

**Fort Bend County Tabulation  
Bid 17-007  
Armored Car Service**

**Term: 1 October 2016 through 30 September 2017**

**Recommendation: Dunbar Armored Inc.**

<b>Description</b>	<b>Lawson #</b>	<b>Dunbar Armored</b>	<b>Form 1295</b>
Bid Price per Month for All Locations as listed	<b>7817</b>	\$ 12,276.95	Yes
Bid Price per Pickup for As Needed Locations	<b>8780</b>	\$ 26.29	

STATE OF TEXAS           §  
  §  
COUNTY OF FORT BEND   §

**ADDENDUM TO TERM CONTRACT FOR ARMORED CAR SERVICE BID 17-007**

THIS ADDENDUM is entered into by and between Fort Bend County, (hereinafter "County"), a body corporate and politic under the laws of the State of Texas, and Dunbar Armored Inc., (hereinafter "Contractor"), a company authorized to conduct business in the State of Texas.

THAT, WHEREAS, the parties have executed and accepted that certain Term Contract for Armored Car Service Bid 17-007 (hereinafter the "Agreement"), attached hereto as Exhibit "A" and incorporated by reference; and

WHEREAS, the following changes are incorporated as if a part of the Agreement:

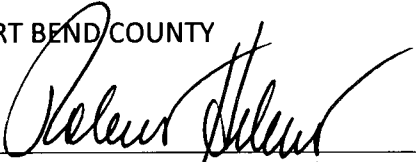
1. Exclusions: The Parties acknowledge and agree that the following sections are struck from the Agreement and shall be deleted:
  - A. Section 1.17 "Material Safety Data Sheets" in its entirety.
  - B. Section 9.6 "Respondent shall cause all trade contractors and any other contractor..." in its entirety.
  
2. Amendments:
  - A. Section 8.06 is amended as follows:

No cancellation of or changes to the certificates, or the policies, may be made without **thirty (30) days** prior, written notification to Fort Bend County.
  
  - B. Section 11.10 is amended to include President's Day  
  
Fort Bend County observes the following holidays (subject to change):  
  
New Year's Day  
Martin Luther King Jr. Day  
**President's Day**  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Fair Day (Last Friday in September)  
Veterans Day  
Thanksgivings Day and following Friday

Christmas Eve  
Christmas Day

3. Conflict. Except as modified herein, the requirements of Term Contract for Armored Car Service Bid 17-007 remain in full force and effect and has not been modified or amended. In the event of conflict, the contents of this Addendum shall prevail.

FORT BEND COUNTY

  
Robert E. Hebert, County Judge

9-27-16  
Date

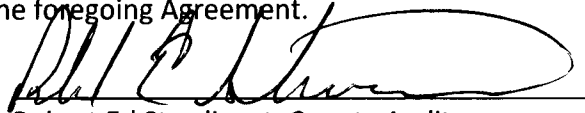
ATTEST:

  
Laura Richard, County Clerk



**AUDITOR'S CERTIFICATE**

I hereby certify that funds in the amount of \$145,000.00 are available to pay the obligation of Fort Bend County within the foregoing Agreement.

  
Robert Ed Sturdivant, County Auditor

DUNBAR ARMORED INC.

  
Authorized Agent- Signature

Seth McElroy  
Authorized Agent- Printed Name

Senior Vice President of Administration  
Title

9/22/2016  
Date

Exhibit A: TERM CONTRACT FOR ARMORED CAR SERVICE BID 17-007

# **Exhibit A:**

**TERM CONTRACT FOR ARMORED CAR SERVICE**

**BID 17-007**

Dunbar Armored, Inc. – Fort Bend County  
Bid # 17-007: Armored Car Service  
Bid Due Date: August 4, 2016 by 1:30 p.m.

# **Dunbar** **ARMORED**



## **PROPOSAL FOR ARMORED CAR SERVICES**

Dunbar Armored Contact Information:  
Heidi Semple, Assistant Manager of Bid Administration  
Phone: 410-498-3569  
Fax: 410-229-1921  
Email: [Heidi.Semple@dunbararmored.com](mailto:Heidi.Semple@dunbararmored.com)



50 Schilling Road  
Hunt Valley, MD 21031  
P – 410-498-3569  
F – 410-229-1921

August 1, 2016

Attn: Cheryl Krejci, CPPB  
Senior Buyer  
Purchasing Department  
Fort Bend County  
Bid # 17-007  
Armored Car Service

Dear Cheryl Krejci,

Dunbar Armored appreciates the opportunity to quote our services for Fort Bend County. We are committed to providing you with the high level of service that you expect and with our superior history of customer service, we feel that Dunbar is the best choice to provide your location with secure, reliable Armored Car Services. Dunbar leads the industry with state-of-the-art facilities coast-to-coast and innovative digital package tracking systems supported by time-tested operating procedures. Our financial strength and history of stability makes us one of the most secure armored car and cash management service providers in the industry.

We have provided a competitive quote for comprehensive services for your review and we look forward to working with Fort Bend County.

Please do not hesitate to contact Heidi Semple if you have any questions or concerns. Heidi can be reached via telephone at 410-498-3569 or [Heidi.Semple@dunbararmored.com](mailto:Heidi.Semple@dunbararmored.com).

Sincerely,

A handwritten signature in blue ink that reads "Seth McElroy".

Seth McElroy  
Senior Vice President of Administration

## Dunbar Qualifications

### Dunbar Armored, Inc. – Fort Bend County

#### Expertise

Dunbar Armored offers not only more than 80 years of continuous experience in the armored car business, but also a financially sound American corporation prepared to meet the growing needs of our clients.

With our hand-held scanners Dunbar utilizes an integrated system that tracks a client's deposits and is also capable of providing this information directly to our customer via a web based portal. Access to daily business information like this is unmatched in the industry.

We have also developed a web based reporting system that provides Dunbar clients with current information to help them manage their businesses, reduce costs and provide a higher degree of service for their own banking customers.

Dunbar Armored is structured to provide the highest level of service, account management and inquiry responsiveness available. Dunbar does not simply propose a client/vendor relationship, but offers a true partnership with ongoing evaluations from both perspectives. This approach promotes mutually beneficial relationships that stand the test of time. In fact, a significant portion of Dunbar clients have been with us for many years – testimony that this approach works.

Likewise, as a closely held company with a flat reporting structure, objectives and interests are closely aligned to address and resolve our customers concerns quickly and to their full satisfaction.

Dunbar has a proven management team that will oversee the daily operations provided to Fort Bend County. Most of our managers have been in the cash in transit/cash vault business in excess of twenty years. They understand customer requirements and are efficient in foreseeing problems and correcting performance issues. Fort Bend County will not experience the continuous change in management so prevalent among our competitors.

#### Dunbar's Team Members and Functions

Team Member #1	Account Executive	Relationship Manager
Team Member #2	Local Branch Manager	Assists with local truck issues, such as arrival times
Team Member #3	Client Services Help Desk	Customer Service Issues
Team Member #4	Customer Service Representative	CSR's will be assigned per Account Executive per area
Team Member #5	Regional Vice President	Escalation point of contact for service related issues
Team Member #6	Dunbar Senior Management	Escalation point of contact for service related issues

#### Safeguarding Cash Shipments

Security at Dunbar is Job #1, and the focus of our business. Dunbar's established security procedures prevent losses and ensure safety for our staff and customer's clientele. The true value of the security that we provide to our customers is ultimately measured by the degree to which we are able to exchange valuables with speed and accuracy.

