

**DEPARTMENT OF PROCUREMENT SERVICES – CITY OF CHICAGO**

**December 27, 2019**

**ADDENDUM NO. 4  
to**

**REQUEST FOR PROPOSAL (“RFP”)  
for**

**ARMORED CAR SERVICES**

**Specification No. 847054**

**For which Proposals are due in the Department of Procurement Services, Bid & Bond  
Room, Room 103, City Hall, 121 N. La Salle Street, Chicago, Illinois 60602, by 4:00 p.m.,  
Central Time on  
Friday, on January 24, 2020  
(due date changed pursuant to Addendum No. 3 advertised December 6, 2019).**

**Respondent must acknowledge receipt of this Addendum No. 4 in the Cover Letter of its  
Proposal AND should complete and return the attached Addendum Receipt Acknowledgment  
form by email to [Robert.Kelly@cityofchicago.org](mailto:Robert.Kelly@cityofchicago.org)**

**This document contains three Sections:**

**Section I. Revisions to the RFP  
Section II. Questions Submitted for Clarification of the RFP  
Section III. Addendum Receipt Acknowledgment form**

The following revisions/changes are incorporated by reference into the original RFP that was initially issued on July 31, 2019. All other provisions and requirements as originally set forth shall remain in full force and are binding.

**LORI E. LIGHTFOOT  
MAYOR**

**SHANNON E. ANDREWS  
CHIEF PROCUREMENT OFFICER**

## **SECTION I: REVISIONS TO THE RFP**

Revision 1: Exhibit 1: Scope of Services, Section 7. Courtesy Service - Coin and Paper Currency Change Request for Cashiers, is deleted in its entirety and replaced with the following, in order to incorporate the change with respect to DCASE's requirement for Courtesy Services, as follows:

"Contractor will make pickups and deliveries, as part of performing defined Services. During the performance of those Services, Contractor is to provide Courtesy Change Request Service ("Courtesy Service") by transporting and delivering coin and currency change packaged by the City's banking partners the next day and brought back to the City's pick-up locations. Courtesy Service instances shall apply only at DOF locations and at the DCASE Taste of Chicago event, but only on day-one of the Taste of Chicago's multi-day event.

"The Contractor shall provide Courtesy Services at no separate charge to the City.

"Courtesy Services can be requested to occur up to two times per week for any or all DOF locations (except at the DePaul – Reconciliation Unit DOF location). All DOF locations listed in Section 11 requiring Courtesy Services shall indicate: **"Provide Courtesy Change Request Service as required up to two times per week"**.

"No Courtesy Service shall be required for the DCASE Maxwell Street Market location, or any of the Office of the City Clerk locations."

■~END SECTION I~■

## **SECTION II QUESTIONS SUBMITTED FOR CLARIFICATION OF THE RFP**

Item # 1 Incorporated here by reference is a pdf of an Excel spreadsheet with City answers to 34 questions received in response to Section 4.2 Communications Between the City of Chicago and Respondents of the RFP.

The Excel file (in pdf format) is located on the DPS website, under "Request for Proposals (RFP) for Armored Car Services - Spec. # 847054" at: [www.cityofchicago.org/bids](http://www.cityofchicago.org/bids)

Item # 2 Incorporated here by reference is Attachment A which provides the answer to questions # 6 and # 15 of Item # 1 above. Attachment A is a one-page pdf file located on the DPS website, under "Request for Proposals (RFP) for Armored Car Services - Spec. # 847054" at: [www.cityofchicago.org/bids](http://www.cityofchicago.org/bids).

■~END SECTION II~■

**SECTION III    ADDENDUM RECEIPT ACKNOWLEDGMENT**

I hereby acknowledge receipt of Addendum No. 4 to the Armored Car Services RFP Specification No. 847054, and further state that I am authorized to execute this Addendum Receipt Acknowledgment on behalf of the company listed below.

