

**CITY OF KENOSHA, WISCONSIN  
ARMORED VEHICLE TRANSPORT SERVICES  
RFQ NO. #08-18  
INSTRUCTIONS TO PROVIDE QUOTATIONS**

City of Kenosha, WI.  
Finance Department  
625- 52nd Street, Room 208  
Kenosha, WI. 53140-4186

**Work Defined:** Provision of armored vehicle service to collect and transport deposits of cash and/or checks in sealed containers from 1) the City Clerk's office located at 625-52nd Street, Room 105, Kenosha, WI. 53140 to (as designated) Chase Bank located at 5522-6th Avenue, Kenosha, WI. 53140 and Johnson Bank located at 3928-60<sup>th</sup> Street, Kenosha, WI. 53144 (as designated), 2) the Kenosha Water Utility Administrative office located at 4401-Green Bay Road, Kenosha, WI. 54144, to Johnson Bank located at 3928 60th Street, Kenosha, WI. 53144 and 3) to Kenosha Area Transit located at 4303-39th Avenue to Chase Bank, 5522-6th Avenue.

Quotations for this service shall be provided on City forms, legible and fully complete in all respects. Submitted documents will be accepted by the City of Kenosha, Department of Finance, Room 208, 625-52nd Street, Kenosha, Wisconsin 53140 until the deadline of **Tuesday May 8, 2018 by 4:00 P.M.** Electronically communicated quotations are permissible by e-mail only to [kenoshapurchasing@kenosha.org](mailto:kenoshapurchasing@kenosha.org) No quotations shall be received by facsimile.

The City of Kenosha reserves the right to accept or reject any or all quotations or to accept the RFQ response considered to be the most advantageous to the City of Kenosha in every regard.

The City of Kenosha is exempt from federal Excise Tax and State Sales Tax and therefore, submitted quotations should be made exclusive of any tax. A Tax Exemption Certificate will be furnished to the successful Servicer.

Submitted quotations provided will constitute the complete price for collection, transfer and deposits of all currency and checks from the three (3) listed City entities delineated above. Any additional surcharges, either temporary or permanent shall be included in the service cost and identified on the quotation page.

**Insurance / Bonds:** Contractor shall verify the following coverages and include such proof with their quotation in the form of a Certificate of Insurance with the following limits from an insurance company licensed to conduct business in the State of Wisconsin, having a minimum of AM Best Financial Strength Rating of A- or better:

Commercial General Liability: \$2,000,000.00 (aggregate) / \$1,000,000.00 (occurrence)  
Automobile Liability (owned, non-owned, leased): \$1,000,000.00 (combined single limit)

Worker's Compensation: Statutory Limits  
Excess Umbrella Liability: \$3,000,000.00

Servicer shall verify and have coverages protecting the City against any loss of cash transports and deposits of up to and including One-Hundred Thousand Dollars (\$100,000.00) per transaction and check deposits up to and including Thirty Million Dollars (\$30,000,000.00) per transaction. Documentation to demonstrate Firm's coverage shall be provided with the submitted quotation.

The successful servicer shall file a copy of it's bonding requirements for the employees that will be responsible for the transactions.

This Request for Quotation shall constitute and represent the full agreement and understanding between the City of Kenosha, the Kenosha Water Utility and Kenosha Area Transit, and the successful Servicer. No other agreements, either written or verbal, shall be en force without the expressed approval of the effected entity.

Questions and inquiries regarding this Request For Quotations should be directed to Mr. Mark Willing, Purchasing Manager, at 262-653-4180 or [finance@kenosha.org](mailto:finance@kenosha.org)

**CITY OF KENOSHA, WISCONSIN  
ARMORED VEHICLE TRANSPORT SERVICES  
RFQ NO. #08-18  
SERVICE REQUIREMENTS**

1.0 Services Provided.

1.1 Servicer shall provide armored vehicle transport services for deposits of cash and/ or checks contained in and secured in appropriate sealed containers from the City Clerk's office located at 625-52nd Street, Room 105, Kenosha, WI. 53140 to (as designated) Chase Bank located at 5522-6th Avenue, Kenosha, WI. 53140 and Johnson Bank located at 3928-60<sup>th</sup> Street, Kenosha, WI. 53144.

1.2 Servicer shall provide armored vehicle transport services for deposits of cash and / or checks contained in and secured in appropriate sealed containers from the Kenosha Water Utility Administrative office located at 4401-Green Bay Road, Kenosha, WI. 54144 to Johnson Bank, 3928-60th Street, Kenosha, WI. 53144.

1.3 Servicer shall provide armored vehicle transport services for deposits of cash and / or checks contained in and secured in appropriate sealed containers from Kenosha Area Transit located at 4303-39th Avenue, Kenosha, WI.531444 to Chase Bank, 5522-6th Avenue, Kenosha, WI. 53140.

1.4 Scheduled Times for Collections, Transportation and Bank Deposits: requirements:

1.4.1 Servicer shall collect, transport and deposit cash and check shipments from the City Clerk's Office after 12:45 P.M. but before 2:45 P.M. Bank Deposit transactions shall be completed no later than 3:45 P.M. Any changes to these time requirements would need to be mutually agreed upon by the City Clerk's Office and the Servicer.