Dunbar operates three departments that are focused on security.

- Security Department

**Dunbar Qualifications**  
**Dunbar Armored, Inc. – Fort Bend County**

- Compliance & Training Department
- Firearms Security

Our *Security Department* consists of a National Director of Security and seven regional Security Directors. Dunbar Security Directors are responsible for thoroughly investigating all loss incidents and robberies, as well as any reports of suspicious vehicles or persons. This position is staffed by personnel who each have many years of law enforcement and investigative experience.

Dunbar's *Compliance & Training Department* is responsible for a program unique to Dunbar within our industry. Our Compliance and Training Officers serve two purposes; they audit our facilities to ensure compliance with operational policies and procedures as well as facility standards, and they survey our routes for safety and security compliance.

They also work with our insurers from London who audit many of our facilities and procedures annually. The London insurance underwriters praise their industry unique program as revolutionary. The process increases security and policy compliance reducing losses. Dunbar is able to pass these savings to our customers.

Our *Firearms Security Trainers* are led by Dunbar's National Firearms Instructor. All of our Firearms Instructors are trained in the NRA's Law Enforcement Firearms Instructors School, and our training program is certified by the NRA. Dunbar meets or exceeds state firearms training laws in each jurisdiction in which we operate. Our corporate philosophy of a bold "show of force" prompts unsavory characters to think twice before acting.

#### **Customer Service**

At Dunbar we place considerable emphasis on customer service and timely and accurate communication of information to our clients. Our commitment to superior customer service is the cornerstone of Dunbar's success.

Whether you communicate with us in person, by telephone, fax or over the Internet, you can be sure that your questions will be promptly handled in a professional manner.

During the course of your service, our personnel are available to discuss any concerns or questions you may have on any issue including service quality and satisfaction. Our Account Executives will also contact your personnel to solicit this information.

Our Operations and Sales staff is organized to deliver faster, more efficient and more personalized customer service. We quickly identify and resolve obstacles to productivity and address issues related to quality. At the same time, we continue to expand our customer service capabilities to provide quick problem resolution.

Staffed by our dedicated Customer Service Representatives, the Client Help Desk is designed to meet the needs of our customers. The Help Desk is located at our Headquarters facility, and is structured to ensure our ability to respond to customer inquiries in a timely fashion. Dunbar's customers can rely solely on one contact person/department to assist with any issues that may arise during the course of their service. This is a benefit that has proven to be most effective in helping not only to personalize the service provided by Dunbar Armored, but also to assure an efficient and effective resolution of customer service issues.

Dunbar Armored is able to retain our customers by continually providing service which meets or exceeds contract requirements. We provide secure transportation at a fair price. Dunbar enhances customer loyalty by continuing to develop security products and procedures to increase the protection of our customers and their deposits.

Dunbar Qualifications  
Dunbar Armored, Inc. – Fort Bend County

**Identifying the Armored Personnel**

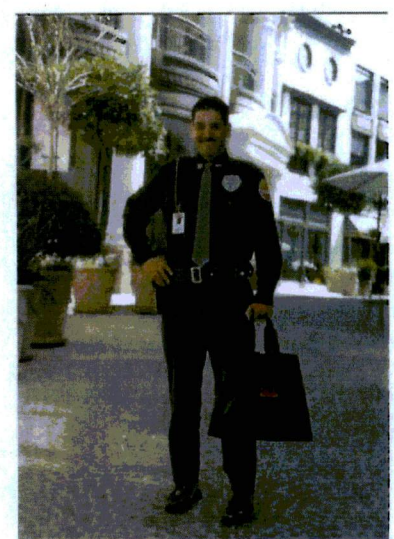
Dunbar employees are required to wear an "All Valuables Shipment" (AVS) badge at all times while they are working. This is a system which has been recognized as an innovative advancement in the security industry. The AVS cards used throughout the network of Dunbar locations are all issued from one central location.

There are only three employees authorized to manufacture these identification cards. The AVS card is laminated in heavy plastic and is made from special paper stock similar to that used for credit cards complete with holographic images to provide further protection. The card is a scanned computer image of the employee and worn around the neck on a chain or clipped to the uniform shirt in plain view for inspection.

The AVS card is stored in our vault when the employee is not at work. The cards are then issued to the employees when they report to work, and are returned to the vault at the end of their shift. No Dunbar Armored employee is permitted to make a pick-up or delivery without his/her AVS card. Our customers are assured when they observe this AVS badge their pickups are being performed by an authorized Dunbar employee. The AVS System is superior to the inefficient "signature list" method which has proven to be fallible.



Dunbar personnel will wear black uniforms that bear the logo and insignias of Dunbar Armored. Our crew chiefs on the trucks wear white shirts & black pants. With the exception of the State of Arizona, Dunbar Armored guards & crew chiefs wear gray.



Dunbar Qualifications  
Dunbar Armored, Inc. – Fort Bend County

**Technology**

Our sales and business opportunities continue to trend upward, and we are reaching historic benchmarks in terms of personalized service and technology. Dunbar Armored utilizes hand-held scanners for processing the armored pick-up and delivery. This product allows the scanning of deposit bags rather than the manual logging of the deposit information. In addition to a more than 80-year history of providing quality service that meets or exceeds contract requirements, Dunbar provides a high level of customer service that is unique in the armored car industry.

Dunbar is always looking for better ways to service our customers. Dunbar Valu-Trak<sup>SM</sup> is our state-of-the-art system for tracking valuables and cash in transit. It is our customer access website that links together the many new technologies and services that Dunbar is deploying. Through [www.dunbarvalutrak.com](http://www.dunbarvalutrak.com) our customers are able to conveniently track their shipments, view deposit verification information and place change orders on line.

Below is an example of the options provided by Valu-Trak:

**Dunbar**  
ARMORED / **Valu-Trak**<sup>®</sup>

*The System for Tracking Valuables & Cash In Transit*

You are currently not logged in...  
Dunbar Armored Valu-Trak® system authentication

Choose a Dunbar System

- D-Trak<sup>®</sup>
- Global-Trak<sup>®</sup>
- Veri-Trak<sup>™</sup>
- EZChange<sup>®</sup>
- Cash-Aware<sup>®</sup>

"How to use the Red Book"

Video Tutorial

Welcome To  
**DUNBAR VALU-TRAK**<sup>®</sup>  
Your Secure, Integrated Web Portal To Your Complete Dunbar Account Activity

To Access Your Account, Start By Selecting The Appropriate System In The Navigation To The Left

*The Most Trusted Name In Security*

World Headquarters | 50 Schilling Road, Hunt Valley, MD 21031 | 1.800.888.2129

By accessing D-Trak, the customer can view premise time, said to contain amounts for both pick-ups and deliveries as well as a denominational and piece count of delivery and pick up items. This information is captured by the use of the hand held scanners mentioned above.