Company Name: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_

Signature of Authorized Individual: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**☐~END SECTION III~☐**

**Respondent must acknowledge receipt of this Addendum No. 4 in the Cover Letter of its Proposal AND complete and return the attached Addendum Receipt Acknowledgment form by email to [Robert.Kelly@cityofchicago.org](mailto:Robert.Kelly@cityofchicago.org)**

Armored Car Services RFP Addendum # 4 City answers to questions  
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Q #	Question or Request for Clarification	CITY'S ANSWER	RFP Section Being Referenced
1	Will the City accept alternative fuel surcharges/fuel matrix in the cost proposal?	Yes. The City will consider alternative cost proposals as relates to the Evaluation criterion in <u>Section 7.5 Compensation Schedule/Cost Proposal</u> , and <u>Section 5.2.9.2 Alternate Solution Exhibit 2</u> .	RFP P. 26-27 Exhibit 1: Scope of Services, 4. Diesel Fuel Surcharge Allowance
2	Please confirm if the liquidated damages requirement can be waived?	Please refer to <u>Section 5.2.7 Proposed Solution, Gantt Chart, and Capacity to Perform Services</u> .	RFP P. 30 Exhibit 1: Scope of Services, 9. Performance Credit for Pick-Up or Delivery Failure
3	Please clarify how the safes are involved in delivery of the change orders? The last sentence discusses the keys to unlock the safe. Please explain the delivery process.	The question is understood to be asking <u>how</u> coin and currency change shall be delivered and put into the safe if the safe requires Two-Person Integrity (TPI). Delivery of change is made by the Contractor in accordance with <u>Section 7. Exhibit 1: Scope of Services, 7. Courtesy Service - Coin and Paper Currency Change Request for Cashiers</u> . Upon delivery of the change to a location requiring TPI, the cashier and Contractor shall open the safe together, in accordance with <u>Section 10. Two-Person Integrity (TPI) and Ten (10) Minute Wait-Time</u> .	RFP P. 30-31 Exhibit 1: Scope of Services, 7. Courtesy Service - Coin and Paper Currency Change Request for Cashiers
4	Typically how many items (bags) are delivered to the Reconciliation Unit (Line 8) on any given day?	Approximately fourteen envelopes total on any given day: based on approximately one envelope per day, per each location listed in <u>Exhibit 1: Scope of Services, 11. Department of Finance Requirements (Lines 1-15)</u> (excluding the DePaul-Reconciliation Unit location, <u>Section 11.8 (Line 8)</u> ).	RFP P. 33 Exhibit 1: Scope of Services, <u>Section 11. Department of Finance Requirements (Lines 1-15)</u> .
5	Would the City be willing to allow the contract to be on our MSA? If not, would the City accept redlines/negotiations after an award has been made?	A) No. Refer to <u>Exhibit 7. Sample Work Services Agreement</u> referenced in the RFP. B) Please also refer to <u>Section 5.2.3, Cover Letter</u> , subsection d.	RFP P. 17 Section 5.2.15, and P. 55 Exhibit 7: Sample Work Services Agreement
6	Please provide the following information for each individual location: What is the average currency liability shipped in and out? What is the average coin liability shipped in and out?	Refer to <u>Attachment A</u> to this Addendum #4, incorporated here by reference. <u>Attachment A</u> is a separate, one page file	RFP P.61 Exhibit 10: Armored Car Services Pickup and Deliver-to Location Address and Zip Codes
7	Are there any security access restrictions at any of the locations?	Yes, there are security access restrictions at some locations. Access will be provided at time of service.	RFP P.61 Exhibit 10: Armored Car Services Pickup and Deliver-to Location Address and Zip Codes