1.4.1.1 City Clerk Office's transactions will occur daily except for days itemized in Paragraph 1.5.

1.4.2 Servicer shall collect shall collect, transport and deposit cash and check shipments from the Kenosha Water Utilities Administrative Office after 9:00 A.M. but before 1:00 P.M. Bank Deposit transactions shall be completed no later than 2:00 P.M. Any changes to these time requirements would need to be mutually agreed upon by the Kenosha Water Utility and the Servicer.

1.4.2.1 Kenosha Water Utility transactions will occur two (2) to three (3) times per week and will involve the collection, transportation and deposit of two (2) to three (3) days worth of cash / check deposits.

1.4.3 Servicer shall collect, transport and deposit cash and check shipments from Kenosha Area Transit after 11:00 A.M. but before 1:00 P.M. Bank Deposit transactions shall be completed no later than 2:00 P.M. Any changes to these time requirements would

need to be mutually agreed upon by the Kenosha Area Transit and the Servicer.

1.4.3.1 Kenosha Area Transit transactions will occur two (2) times per week and will involve the collection, transportation and deposit of two (2) to three (3) days worth of cash / check deposits.

1.5 Deposit transactions shall occur per designated schedules, Monday through Friday except for the following days:

- i. New Year's Day,
- ii. Martin Luther King Day,
- iii. President's Day,
- iv. Good Friday,
- v. Memorial Day,
- vi. Independence Day,
- vii. Labor Day,
- viii. Columbus Day,
- ix. Veteran's Day,
- x. Thanksgiving Day,
- xi. Friday after Thanksgiving,
- xii. Christmas Eve or day after Christmas per the days calendar occurrence,
- xiii. Christmas Day,
- xiv. New Year's Eve or day after New Years Day per the days calendar occurrence.

1.6 Servicer shall use only professional uniformed armed guards and guards shall wear the firm's assigned identification badges at all times.

1.7 Armored vehicles shall possess state of the art security and communications technology.

1.8 Personnel shall receive initial and re-occurring training. Please include a summary of the training that the armed guards receive.

1.9 Security Guards assigned to these tasks by the Servicer shall have exceptional backgrounds which are thoroughly verified and vetted.

1.10 Security Guards shall be completely covered by workers compensation which shall minimally represent statutory limits.

1.11 Company-demarcatd uniforms and identification badges.

1.12 Requisite Guard training.

1.13 Guards, in addition to normal physical and mental standards expected of such personnel, shall possess mature, stable judgment in differing circumstances, and to possess the ability to communicate well with with City staff, bank

personnel and general public encountered.

## 2.0 Service Agreement.

2.1 This agreement shall be in effect through December 31, 2018. The agreement between the City offices herein may be extended up to two (2) additional years, awarded in one (1) year increments, given the mutual agreement by each effected party. Notifications to extend or to cease agreement from the City or the Servicer must be provided by written notice, sixty (60) days prior to the December 31<sup>st</sup> deadline. Subsequent service years would be by calendar year i.e. January through December.

## 3.0 Prices.

3.1 Quotations shall be a unit cost per cash / check deposit transaction including the collection within required time frames, transportation to the designated banking institution, and the successful bank deposit within stated time frame. Prices provided shall be inclusive of all other service costs, fees and surcharges. These additional costs, surcharges or fees shall be itemized on the quotation page.

## 4.0 Service Changes.

4.1 Any change in service requirements such as collection / delivery times or frequency of service shall be formalized by a written change order to be approved by the effected parties.

**CITY OF KENOSHA, WISCONSIN  
ARMORED VEHICLE TRANSPORT SERVICES  
RFQ NO. #08-18  
QUOTATION SHEET**

The undersigned agrees to provide the delineated services described in the Request for Quotation at the following firm per unit (transaction) cost inclusive of all other fees and surcharges.

**PRICE PER CASH / CHECK DEPOSIT TRANSACTION (CITY CLERK):**

\$ \_\_\_\_\_ (\$ \_\_\_\_\_ )  
Written Numerals

**PRICE PER CASH / CHECK DEPOSIT TRANSACTION (KENOSHA WATER UTILITY):**

\$ \_\_\_\_\_ (\$ \_\_\_\_\_ )  
Written Numerals

**PRICE PER CASH / CHECK DEPOSIT TRANSACTION (KENOSHA AREA TRANSIT):**

\$ \_\_\_\_\_ (\$ \_\_\_\_\_ )  
Written Numerals

Itemize Ancillary Charges Included in the prices above: \_\_\_\_\_

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**Contact Information:**

Name of business, street address (no P.O. Box),  
City, State and Zip Code: \_\_\_\_\_ Firm's E-Mail: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

Please include 1) current certificate of insurance and 2) summary of tcompany's training regimen.

Provide exceptions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate Payment Terms: \_\_\_\_\_ % \_\_\_\_\_ days, Net \_\_\_\_\_ days