Below is an example:

**Dunbar Qualifications**  
**Dunbar Armored, Inc. – Fort Bend County**

## Location Activity Reporting

### Customer Daily Activity Report

Premise time at each location

**Pick-ups:**  
Said To Contain Amounts & Number of items per location

**Deliveries:**  
Total value of EZChange<sup>SM</sup> orders & number of items delivered to location

Customer Daily Activity Report				Service Date				
ABC Company				01/04/2006				
Location	Name	Address	Branch	Premise Time	Deposits	Package	Change Orders	Package
22	ABC Company # 22	200 OAK MANOR ROAD	101	3	\$19,531	1	\$1,325	3
24	ABC Company # 24	408 BOWLEYS QUARTER	44	4	\$9,296	2	\$1,300	3
26	ABC Company # 26	184 DUNDALK AVENUE	3	3	\$11,987	2	\$1,360	3
29	ABC Company # 29	827 MADE AVENUE	3	3	\$6,530	2	\$675	3
32	ABC Company # 32	4500 MOUNTAIN ROAD	101	3	\$4,526	2	\$950	3
33	ABC Company # 33	2000 FLEET STREET	101	3	\$10,912	2	\$0	0
42	ABC Company # 42	1302 WINDLASS DRIVE	3	3	\$16,371	1	\$950	3
46	ABC Company # 46	4308 WASHINGTON BLVD	101	3	\$0,099	2	\$0	0
47	ABC Company # 47	12540 EASTERN AVENUE	44	3	\$11,510	2	\$0	0
61	ABC Company # 61	3333 FAYETTE STREET	44	2	\$0	0	\$1,325	3
63	ABC Company # 63	4620 O'DONNELL STREET	101	4	\$9,356	3	\$1,235	3
64	ABC Company # 64	7500 PULASKI HIGHWAY	44	4	\$10,206	1	\$975	3
68	ABC Company # 68	7701 GERMAN HILL ROAD	3	4	\$10,297	1	\$0	0
69	ABC Company # 69	406 JUANITA STREET	101	5	\$10,070	3	\$950	3
71	ABC Company # 71	9236 EASTERN BLVD	3	3	\$9,302	1	\$1,000	3
72	ABC Company # 72	3112 CHURCHVILLE RD	3	1	\$4,173	1	\$0	0
77	ABC Company # 77	2603 OLD PHILADELPHIA RD	44	4	\$6,500	2	\$0	0
82	ABC Company # 82	017 MITCHE HWY	101	4	\$7,477	1	\$0	0
90	ABC Company # 90	3311 EASTERN AVENUE	101	3	\$14,924	2	\$1,000	3
<b>Report Averages:</b>				3	\$9,083	2	\$964	2
<b>Report Totals:</b>				92	\$183,597	31	\$12,925	36

### Pickup & Delivery Tracking Display

**Deliveries:**  
Total value of EZChange<sup>SM</sup> orders & number of items delivered to location

**Pick-ups:**  
Said To Contain Amounts & Number of items per location

<a href="#">Back</a>	<a href="#">Back to Main Menu</a>											
<b>Pickup/Delivery Tracking Display</b>												
<b>Customer:</b> 00000001 - ABC Company	<b>Location:</b> ABC Company # 22 - 200 OAK MANOR ROAD											
<b>Delivery</b>												
Barcode #	Seal #	Liability	Originated From	Curcy	Peny	Nick	Dime	Qrter	Half	Dollr	Other	Check
d8887530	01050502	525.00	Dunbar Cash Vault	0	1	0	0	1	0	0	0	0
	01050502	500.00	Dunbar Cash Vault	1	0	0	0	0	0	0	0	0
<b>Pickup</b>												
Barcode #	Seal #	Liability	Delivered To	Curcy	Peny	Nick	Dime	Qrter	Half	Dollr	Other	Check
66536692	66536692	19,531.00	XYZ Bank Main Branch - 333 Glenmore Ave	1	0	0	0	0	0	0	0	0
<a href="#">Top</a>	Dunbar Armored Valu-Trak - 3/24/2006 11:23:24 AM											



1-800-888-2129 | www.dunbararmored.com

Dun-277

**Dunbar Qualifications**  
**Dunbar Armored, Inc. – Fort Bend County**

**References**

Cavender's Inc. (Cavender's Boot City)  
Contact: Jim Thompson  
7820 South Broadway  
Tyler, TX 75703  
P: 903-509-9509

Dunbar provides armored car services for 33 locations  
Customer Since 1999

Houston Independent School District  
Contact: Ann Richardson  
4400 West 18<sup>th</sup> Street  
Houston, TX 77092  
P: 713-556-6489

Dunbar provides armored car services for 251 locations  
Customer Since 2006

University Health System  
Contact: Kourtney Mosby  
355 Spencer Lane  
San Antonio, TX 78201  
P: 210-358-9113

Dunbar provides armored car and EZChange services for 21 locations  
Customer Since 2001

**Insurance Coverage**

There is no better insurance than the armored car "All Risk" coverage, known as transit and storage insurance, which Dunbar Armored offers. There are no exceptions, no warranties and no conditions, except the standard war and nuclear exclusion. "All Risk" armored car cargo liability will cover currency, coin, checks and other valuables against all risks of physical loss of or damage to the insured property up to your stated liability limits. Checks are subject to reconstruction.

Our armored car "All Risk" insurance will provide for the safety of all funds in our possession. The current policy limit is \$600,000,000.00 per occurrence, (through Lloyds of London). This policy also bonds our employees and provides aggregate maximum loss coverage for employee fidelity coverage as extra assurance of performance. This insurance is included in our transit and storage policy. A certificate will be issued should we be awarded a contract. The certificate will show liability limits consistent with your specifications.

General Insurance Coverage

Dunbar Armored carries public liability coverage for property damage and bodily injury in the amount of \$1,000,000 for each person and \$1,000,000 for each accident, to protect our servants and agents performing work or furnishing services covered by this contract from all claims for personal injury, including loss of life, as well as from all claims for property damage which may arise from operations under this contract, whether caused by us or by anyone directly or indirectly employed by or acting for us.

In addition, we have an umbrella policy covering excess liability up to \$50,000,000. A certificate of this coverage will be furnished upon contract award.

Automobile Liability

**Dunbar Qualifications**  
**Dunbar Armored, Inc. – Fort Bend County**

Our automobile liability policy provides bodily injury and property damage combined single limits in the amount of \$2,000,000 for each accident.

**Workers' Compensation**

Our Worker's Compensation coverage will be provided with statutory minimum limits.

We believe our insurance package provides what you need. We have designed it for your protection. Dunbar does not believe in a 'least amount' approach, and we have structured the "All Risk" coverage amounts to provide adequate protection based upon the potential volume of activity.

**Invoicing**

Dunbar offers a full array of electronic invoice formats via the web. Customers can download full invoice detail of services and location charges in a variety of formats such as CSV, PDF, and XML. This provides the customer full flexibility for downloading into a MS Excel spreadsheet or importing into their accounting system for reporting and payment.

The benefits of web invoicing include:

- Expedite access to invoices
- View account and payment history
- Expedite invoice reconciliation
- Eliminate paper invoices
- Convenient file download formats
- Email notification when new invoices are available

Dunbar's invoice payment is net 30 days. Discounts are not offered.

**Competitive Advantage – Rationale for Selection**

Dunbar's dedication to customer service and state of the art technology helps to differentiate our firm from the competition.

From fleet, facility and process improvements that increase security and productivity; to rigorous employee screening procedures and enhanced training methods, Dunbar is committed to service excellence.

Security is always Job #1 at Dunbar, but high quality, friendly, courteous and caring customer service is what keeps us in the business, and growing. Our employees look for ways to solve customer problems before they become larger issues.

Value is the bottom line for Dunbar customers when it comes to choosing their security services. Therefore, Dunbar must constantly adapt our organization to deliver the reliable, efficient and high quality services that our expanding customer base both expects and deserves.