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Q #	Question or Request for Clarification	CITY's ANSWER	RFP Section Being Referenced
8	Are there any parking restrictions at any of the locations?	Yes, there are parking restrictions at some of the locations. Parking instructions will be provided at time of service.	RFP P.61 Exhibit 10: Armored Car Services Pickup and Deliver-to Location Address and Zip Codes
9	Are there any weapon surrender requirements?	There are no weapon surrender requirements at any of the locations.	RFP P.61 Exhibit 10: Armored Car Services Pickup and Deliver-to Location Address and Zip Codes
10	Please confirm that each pickup location on this list only have 1 pickup/delivery point.	Yes, each location separately listed in <u>Exhibit 10: Armored Car Services Pickup &amp; Deliver-to-Location Addresses and Zip Codes</u> has only one pickup/delivery point.	RFP P.61 Exhibit 10: Armored Car Services Pickup and Deliver-to Location Address and Zip Codes
11	Can you confirm if the wage requirements would apply to any contract resulting from the solicitation for armored car services or if these requirements would only apply to public works contracts (which this contract would not be)? If yes, can the requirement be waived?	The City intends that wage requirements apply to contract(s) resulting from this RFP to the extent that such requirements would apply by the terms of the respective, laws or orders, and rules promulgated by the CPO thereunder, that are the basis for the requirement.	WSA P. 18-20 Work Services Agreement, Article 3.3.6.Wages
12	Please confirm if the pickup location for our personnel is prior to the security check points and whether airport issued badges would be required for our work?	The pickup/drop off locations for all required services identified in <u>Exhibit 1. Scope of Services</u> do not require the Respondent to pass through any airport security check points or be issued any airport security badges.	WSA P. 34-37 Work Services Agreement, Article 3.6.1 Department of Aviation Standard Requirements
13	Please identify which security restrictions/badging for the pickup locations would apply to us and our services.	Virtually all pickup/drop off locations identified in <u>Exhibit 1. Scope of Services</u> involve some level of security restriction and access. However, security badges are not required at any of the locations.	WSA P. 37-42 Work Services Agreement, pgs 37-42, Article 3.6.
14	Please confirm if this is an all or nothing bid or if the City will accept partial bids?	The City contemplates awarding one contract to one vendor to perform all of the requirements as set forth in this RFP. However, pursuant to the "Note" in <u>Exhibit 1. Section 5. Frequency of Service</u> , "alternative service approaches and alternative frequencies" may be proposed in the Respondent's response, and such alternates may be considered in accordance with the RFP.	Compensation Schedule

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Q #	Question or Request for Clarification	CITY'S ANSWER	RFP Section Being Referenced
15	What are the average and maximum declared value (\$) amounts for the below shipments? (1) Currency Pickup Per Location (2) Coin Pickup Per Location (3) Currency Order Delivery Per Location (4) Coin Order Delivery Per Location	Current average values per pickup and per delivery per location, have been provided in the attached <u>Attachment A</u> to Addendum #4, incorporated here by reference. Further, maximum amounts are consistent with averages.	Exhibit 1: Scope of Services, Section 11. Department of Finance Requirements
16	Would City of Chicago electronically pre-advise deposit pickup details to reduce transaction time and improve quality of service?	The City is open to considering the implementation of a practical and reasonable system that would improve efficiency and quality of service, provided it is implemented at no separate or additional cost to the City.	Exhibit 1: Scope of Services
17	Is the City of Chicago familiar with GS1 Cash Visibility Standards and is compliance with these standards part of City of Chicago's vendor selection process?	No. The City of Chicago is not familiar with the GS1 Cash Visibility Standards. Compliance with these standards is not a specified requirement described in the RFP. However, a Respondent's specialized experience and its proposed solution are, among other considerations, criteria for consideration during the evaluation process to the extent applicable.	Section 6. Evaluating Proposals
18	What (if any) current service-related issues exist City of Chicago seeks to remedy?	The City has no service related issues to report.	Exhibit 1: Scope of Services
19	Has the City of Chicago ever conducted a due diligence site visit of its armored car provider as a component of the vendor review process?	Yes.	Exhibit 1: Scope of Services
20	Illinois law 625 ILCS 5/12-610.2 prohibits operating motor vehicles on public roadways while using handheld mobile devices and the Federal Motor Carrier Safety Administration (FMCSA) has issued a prohibition with similar effect. Does City of Chicago consider the use of cell phones by armored car vendor's driver(s) in its bidder selection process?	The Contractor must comply with all laws.  <u>Exhibit 1. Section 2.2 Armored Vehicle Fleet and Equipment</u> , requires the Contractor to "provide operating two-way communication equipment for the use by its armored car agents".	Section 7: Evaluation Criteria
21	What, if any, independent, third party review is required to ensure vendor fitness and operating standards?	The City understands Question # 21 to be in reference to <u>Section 6.3.3 Consulting Services</u> of the RFP, essentially asking: "What would an independent third-party consulting service review, with respect to a Respondent's proposal, in order for the Respondent to be considered fit and operating within standards?". The City's response is: "The City will evaluate proposals based on its merits taking into consideration the evaluation and selection criteria in the RFP. To the extent the City may require an independent third-party service to assist with the evaluation of all or any portion of the Proposal responses, the nature of such evaluations must be in consideration of the evaluation criteria set out in the RFP and be subject to approval by the Chief Procurement Officer. For example, a request may be made for authorized representatives of the Department of Finance to visit the Respondent's site where work involving the Scope of Services may be conducted in order to validate the security of the garage site(s) where armored cars are secured overnight.	Section 6.3.3. Consulting Services

