



Purchasing Division

REQUEST FOR QUOTE

RFQ-4994-22-SH

ARMORED CAR SERVICES

Emailed Responses Due:

January 24, 2022 prior to 2:30 P.M.

*****Submittal by EMAIL is required for this quote*****

Purchasing Representative:

Susan Hyatt, Senior Buyer

970-244-1513

susanh@gjcity.org

*****Submittal by EMAIL is requested for this quote*****

1. INSTRUCTIONS/CONDITIONS:

- 1.1 The City of Grand Junction (City) is soliciting competitive quotes from qualified and interested companies for all required labor, equipment, and materials required to provide Armored Car Services.
- 1.2 Procurement processes shall be governed by the most current version of the City of Grand Junction [Purchasing Policy and Procedure Manual](#).
- 1.3 All price quotes must be made on the Quote Form attached.
- 1.4 Questions regarding the Scope of Work or specifications shall be sent via email to the Purchasing Representative. All questions will be answered in a formal Addendum by the Purchasing Representative. Quotes shall acknowledge receipt of all addenda in their response.
- 1.5 The City of Grand Junction is exempt from State retail and Federal tax. Prices submitted must be net, exclusive of taxes.
- 1.6 Unless otherwise specified, all quotes shall be binding for sixty (60) calendar days following the opening date.
- 1.7 Each Contractor (quoter) by submitting a quote certifies that it is not party to any collusive action or any action that may be in violation of the Sherman Antitrust Act. Any and all quotes shall be rejected if there is evidence or reason for believing that collusion exists among quoters.
- 1.8 This Request for Quote, submitted documents, and any negotiations, when properly accepted by the City, shall constitute a contract equally binding between the City and Quoter.
- 1.9 All Contractors agree and warrant that services performed in response to this invitation shall conform to the standards declared by the US Department of Labor under the Occupational Safety and Health Act of 1970 (OSHA).
- 1.10 The Contractor certifies that it does not and will not during the performance of the contract employ workers without authorization or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986 and/or the immigration compliance requirements of State of Colorado C.R.S. § 8-17.5-101, *et.seq.* (House Bill 06-1343).
- 1.11 In the event of failure of the Contractor to deliver products/materials in accordance with the contract terms and conditions, the City, after due oral or written notice, may procure the products/materials from other sources and hold the Contractor responsible for any costs resulting in additional purchase and administrative services. This remedy shall be in addition to any other remedies that the City may have.

2. INSURANCE REQUIREMENTS: The selected Contractor agrees to procure and maintain, at its own cost, policy(s) of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by the Contractor pursuant to this Section. Such insurance shall be in addition to any other insurance requirements imposed by this Contract or by law. The Contractor shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to this Section by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

Contractor shall procure and maintain and, if applicable, shall cause any Subcontractor of the Contractor to procure and maintain insurance coverage listed below. Such coverage shall be procured and maintained with forms and insurers acceptable to The Owner. All coverage shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by the Contractor pursuant to this Section. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. Minimum coverage limits shall be as indicated below unless specified otherwise in the Special Conditions:

(a) Worker Compensation insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under this Contract, and Employers' Liability insurance with minimum limits of:

ONE MILLION DOLLARS (\$1,000,000) each accident,
ONE MILLION DOLLARS (\$1,000,000) disease - policy limit, and
ONE MILLION DOLLARS (\$1,000,000) disease - each employee

(b) General Liability insurance with minimum combined single limits of:

ONE MILLION DOLLARS (\$1,000,000) each occurrence and
ONE MILLION DOLLARS (\$1,000,000) per job aggregate.

The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall include coverage for explosion, collapse, and underground hazards. The policy shall contain a severability of interests provision.

(c) Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than:

ONE MILLION DOLLARS (\$1,000,000) each occurrence and
ONE MILLION DOLLARS (\$1,000,000) aggregate

This policy shall provide coverage to protect the contractor against liability incurred as a result of the professional services performed as a result of responding to this Solicitation.

With respect to each of Contractor's owned, hired, or non-owned vehicles assigned to be used in performance of the Work. The policy shall contain a severability of interests provision. The policies required by paragraphs (b), and (c) above shall be endorsed to include the Owner and the Owner's officers and employees as additional insureds. Every policy required above shall be primary insurance, and any insurance carried by the Owner, its officers, or its employees, or carried by or provided through any insurance pool of the

Owner, shall be excess and not contributory insurance to that provided by Contractor. No additional insured endorsement to any required policy shall contain any exclusion for bodily injury or property damage arising from completed operations. The Contractor shall be solely responsible for any deductible losses under any policy required above.