From our trucks, facilities and equipment, to our Driver Guards on the street, Dunbar Armored is organized to deliver service that satisfies our customers in the most productive manner possible.

You can be assured that if Dunbar is awarded the opportunity to perform your services, we will provide an intense hard-working staff that will support and continually work to develop a mutually beneficial business relationship.

**Dunbar Qualifications**  
**Dunbar Armored, Inc. – Fort Bend County**

We are confident that you will find Dunbar's service exceptional and our responsiveness to your needs without equal in the armored car industry today.

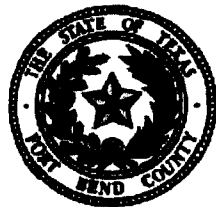
**Conclusion**

Dunbar Armored is looking forward to working with Fort Bend County. We would like to spread our quality and security throughout your network by fielding a flexible yet, comprehensive cash management program. Our team approach, vast experience, adaptive systems, and reasonable price, surely make Dunbar the "best value" selection.

Guarding a customer's valuables is a serious business. A closer look at the Dunbar "advantage" will help you to realize why Dunbar is truly the "Most Trusted Name in Security." We are experts in securing valuables and can offer a complete line of processes and products to Fort Bend County.

**COUNTY PURCHASING AGENT**

Fort Bend County, Texas



Gilbert D. Jalomo, Jr., CPPB  
County Purchasing Agent

(281) 341-8640  
Fax (281) 341-8645

July 29, 2016

TO: All Prospective Bidders

RE: Addendum No. 1 – Fort Bend County Bid 17-007 – Term Contract for Armored Car Service

Addendum 1:

Attached is Addendum 1. Vendors are to use the Addendum 1 document while preparing their bid response. Addendum 1 includes space for Initials of Bidder in footer.

\*\*\*\*\*  
Immediately upon your receipt of this addendum, please fill out the following information and fax this page to the Fort Bend County Purchasing Department at (281) 341-8645.

Dunbar Armored, Inc.

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

*Submittal*  
\_\_\_\_\_  
Signature of person receiving addendum

8/2/2016

\_\_\_\_\_  
Date

If you have any questions, please contact this office.

Sincerely,

*Cheryl Krejci*  
\_\_\_\_\_  
Cheryl Krejci, CPPB  
Senior Buyer

Amended 7.29.16

**Fort Bend County, Texas  
Invitation for Bid**

**Term Contract for Armored Car Service  
BID 17-007**

**SUBMIT BIDS TO:**

Fort Bend County  
Purchasing Department  
Travis Annex  
301 Jackson, Suite 201  
Richmond, TX 77469

**\*\*NOTE:**

All correspondence must include the term "Purchasing Department" in the address to assist in proper delivery.

**SUBMIT NO LATER THAN:**

Thursday, August 4, 2016  
1:30 PM (Central)

**LABEL ENVELOPE:**

Bid 17-007  
Armored Car Service

***ALL BIDS MUST BE RECEIVED IN AND TIME/DATE STAMPED BY THE PURCHASING OFFICE OF FORT BEND COUNTY BEFORE THE SPECIFIED TIME/DATE STATED ABOVE.***

***BIDS RECEIVED AS REQUIRED WILL THEN BE OPENED AND PUBLICLY READ.***

***BIDS RECEIVED AFTER THE SPECIFIED TIME, WILL BE RETURNED UNOPENED.***

Results will not be given by phone. Results will be provided to bidder in writing after the Commissioners Court awards.

Fort Bend County is always conscious and extremely appreciative of your effort in the preparation of this bid.

Requests for information must be in writing and directed to:

Cheryl Krejci, CPPB  
Senior Buyer  
[cheryl.krejci@fortbendcountytx.gov](mailto:cheryl.krejci@fortbendcountytx.gov)

Prepared: 5/13/16  
Issued: 7/20/16

**Vendor Information**

Dunbar Armored, Inc.  
Legal Name of Contracting Company

52-0675776

Federal ID Number (Company or Corporation) or Social Security Number (Individual)

410-498-3569

410-229-1921

Telephone Number

Facsimile Number

50 Schilling Road

Complete Mailing Address (for Correspondence)

Hunt Valley, MD 21031

City, State and Zip Code

P.O. Box 64115

Complete Remittance Address (if different from above)

Baltimore, MD 21264

City, State and Zip Code

Seth McElroy, Senior Vice President of Administration

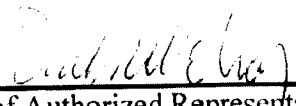
Authorized Representative and Title (printed)


Seth.mcelroy@dunbarmored.com  
Heidi.semple@dunbarmored.com

8/2/2016

Authorized Representative's Email Address

Date

  
Signature of Authorized Representative

Initials of Bidder: 

**1.0 GENERAL REQUIREMENTS:**

- 1.1 Read this entire bid document carefully. Follow all instructions. You are responsible for fulfilling all requirements and specifications. Be sure you understand them.
- 1.2 General Requirements apply to all advertised bids; however, these may be superseded, whole or in part, by the scope, special requirements, specifications, special specifications or other data contained herein.
- 1.3 Governing Law: Bidder is advised that these requirements shall be fully governed by the laws of the State of Texas and that Fort Bend County may request and rely on advice, decisions and opinions of the Attorney General of Texas and the County Attorney concerning any portion of these requirements.
- 1.4 Bid Document Completion: Fill out, initial each page, sign, and return ONE (1) complete bid document to the Fort Bend County Purchasing Department. An authorized representative of the bidder must sign the Contract Sheet. The contract will be binding only when signed by the County Judge, Fort Bend County and a purchase order authorizing the item(s) desired has been issued. The use of correction fluid is not acceptable and may result in the disqualification of bid. If an error is made, the bidder must draw a line through error and initial each change. All response, typed or written, information must be clear and legible.
- 1.5 Bid Returns: Bidders must return entire completed bid document to the Fort Bend County Purchasing Department at 301 Jackson, Suite 201, Richmond, Texas no later than 1:30 P.M. on the date specified. Late bids will not be accepted. Bids must be submitted in a sealed envelope, addressed as follows: Fort Bend County Purchasing Agent, Travis Annex, 301 Jackson, Suite 201, Richmond, Texas 77469.
- 1.6 Governing Document: In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall document, Fort Bend County's interpretation shall govern.
- 1.7 Addenda: No interpretation of the meaning of the drawings, specifications or other bid documents will be made to any bidder orally. All requests for such interpretations must be made in writing addressed to Ms. Cheryl Krejci, Senior Buyer, 301 Jackson, Suite 201, Richmond, Texas 77469, e-mail: [cheryl.krejci@fortbendcountytexas.gov](mailto:cheryl.krejci@fortbendcountytexas.gov). Any and all interpretations and any supplemental instructions will be in the form of written addenda to the contract documents which will be posted on Fort Bend County's website. Addenda will **ONLY** be issued by the Fort Bend County Purchasing Agent. It is the sole responsibility of each bidder to insure receipt of any and all addenda. All addenda issued will become part of the contract documents. Bidders must sign

Initials of Bidder: JW

and include addendum in the returned bid package. Deadline for submission of questions and/or clarification is **Thursday, July 28, 2016 at 9:00 a.m. (CST)**. Requests received after the deadline will not be responded to due to the time constraints of this bid process.