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Q #	Question or Request for Clarification	CITY's ANSWER	RFP Section Being Referenced
22	What is City of Chicago's current routine for obtaining pickup receipts, proof of delivery, etc.?	Currently, the City's documentation and tracking of transactions between the City and the armored car agent, are achieved through a system of vendor-maintained handheld scanners, and hard copy paper log books, and paper receipts.	Exhibit 1: Scope of Services, Section 8. Transaction History Reports
23	Does City of Chicago consider an armored car vendor's FinCEN compliance and US Treasury Department registration in its bidder selection process?	No. Refer to <u>Section 6. Evaluating Proposals</u> in the RFP. The City will evaluate proposals based on its merits taking into consideration the evaluation criteria and selection process in the RFP. In addition, refer to <u>Section 7. Evaluation Criteria</u> for details.	Section 7: Evaluation Criteria
24	Are there any weapon surrender requirements at any service site locations?	Refer to Answer to Question # 9 in this Addendum # 4.	Exhibit 1: Scope of Services
25	What are the make(s) and model(s) of existing safe(s) at City of Chicago locations that require keys?	There are five locations identified as requiring TPI in <u>Exhibit 1: Scope of Services, 11. Department of Finance Requirements</u> . Four of the safes are labeled, "A&B Safe Corporation" and one is labeled, "AMSEC American Security Products Corporation". There are no visible model numbers.	Exhibit 1: Scope of Services, Section 10. Two-Person Integrity (TPI)
26	How are tickets delivered to the carrier?	The tickets are delivered directly to the carrier's facility by truck by the printing company.	Exhibit 1: Scope of Services, Section 14. Department of Cultural Affairs and Special Events (DCASE)
27	What is the declared value (\$) of the ticket stock to be delivered by the carrier?	Approximately \$5,000,000 yearly.	Exhibit 1: Scope of Services, Section 14. Department of Cultural Affairs and Special Events (DCASE) Festival Services
28	What are the dimensions of the ticket carton to be delivered by the carrier?	Currently, approximately 15" long, by 15" wide, by 6" in height.	Exhibit 1: Scope of Services, Section 14. Department of Cultural Affairs and Special Events (DCASE) Festival Services
29	What are the dimensions of the cash bank to be picked up from JPMorgan Chase Bank by carrier?	The cash-bank is packaged in standard large 13" x 21" plastic money bags, meeting federal banking-bag specifications.	Exhibit 1: Scope of Services, Section 14. Department of Cultural Affairs and Special Events (DCASE) Festival Services

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Q #	Question or Request for Clarification	CITY's ANSWER	RFP Section Being Referenced
30	What is the process for conducting a final inventory of tickets?	An independent auditor hired by the City counts and documents the amount of remaining tickets. The carrier will then remove the tickets and transport to the carrier's secure location.	Exhibit 1: Scope of Services, Section 14. Department of Cultural Affairs and Special Events (DCASE) Festival Services
31	Does City of Chicago require a minimum of two (2) guards per armored car vehicle?	The City does not require any minimum number of armored car agents per armored car vehicle.	Exhibit 1: Scope of Services, Section 2. Contractor Requirements
32	Is local, live customer support a factor in the City of Chicago's bidder selection process?	The City prefers local availability to the extent that the "live customer support" as understood in the question includes the City's designated account manager as described in RFP <u>Section 5.2.6 Qualifications and Specialized Experience of Respondent's Individual Key Personnel and Staffing Management Plan</u> , and per <u>Evaluation Criterion 7.2</u> .	Exhibit 1: Scope of Services, Section 7. Evaluation Criteria
33	Does the City of Chicago conduct remote capture of checks/proof items prior to armored car pickup?	Please refer to <u>Exhibit 1. Section 1. General</u> , third paragraph.	Exhibit 1: Scope of Services, Section 3. Types of Valuables to be Picked-Up, Held, and Delivered
34	Would the City of Chicago be willing to sign a Standard Service Agreement?	Refer to Answer to Question # 5.	WorkServices Agreement Document for Spec. #847054

