further understood that the word "shipment" means a single consignment of one or more items of property from one shipper at one time at one pick up address to one consignee at one destination address.

D) PICK-UP/DELIVERY LOCATIONS: Below is a list of the pick-up and delivery locations:

PICK-UP: Main Tax Office, 2 N. Mill St., Cleburne, TX 76033
Burlison Tax Office, 247 Elk Dr., Burlison, TX 76028
Alvarado Tax Office, 118 S. Friou, Alvarado, TX 76009

DELIVERY: First Financial Bank, 403 N. Main St., Cleburne, TX 76033

J) 2014 HOLIDAY SCHEDULE

Holiday	Date
New Year's Day	January 1, 2013
Martin Luther King Day	January 21, 2013
Good Friday	March 29, 2013
Memorial Day	May 27, 2013
Independence Day	July 4, 2013
Labor Day	September 2, 2013
Columbus Day	October 14, 2013
Veterans' Day	November 11, 2013
Thanksgiving Holiday	November 28 & 29, 2013
Christmas Holiday	December 24 & 25, 2013

Armored Vehicle Services

Quote Sheet

Deposits will be picked up for Johnson County as listed below and delivered to First Financial Bank, located at 403 Main Street, Cleburne, TX 76033. Pick-up and delivery will be five (5) days per week; Monday through Friday, excluding Commissioners' Court approved and designated Johnson County holidays. Deposits must have same day delivery to bank by 3:00 p.m. each day.

Pick Up Location	Estimated Pick Up Time	Monthly Cost	Annual Total	Pick Up Time
Burleson Tax Office 247 Elk Dr. Burleson, TX 76028	9:30 a.m.	\$	\$	
Alvarado Tax Office 118 S. Frio Alvarado, TX 76009	10:30 a.m.	\$	\$	
Cleburne Main Tax Office 2 N. Mill Street Cleburne, TX 76031	11:00 a.m.	\$	\$	
Annual Grand Total			\$	

Specify any additional costs: _____

Any comments, additions, and/or exclusions shall be provided on separate page(s).

The undersigned affirms that they are duly authorized to execute this contract, that the company, corporation, firm, partnership or individual has not prepared this Bid in collusion with any other offerer, and that the contents of this Bid as to prices, terms or conditions of said Bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this Bid. And further, that the manager, secretary or other agent or officer signing this Bid is not and has not been for the past

six months directly nor indirectly concerned in any pool or agreement or combination to control the price of supplies or to influence any person.


NAME OF BUSINESS: Johnson County

ADDRESS: #2 main Street , Rm 120

CITY/STATE/ZIP: Cleburne , Texas 76033

OFFICE PHONE: 817-556-6360 FAX PHONE: 817-556-6359

CELL PHONE: _____ EMAIL: Countyjudge@johnsoncountytexas.org

AUTHORIZED SIGNATURE:  1-13-14

PRINTED NAME: Roger Harmon