- 1.8 **Hold Harmless Agreement:** Contractor shall indemnify and hold Fort Bend County harmless from all claims for personal injury, death and/or property damage arising from any cause whatsoever, resulting directly or indirectly from contractor's performance. Contractor shall procure and maintain, with respect to the subject matter of this bid, appropriate insurance coverage including, as a minimum, public liability and property damage with adequate limits to cover contractor's liability as may arise directly or indirectly from work performed under terms of this bid. Certification of such coverage must be provided to the County upon request.
- 1.9 **Waiver of Subrogation:** Bidder and bidder's insurance carrier waive any and all rights whatsoever with regard to subrogation against Fort Bend County as an indirect party to any suit arising out of personal or property damages resulting from bidder's performance under this agreement.
- 1.10 **Severability:** If any section, subsection, paragraph, sentence, clause, phrase or word of these requirements or the specifications shall be held invalid, such holding shall not affect the remaining portions of these requirements and the specifications and it is hereby declared that such remaining portions would have been included in these requirements and the specifications as though the invalid portion had been omitted.
- 1.11 **Bonds:** If this bid requires submission of bid guarantee and performance bond, there will be a separate page explaining those requirements. Bids submitted without the required bid bond or cashier's checks are not acceptable. Bond/s or cashier's check must be complete with all required signatures.
- 1.12 **Taxes:** Fort Bend County is exempt from all federal excise, state and local taxes unless otherwise stated in this document. Fort Bend County claims exemption from all sales and/or use taxes under Chapter 20, Title 122a, Vernon's Texas Civil Statutes, as amended. Texas Limited Sales Tax Exemption Certificates will be furnished upon written request to the Fort Bend County Purchasing Department.
- 1.13 **Fiscal Funding:** A multi-year lease or lease/purchase arrangement (if requested by the specifications), or any contract continuing as a result of an extension option, must include fiscal funding out. If, for any reason, funds are not appropriated to continue the lease or contract, said lease or contract shall become null and void. After expiration of the lease, leased equipment shall be removed by the bidder from the using department without penalty of any kind or form to Fort Bend County. All charges and physical activity related to delivery, installation, removal and redelivery shall be the responsibility of the bidder.

Initials of Bidder: SM

- 1.14 Pricing: Prices for all goods and/or services shall be firm for the duration of this contract and shall be stated in the bid spreadsheet. Prices shall be all inclusive. No price changes, additions, or subsequent qualifications will be honored during the course of the contract. All prices must be written in ink or typewritten. Pricing on all transportation, freight, and other charges are to be prepaid by the contractor and included in the bid prices. If there are any additional charges of any kind, other than those mentioned above, specified or unspecified, bidder MUST indicate the items required and attendant costs or forfeit the right to payment for such items.
- 1.15 Silence of Specifications: The apparent silence of specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of specifications shall be made on the basis of this statement. The items furnished under this contract shall be new, unused of the latest product in production to commercial trade and shall be of the highest quality as to materials used and workmanship. Manufacturer furnishing these items shall be experienced in design and construction of such items and shall be an established supplier of the item bid.
- 1.16 Supplemental Materials: Bidders are responsible for including all pertinent product data in the returned bid package. Literature, brochures, data sheets, specification information, completed forms requested as part of the bid package and any other facts which may affect the evaluation and subsequent contract award should be included. Materials such as legal documents and contractual agreements, which the bidder wishes to include as a condition of the bid, must also be in the returned bid package. Failure to include all necessary and proper supplemental materials may be cause to reject the entire bid.
- 1.17 Material Safety Data Sheets: Under the "Hazardous Communication Act", commonly known as the "Texas Right To Know Act", a bidder must provide to County and using departments, with each delivery, material safety data sheets, which are, applicable to hazardous substances defined in the Act. Bidders are obligated to maintain a current, updated file in the Fort Bend County Purchasing Department. Failure of the bidder to maintain such a file will be cause to reject any bid applying thereto.
- 1.18 Name Brands: Specifications may reference name brands and model numbers. It is not the intent of Fort Bend County to restrict these bids in such cases, but to establish a desired quality level of merchandise or to meet a pre-established standard due to like existing items. Bidders may offer items of equal stature and the burden of proof of such stature rests with them. Fort Bend County shall act as sole judge in determining equality and acceptability of products offered.
- 1.19 Color Selection: Determination of colors of materials is a right reserved by the

Initials of Bidder: AW

using department unless otherwise specified in the bid. Unspecified colors shall be quoted as standard colors, not colors, which require up charges or special handling. Unspecified fabrics or vinyl should be construed as medium grade. If bidder fails to get color/material approvals prior to delivery of merchandise, the using department may refuse to accept the items and demand correct shipment without penalty, subject to other legal remedies.

- 1.20 Evaluation: Evaluation shall be used as a determinant as to which bid items or services are the most efficient and/or most economical for the County. It shall be based on all factors, which have a bearing on price and performance of the items in the user environment. All bids are subject to tabulation by the Fort Bend County Purchasing Department and recommendation to Fort Bend County Commissioners Court. Compliance with all bid requirements, delivery and needs of the using department are considerations in evaluating bids. Pricing is NOT the only criteria for making a recommendation. The Fort Bend County Purchasing Department reserves the right to contact any bidder, at any time, to clarify, verify or request information with regard to any bid.
- 1.21 Inspections: Fort Bend County reserves the right to inspect any item(s) or service location for compliance with specifications and requirements and needs of the using department. If a bidder cannot furnish a sample of a bid item, where applicable, for review, or fails to satisfactorily show an ability to perform, the County can reject the bid as inadequate.
- 1.22 Testing: Fort Bend County reserves the right to test equipment, supplies, material and goods bid for quality, compliance with specifications and ability to meet the needs of the user. Demonstration units must be available for review. Should the goods or services fail to meet requirements and/or be unavailable for evaluation, the bid is subject to rejection.
- 1.23 Disqualification of Bidder: Upon signing this bid document, a bidder offering to sell supplies, materials, services, or equipment to Fort Bend County certifies that the bidder has not violated the antitrust laws of this state codified in section 15.01, et seq., Business & Commerce Code, or the federal antitrust laws, and has not communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business. Any or all bids may be rejected if the County believes that collusion exists among the bidders. Bids in which the prices are obviously unbalanced may be rejected. If multiple bids are submitted by a bidder and after the bids are opened, one of the bids is withdrawn, the result will be that all of the bids submitted by that bidder will be withdrawn; however, nothing herein prohibits a vendor from submitting multiple bids for different products or services.
- 1.24 Awards: Fort Bend County reserves the right to award this contract on the basis of lowest and best bid in accordance with the laws of the State of Texas, to waive any formality or irregularity, to make awards to more than one bidder, to reject

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any or all bids. In the event the lowest dollar bidder meeting specifications is not awarded a contract, the bidder may appear before the Commissioners Court and present evidence concerning his responsibility. An award is final only upon formal execution by the Fort Bend County Commissioners Court or the Fort Bend County Purchasing Agent. Fort Bend County reserves the right to withdraw any award until execution by the proper authority.