end



**ADDENDUM NO. 4 DATED DECEMBER 27, 2019**  
**ATTACHMENT A, CLARIFICATION TO SECTION 11 AND 15 IN EXHIBIT 1, SCOPE OF SERVICES**

Answer to Questions #6 and # 15 in Addendum No. 4  
for Armored Car Services RFP Specification Number 847054

Section	Dept.	Location Name	Address	Per Pickup		Per Delivery	
				Currency	Coin	Currency	Coin
11.1	DOF	City Hall – Room 107-A Department of Finance Payment Center	121 N. LaSalle St. Room 107-A	\$21,000	\$10	\$150	\$100
11.2	DOF	City Hall – Department of Buildings Payment Site Construction and Permits	121 N. LaSalle St. Room 900	\$2,000	\$10	\$100	\$50
11.3	DOF	Superior Street Department of Finance Payment Center	400 W. Superior St.	\$46,000	\$10	\$100	\$100
11.4	DOF	95th Street Department of Finance Payment Center	2006 E. 95th St.	\$48,000	\$10	\$200	\$200
11.5	DOF	Department of Finance Pulaski Payment Center	4445 N. Pulaski Rd.	\$55,000	\$10	\$200	\$200
11.6	DOF	Department of Finance Kedzie Payment Center	4770 S. Kedzie Ave	\$108,000	\$10	\$300	\$200
11.7	DOF	Midway Airport MPEA Cab Stand	5600 S. Kilpatrick Ave.	\$2,000	\$10	\$100	\$50
11.8	DOF	DePaul - Reconciliation Unit	333 South State Street, DePaul Center – Room 320	N/A	N/A	N/A	N/A
11.9	DOF	Central Auto Pound #1 Department of Streets and Sanitation	400 E. Lower Wacker Dr.	\$3,000	\$10	\$100	\$50
11.10	DOF	Doty Auto Pound #2 Department of Streets and Sanitation	10301 S. Doty Road	\$5,000	\$10	\$100	\$50
11.11	DOF	Sacramento Auto Pound #6 Department of Streets and Sanitation	701 N. Sacramento Ave.	\$7,000	\$10	\$100	\$50
11.12	DOF	O'Hare Airport Auto Pound Department of Streets and Sanitation	Bessie Coleman Dr. Remote Lot G	\$1,000	\$10	\$100	\$50
11.13	DOF	Chicago Police Department Headquarters – Finance Unit	3510 S. Michigan Ave	\$1,000	\$10	\$100	\$50
11.14	DOF	Department of Business Affairs and Consumer Protection, City Hall	121 N. LaSalle St. Room 800	\$3,000	\$10	\$150	\$100
11.15	DOF	Department of Business Affairs and Consumer Protection, Public Vehicles	2350 W. Ogden Ave. 1st Floor	\$3,000	\$10	\$150	\$100
14.1	DCASE	Taste of Chicago Grant Park	Grant Park	\$1 million per day	\$0	\$100,000 1st day only	\$0
14.2	DCASE	Maxwell Street Market	800 S. Des Plaines Ave.	\$0	\$0	\$0	\$0
15.1	OCC	City Clerk's Office – City Hall – Room 107	121 N. LaSalle St. Room 107	\$3,862.36	\$0.49	\$0	\$0
15.2	OCC	Gale Street	5430 W. Gale Street	\$8,295.00	\$0.66	\$0	\$0
15.3	OCC	Archer Avenue	5674 S. Archer Ave. Suite A	\$8,108.00	\$0.32	\$0	\$0