

**CITY OF TEMPE  
REQUEST FOR COUNCIL ACTION**

**Council Meeting Date: 11/03/2016  
Agenda Item: 5B9**

**ACTION:** Award a two-year contract with two, two-year renewal options with Dunbar Armored, Inc., to provide armored car transport services to be overseen by the Internal Services Department.

**FISCAL IMPACT:** The total two-year cost of this contract shall not exceed \$68,000. Sufficient funds have been appropriated in the General Fund cost center 1831 (Accounting) for the anticipated expenditures in the current fiscal year.

**RECOMMENDATION:** Award the contract.

**BACKGROUND INFORMATION:** (RFP 17-043) The City issued a Request for Proposal (RFP) to establish a term contract for armored car transport services. The services are utilized for a number of locations for the secure transport of funds to the City's bank contractor – JPMorgan Chase & Co. There are a total of eight (8) locations that require pick-up service, the majority requiring daily service (Monday through Friday).

Evaluation Process

The City notified 20 companies of this opportunity along with newspaper advertising.

Although staff ensured notifications were received with the key armored car service providers and even extended the opening date to allow for additional response time, only one (1) offer was received from the following company:

- Dunbar Armored, Inc.

The evaluation committee composed of Community Services and Internal Services staff reviewed the offer in accordance with the following evaluation criteria shown below:

<b>Evaluation Criteria</b>	<b>Weight %</b>
Firm's Experience and Qualifications	10
Firm's Employee Qualifications	19
References	19
Acceptance and Compliance with RFP Terms	10
Cost	38
Overall Responsiveness	4
<b>Total Weight</b>	<b>100%</b>

The committee identified a number of areas in the proposal that needed clarification. After discussions with company representatives, the City invited the company to submit a best and final offer that sought written clarifications to these areas. The committee reviewed and scored the best and final offer as noted in the table below that also shows the annual cost of service.

<b>Firm</b>	<b>Score</b>	<b>Annual Cost</b>	<b>Two Year Cost</b>
Dunbar Armored, Inc.	885	\$31,275.60	\$62,551.20

The pricing offered is considered fair and reasonable when considering the frequency of pick-ups, labor costs (2-armed security officers) and vehicle/maintenance costs. The committee contacted three (3) references who all confirmed the successful performance of Dunbar Armored, Inc. The City is including a contingency cost of approximately \$5,500 to cover miscellaneous expenses that may come up over the two-year period including special/emergency pick-up service.

**ATTACHMENTS:** Company Offer Page

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Department Director: Renie Broderick, Internal Services Director  
Legal review by: David Park, Assistant City Attorney  
Prepared by: Michael Greene, C.P.M. Procurement Administrator