- 1.25 Assignment: The successful vendor may not assign, sell or otherwise transfer this contract without written permission of Fort Bend County Commissioners Court.
- 1.26 Term Contracts: If the contract is intended to cover a specific time period, said time will be given in the specifications under scope.
- 1.27 Maintenance: Maintenance required for equipment bid should be available in Fort Bend County by a manufacturer authorized maintenance facility. Costs for this service shall be shown on the bid sheet as requested or on a separate sheet, as required. If Fort Bend County opts to include maintenance, it shall be so stated in the purchase order and said cost will be included. Service will commence only upon expiration of applicable warranties and should be priced accordingly.
- 1.28 Contract Obligation: Fort Bend County Commissioners Court must award the contract and the County Judge or other person authorized by the Fort Bend County Commissioners Court must sign the contract before it becomes binding on Fort Bend County or the bidders. Department heads are not authorized to sign agreements for Fort Bend County. Binding agreements shall remain in effect until all products and/or services covered by this purchase have been satisfactorily delivered and accepted.
- 1.29 Title Transfer: Title and Risk of Loss of goods shall not pass to Fort Bend County until Fort Bend County actually receives and takes possession of the goods at the point or points of delivery. Receiving times may vary with the using department. Generally, deliveries may be made between 8:30 a.m. and 4:00 p.m., Monday through Friday. Bidders are advised to consult the using department for instructions. The place of delivery shall be shown under the "Special Requirement" section of this bid document and/or on the Purchase Order as a "Ship To:" address.
- 1.30 Purchase Order and Delivery: The successful bidder shall not deliver products or provide services without a Fort Bend County Purchase Order, signed by an authorized agent of the Fort Bend County Purchasing Department. The fastest, most reasonable delivery time shall be indicated by the bidder in the proper place on the bid sheet. Any special information concerning delivery should also be included, on a separate sheet, if necessary. All items shall be shipped F.O.B. inside delivery unless otherwise stated in the specifications. This shall be understood to include bringing merchandise to the appropriate room or place designated by the using department. Every tender or delivery of goods must fully

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comply with all provisions of these requirements and the specifications including time, delivery and quality. Nonconformance shall constitute a breach, which must be rectified prior to expiration of the time for performance. Failure to rectify within the performance period will be considered cause to reject future deliveries and cancellation of the contract by Fort Bend County without prejudice to other remedies provided by law. Where delivery times are critical, Fort Bend County reserves the right to award accordingly.

- 1.31 **Contract Extension:** Extensions may be made only by written agreement between Fort Bend County and the bidder. Any price escalations are limited to those stated by the bidder in the original bid.
- 1.32 **Termination:** Fort Bend County reserves the right to terminate the contract for default if Seller breaches any of the terms therein, including warranties of bidder or if the bidder becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies, which Fort Bend County may have in law or equity. Default may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all services required to Fort Bend County's satisfaction and/or to meet all other obligations and requirements. Contracts may be terminated without cause upon thirty (30) days written notice to either party unless otherwise specified.
- 1.33 **Recycled Materials:** Fort Bend County encourages the use of products made of recycled materials and shall give preference in purchasing to products made of recycled materials if the products meet applicable specifications as to quantity and quality. Fort Bend County will be the sole judge in determining product preference application.
- 1.34 **Interlocal Participation:** Additional governmental entities may purchase from this bid. Vendor agrees to accept purchase orders from those participating entities and to invoice each entity separately.
- 1.35 **Escalation Clause:** Successful bidder may apply for a price increase to the Fort Bend County Commissioners Court. Price increase will be the amount increased to the vendor from his supplier. Written documentation of the increase must be provided to the Purchasing Agent. No application for a price increase may be submitted within the first four (4) months of this contract. Increases of more than 25% of the original bid price will not be considered.

## **2.0 TERMS & CONDITIONS:**

- 2.1 **Seller to Package Goods:** Seller will package goods in accordance with good commercial practice. Each delivery container shall be clearly and permanently marked as follows (a) Seller's name and address; (b) Consignee's name, address and purchase order number and the bid number if applicable; (c) Container

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number and total number of containers (e.g. box 1 of 4 boxes); and (d) the number of the container bearing the packing slip. Seller shall bear cost of packaging unless otherwise provided. Goods shall be suitably packed to secure lowest transportation costs and to conform to requirements of common carriers and any applicable specifications. Fort Bend County's count or weight shall be final and conclusive on shipments not accompanied by packing list.

- 2.2 Shipment Under Reservation Prohibited: Seller is not authorized to ship goods under reservation and no tender of a bill of lading will operate as a tender of goods.
- 2.3 Title and Risk of Loss: The title and risk of loss of the goods shall not pass to the County until a County employee actually receives and takes possession of the goods at the point or points of delivery.
- 2.4 Delivery Terms: F.O.B. Destination Freight Prepaid, Inside Delivery, unless delivery terms are specified otherwise on Purchase Order.
- 2.5 No Replacement of Defective Tender: Every tender or delivery of goods must fully comply with all provisions of the Purchase Order as to time of delivery, quality and the like. If a tender is made which does not fully conform, this shall constitute a breach and Seller shall not have the right to substitute a conforming tender.
- 2.6 Place of Delivery: The place of delivery shall be that set forth in the block of the purchase order entitled "Ship To". Any change thereto shall be effective by modification as provided for in Clause number 2.20 "Modifications", hereof. The terms of this agreement are "no arrival, no sale", at the discretion of Fort Bend County.
- 2.7 Invoices and Payments:
  - 2.7.1 Seller shall submit separate invoices, in duplicate. Invoices shall indicate the purchase order number and the bid number if applicable. Invoices shall be itemized and transportation charges, if any, shall be listed separately. A copy of the bill of lading, and the freight waybill when applicable should be attached to the invoice.
  - 2.7.2 Fort Bend County's obligation is payable only and solely from funds available for the purpose of this purchase. Lack of funds shall render the order null and void to the extent funds are not available and any delivered but unpaid goods will be returned to Seller by the county.
  - 2.7.3 Do not include Federal Excise, State, or City Sales Tax. Fort Bend County is a tax-exempt governmental entity.

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- 2.8 **Gratuities:** Fort Bend County may, by written notice to the Seller, cancel any order without liability, if it is determined by the County that gratuities, in the form of entertainment, gifts, or otherwise were offered or given by the Seller, or any agent or representative of the Seller to any officer or employee of Fort Bend County with a view toward securing an order. In the event an order is canceled by the County pursuant to this provision, the County shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Seller in providing such gratuities.
- 2.9 **Special Tools and Test Equipment:** If the price stated on the face of an order includes the cost of any special tooling or special test equipment fabricated or required by Seller for the purpose of filing this order, such special tooling equipment and any process sheets related thereto shall become the property of the County and to the extent feasible shall be identified by the Seller as such.
- 2.10 **Warranty/Price:**
- 2.10.1 The price to be paid by the County shall be that contained in Seller's quote or bid which Seller warrants to be no higher than Seller's current prices on orders by others for products of the kind and specification covered by an order for similar quantities under similar or like conditions and methods of purchase. In the event Seller breaches this warranty the prices of the items shall be reduced to the Seller's current prices on orders by others. Fort Bend County may cancel this contract without liability.
- 2.10.2 The Seller warrants that no person or selling agency has been employed or retained to solicit or secure any County order based upon any agreement or understanding for commission, percentage, brokerage, or contingent fee excepting bona fide employees of bona fide established commercial or selling agencies maintained by the Seller for the purpose of securing business. A breach or violation of this warranty gives the County the right, in addition to any other right or rights, to cancel this contract without liability.
- 2.11 **Warranty Product:** Seller shall not limit or exclude any implied warranties and any attempt to do so shall render an order voidable at the option of the County. Seller warrants that the goods furnished will conform to the specifications, drawings, and description listed in the bid invitation and purchase order as applicable, and to the sample(s) furnished by Seller if any. In the event of a conflict between the specifications, drawings, and descriptions, the specifications shall govern.
- 2.12 **Safety Warranty:** Seller warrants that the product sold to Fort Bend County shall conform to the standards promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970. In the event the product does not conform to OSHA standards, the County may return the product for correction or

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replacement at the Seller's expense. In the event Seller fails to make the appropriate correction within 10 days, correction made by the County will be at Seller's expense.