3. SCOPE OF WORK:

- 3.1 The successful Contractor will perform Armored Car Services to include weekly pick-up and delivery of locked or sealed bank bags to the financial institution as designated by the City. At this time, it is ANB Bank located at 131 North 6th Street, Grand Junction, CO 81501.
- 3.2 The awarded Contractor shall cooperate with the various City departments and locations utilizing this contract as noted on the Quote Form. The City reserves the right to add, change or delete locations as variations occur.
- 3.3 The quantities shown are approximate and are for the purpose of bid evaluation.
- 3.4 The initial contract period shall be twelve (12) months beginning upon the execution of a subsequent contract. The awarded Contractor and the City agree that this Quote or subsequent contract may, upon mutual agreement of the supplier and the City, be extended under the terms and conditions of the contract for up to three (3) additional one (1) year contract periods, contingent upon appropriation by City Council and satisfaction of both parties.
- 3.5 Prices quoted must remain firm for the period covered by this agreement. Prices quoted shall include **all** costs associated with this contract.
- 3.6 Awarded Contractor shall have depository capability, provide secure storage, liability protection, revenue delivery and pickup bank deposit on a weekly basis.
- 3.7 Awarded Contractor shall pick up empty deposit bags at the bank and return them to the designated locations shown on the Quote Form.
- 3.8 **Terms:** Net 30 for all materials accepted.

4. Tentative Calendar of Events:

RFQ available on or about	January 6, 2022
Question deadline	January 13, 2022
Addendum posted	January 14, 2022
Quotes due by email	January 24, 2022
Award expected	January 31, 2022
Contract begins	February 1, 2022

QUOTE FORM

This form must be used for your response. Please email this Quote Form to susanh@gjcity.org.

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Enter prices in
this column.



Location	Address	# of Bags	Average Deposit (Per Week/Pick-up)	Pick-up Frequency	Special Instructions/ Procedures	Quoted Price/Week
City of Grand Junction City Hall (Finance, Municipal Court, Community Development, etc.)	250 N. 5th Street Grand Junction, CO	1	1,500.00	Weekly (Weekday)	Go to Municipal Court - First Floor Must be let in locked door	
Orchard Mesa Pool	2736 UnawEEP Avenue, Grand Junction, CO	1	1,400.00	Weekly (Weekday)	Pick-up Frequency moves to every other week during the off season	
Municipal Cemetery	2620 Legacy Way, Grand Junction, CO	1	5,000.00	Weekly (Weekday)	Front Desk - Office hours are 9 AM - 3:30 PM	
Lincoln Park Golf Course	800 Mantlo Circle Grand Junction, CO	1	Varies seasonally; 7,000.00 during summer months	Weekly (Weekday)	ProShop - Front Desk	
Tiara Rado Golf Course	2057 South Broadway Grand Junction, CO	1	Varies seasonally; 7,000.00 during summer months	Weekly (Weekday)	ProShop - Near Safe	
Grand Junction Fire Department	625 Ute Avenue Grand Junction, CO	1	1,600.00	Weekly (Weekday)	Front Desk - Fire Admin	
Grand Junction Police Department	555 Ute Avenue Grand Junction, CO	1	300.00	Weekly (Weekday)	Front Desk - PD Records	
Parks & Recreation Admin	1340 Gunnison Ave, Grand Junction, CO	1	3,500.00	Weekly (Weekday)	Front Desk - Office Hours are 8am – 5pm CLOSED 12 – 1pm	
Customer Service	910 Main Street, Grand Junction, CO	4	5,000.00	Weekly (Weekday)	Front Desk	

RECEIPT OF ADDENDA: the undersigned Contractor acknowledges receipt of Addenda to the Solicitation, Specifications, and other Contract Documents.

State number of Addenda received: _____.

It is the responsibility of the vendor to ensure all Addenda have been received and acknowledged.

DATE _____

- Direct purchases by the City of Grand Junction are tax exempt from Colorado Sales or Use Tax. Tax exempt #98-903544.
- The undersigned certifies that no Federal, State, County or Municipal tax will be added to the above quoted prices.

- Prompt payment discount of _____ percent of the net dollar amount will be offered to the City if the invoice is paid within _____ days after the receipt of the invoice. The Owner reserves the right to consider any such discounts when determining the quote award that are no less than Net 10 days.
- The undersigned certifies and agrees that this quote is submitted in accordance with all applicable Federal, State, County, and City laws.
- Standard Payment terms are N30.

(Company Name – Typed or Printed)

(Phone Number)

(Address)

(Authorized Dealer Agent – Typed or Printed)

(City, State, and Zip Code)

(Authorized Agent Signature)

(Email Address of Agent or Sales Contact)