- 2.13 **No Warranty by Fort Bend County Against Infringements:** As part of a contract for sale Seller agrees to ascertain whether goods manufactured in accordance with the specifications will give rise to the rightful claim of any third person by way of infringement. Fort Bend County makes no warranty that the production of goods according to the specification will not give rise to such a claim and in no event shall Fort Bend County be liable to Seller for indemnification in the event the Seller is sued on the grounds of infringement or the like. If Seller is of the opinion that an infringement will result, he will notify Fort Bend County to this effect in writing within two days after the receiving Purchase Order. If the County does not receive notice and is subsequently held liable for the infringement, Seller will defend and save the County harmless. If Seller in good faith ascertains that production of the goods in accordance with the specifications will result in infringement, this contract shall be null and void except that the County will pay Seller the reasonable cost of his search as to infringements.
- 2.14 **Right of Inspection:** The County shall have the right to inspect the goods at delivery before accepting them.
- 2.15 **Cancellation:** Fort Bend County shall have the right to cancel for default all or any part of the undelivered portion of an order if Seller breaches any of the terms hereof including warranties of Seller, or if the Seller becomes insolvent or files for protection under the bankruptcy laws. Such rights of cancellation are in addition to and not in lieu of any other remedies, which Fort Bend County may have in law or equity.
- 2.16 **Termination:** The performance of work under a Purchase Order may be terminated in whole or in part by the County in accordance with this provision. Termination of work there under shall be effected by the delivery to the Seller of a "Notice of Termination" specifying the extent to which performance of work under the order is terminated and the date upon which such termination becomes effective. Such right of termination is in addition to and not in lieu of rights of Fort Bend County set forth in Clause 15 herein.
- 2.17 **Force Majeure:** Force Majeure means a delay encountered by a party in the performance of its obligations under this Agreement, which is caused by an event beyond the reasonable control of that party. Without limiting the generality of the foregoing, "Force Majeure" shall include but not be restricted to the following types of events: acts of God or public enemy; acts of governmental or regulatory authorities; fires, floods, epidemics or serious accidents; unusually severe weather conditions; strikes, lockouts, or other labor disputes; and defaults by subcontractors.

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In the event of a Force Majeure, the affected party shall not be deemed to have violated its obligations under this Agreement, and the time for performance of any obligations of that party shall be extended by a period of time necessary to overcome the effects of the Force Majeure, provided that the foregoing shall not prevent this Agreement from terminating in accordance with the termination provisions. If any event constituting a Force Majeure occurs, the affected party shall notify the other parties in writing, within twenty-four (24) hours, and disclose the estimated length of delay, and cause of the delay.

- 2.18 Assignment-Delegation: No right or interest in an order shall be assigned or delegation of any obligation made by Seller without the written permission of Fort Bend County. Any attempted assignment or delegation by Seller shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.
- 2.19 Waiver: No claim or right arising out of a breach of any contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waived or renunciation is supported by consideration and is in writing signed by the aggrieved party.
- 2.20 Modification: A Purchase Order can be modified or rescinded only by a writing signed by both of the parties or their duly authorized agents.
- 2.21 Parol Evidence: This writing is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of this agreement. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any terms rendered under this agreement and shall not be relevant to determine the meaning of this agreement even though the accepting or acquiescing party has knowledge of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in this agreement, the definition contained in the Code is to control.
- 2.22 Applicable Law: This agreement shall be governed by the Uniform Commercial Code. Whenever the term "Uniform Commercial Code" is used it shall be construed as meaning the Uniform Commercial Code as adopted in the State of Texas and in effective on the date of the purchase order.
- 2.23 Advertising: Seller shall not advertise or publish, without the County's prior consent the fact that Fort Bend County has entered into any contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state, or local government.
- 2.24 Right to Assurance: Whenever the County in good faith has reason to question the other party's intent to perform. The County may demand that the other party give written assurance of his intent to perform. In the event that a demand is

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made and no assurance is given within five (5) days, the County may treat this failure as an anticipatory repudiation of the contract.

2.25 Venue: Both parties agree that venue for any litigation arising from this contract shall lie in Richmond, Fort Bend County, Texas.

2.26 Prohibition Against Personal Interest in Contracts: No officer or employee of the County shall have a financial interest, direct or indirect, in any contract with the County, or shall be financially interested, directly or indirectly, in the sale to the County of any land, materials, supplies, or service, except on behalf of the County as an officer or employee. Any willful violation of this section shall constitute malfeasance in office, and any officer or employee guilty thereof shall be subject to disciplinary action under applicable laws, statutes and codes of the State of Texas. Any violation of this section, with the knowledge, expressed or implied of the person or corporation contracting with the County shall render the contract involved voidable by the County Commissioners Court.

### 3.0 SCOPE:

It is the intent of Fort Bend County to contract with one (1) vendor to provide armored car service as specified herein.

### 4.0 TERM OF CONTRACT:

The term of this contract is **1 October 2016 through 30 September 2017**, renewable annually for four (4) years (through 30 September 2021) under the same terms and conditions if mutually agreeable to both parties. Either party for any reason may terminate this contract by giving thirty (30) days written notice of the intent to terminate.

### 5.0 BID FORM COMPLETION:

**Fill out, initial each page, SIGN CONTRACT SHEET, and return ONE (1) complete bid document to the Fort Bend County Purchasing Department. An authorized representative of the bidder MUST sign the contract sheet.** The bid document must be in a sealed envelope and marked with the appropriate bid number and title. The contract will be binding only when signed by the County Judge, Fort Bend County and a purchase order authorizing the item(s) desired has been issued. The use of correction fluid is **NOT** acceptable and may result in the disqualification of bid. If an error is made, vendor **MUST** draw a line through error and initial each change. All response, typed or written information, must be clear and legible.

### 6.0 MODIFICATIONS:

This instrument contains the entire Contract between the parties relating to the rights herein granted and obligations herein assumed. Any oral or written representations or modifications concerning this instrument shall be of no force and effect excepting a subsequent written modification signed by both parties hereto.

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**7.0 TEXAS ETHICS COMMISSION FORM 1295:**

- 7.1 Effective January 1, 2016 all contracts executed by Commissioners Court, regardless of the dollar amount, will require completion of Form 1295 "Certificate of Interested Parties", per the new Government Code Statute §2252.908. All vendors submitting a response to a formal Bid, RFP, SOQ or any contracts, contract amendments, renewals or change orders are required to complete the Form 1295 online through the State of Texas Ethics Commission website. Please visit: [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm).
- 7.2 On-line instructions:
- 7.2.1 Name of governmental entity is to read: Fort Bend County.
- 7.2.2 Identification number used by the governmental entity is the solicitation number: B17-007.
- 7.2.3 Description is the title of the solicitation: Armored Car Service.
- 7.3 Apparent low bidder(s) will be required to provide the Form 1295 within three (3) calendar days from notification. In the event the vendor does not provide the document in the stated time period the vendor's response will be marked as disqualified and the next low bidder will be contacted.

**8.0 INSURANCE:**

- 8.1 All respondents must submit, with Bid document, a current certificate of insurance indicating coverage in the amounts stated below. In lieu of submitting a certificate of insurance, respondents may submit, with Bid document, a notarized statement from an Insurance company, authorized to conduct business in the State of Texas, and acceptable to Fort Bend County, guaranteeing the issuance of an insurance policy, with the coverage stated below, to the contractor named therein, if successful, upon award of this Contract. Failure to provide current insurance certificate or notarized statement will result in disqualification of submittal.
- 8.2 The certificates of insurance to be satisfactory to Fort Bend County, naming the Contractor and its employees as insured:
- 8.2.1 Workers Compensation in accordance with the laws of the State of Texas. Substitutes to genuine Workers' Compensation Insurance will not be allowed.
- 8.2.2 Employers' Liability insurance with limits of not less than \$1,000,000 per injury by accident, \$1,000,000 per injury by disease, and \$1,000,000 per bodily injury by disease.

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- 8.2.3 Commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 in the annual aggregate. Policy shall cover liability for bodily injury, personal injury, and property damage and products/completed operations arising out of the business operations of the policyholder.
- 8.2.4 Business Automobile Liability coverage applying to owned, non-owned and hired automobiles with limits not less than \$1,000,000 each occurrence combined single limit for Bodily Injury and Property Damage combined.
- 8.3 County and the members of Commissioners Court shall be named as additional insured to all required coverage except for Workers' Compensation and Professional Liability (if required). All Liability policies written on behalf of Contractor shall contain a waiver of subrogation in favor of County and members of Commissioners Court.
- 8.4 If required coverage is written on a claims-made basis, Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of the Contract and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of 2 years beginning from the time the work under this Contract is completed.
- 8.5 Contractor shall not commence any portion of the work under this Contract until it has obtained the insurance required herein and certificates of such insurance have been filed with and approved by Fort Bend County.
- 8.6 No cancellation of or changes to the certificates, or the policies, may be made without sixty (60) days prior, written notification to Fort Bend County.
- 8.7 Approval of the insurance by Fort Bend County shall not relieve or decrease the liability of the Contractor.

**9.0 INDEMNIFICATION:**

Respondent shall save harmless County from and against all claims, liability, and expenses, including reasonable attorney's fees, arising from activities of respondent, its agents, servants or employees, performed under this agreement that result from the negligent act, error, or omission of respondent or any of respondent's agents, servants or employees.

- 9.1 Respondent shall timely report all such matters to Fort Bend County and shall, upon the receipt of any such claim, demand, suit, action, proceeding, lien or judgment, not later than the fifteenth day of each month; provide Fort Bend County with a written report on each such matter, setting forth the status of each matter, the schedule or planned proceedings with respect to each matter and the cooperation or assistance, if any, of Fort Bend County required by Respondent in the defense of each matter.

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- 9.2 Respondent's duty to defend, indemnify and hold Fort Bend County harmless shall be absolute. It shall not abate or end by reason of the expiration or termination of any contract unless otherwise agreed by Fort Bend County in writing. The provisions of this section shall survive the termination of the contract and shall remain in full force and effect with respect to all such matters no matter when they arise.
- 9.3 In the event of any dispute between the parties as to whether a claim, demand, suit, action, proceeding, lien or judgment appears to have been caused by or appears to have arisen out of or in connection with acts or omissions of Respondent, Respondent shall never-the-less fully defend such claim, demand, suit, action, proceeding, lien or judgment until and unless there is a determination by a court of competent jurisdiction that the acts and omissions of Respondent are not at issue in the matter.
- 9.4 Respondent's indemnification shall cover, and Respondent agrees to indemnify Fort Bend County, in the event Fort Bend County is found to have been negligent for having selected Respondent to perform the work described in this request.
- 9.5 The provision by Respondent of insurance shall not limit the liability of Respondent under an agreement.
- 9.6 Respondent shall cause all trade contractors and any other contractor who may have a contract to perform construction or installation work in the area where work will be performed under this request, to agree to indemnify Fort Bend County and to hold it harmless from all claims for bodily injury and property damage that arise may from said Respondent's operations. Such provisions shall be in form satisfactory to Fort Bend County.
- 9.7 Loss Deduction Clause - Fort Bend County shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of deductibles shall be the sole responsibility of Respondent and/or trade contractor providing such insurance.

**10.0 REFERENCES:**

Bidders must submit, with bid, a minimum of three (3) references of current contracts (similar or larger operations) with whom they have maintained a contract for at least one (1) year during 2015. Dates for which the referenced work was performed, representative which can be contacted, telephone number, mailing and email address must be included for each reference.

**11.0 SPECIFICATIONS AND ADDITIONAL FORMATION:**

- 11.1 The contract bank for Fort Bend County is Prosperity Bank located at 14060 Southwest Freeway, Sugar Land, Texas 77478.

Initials of Bidder:

- 11.2 Successful vendor must provide their personnel with photo identification badges and uniforms.
- 11.3 Fort Bend County will have all packages available for immediate pick up. However, in the event such packages are not ready, vendor agrees to wait eight (8) minutes at no additional charge to Fort Bend County. After the eight (8) minute grace period, the vendor has the right to leave or charge a waiting charge not to exceed \$1.25 per minute.
- 11.4 Daily pickups designated "to bank" must be delivered to the bank, not held in a vendor's vault.
- 11.5 Deliveries to the bank must be made by 3:00 pm daily.
- 11.6 Change (money) may be ordered by departments from the bank. Departments will give the bank one day notice of requested change. Requested change will be delivered to the department during their next scheduled delivery/pickup.
- 11.7 Bid price includes all charges, including fuel and incidentals. in order to fulfill contract as specified.
- 11.8 Fort Bend County reserves the right to delete pickup/delivery locations and/or replace with an alternate if a pickup location is removed.
- 11.9 When the pickup time is stated (example: 1-2 pm) the vendor **must not deviate** from the time stated not withstanding traffic and weather conditions. In the event such a delay will occur, vendor must notify the County immediately.
- 11.10 Fort Bend County observes the following holidays (subject to change):
- New Year's Day
  - Martin Luther King Jr. Day
  - Good Friday
  - Memorial Day
  - Independence Day
  - Labor Day
  - Fair Day (Last Friday in September)
  - Veterans Day
  - Thanksgivings Day and following Friday
  - Christmas Eve
  - Christmas Day
- 11.11 There will be no holiday charge to the County for pickup on a vendor's designated holiday.
- 11.12 There will be no additional charge for additional bags picked up from any Fort Bend County location.

Initials of Bidder: SJM

**12.0 PICKUP LOCATIONS AND SCHEDULE:**

<b>MONDAY PICK UPS</b>			
24/25 PICKUPS UNLESS 1 MONTHLY OR AS NEEDED IS REQUESTED			
<b>CONSTABLE'S</b>			
C2-Missouri City/To Treasurer	1 WK/4 MO	MON AM	303 TEXAS PARKWAY, SUITE 124
C3-Pct #3 North Annex/To Treasurer	1 WK/4 MO	MON AM	22333 GRAND CORNER DR, SUITE 103
<b>COUNTY CLERK</b>			
Richmond/To Treasurer	5 WK/20 MO	M-F AM	301 JACKSON, SUITE 101
Justice Center/To Treasurer	5 WK/20 MO	M-F AM	1422 EUGENE HEIMANN CIRCLE, 10300
Missouri City/To Richmond CC	3 WK/12 MO	MWF AM	307 TEXAS PARKWAY, SUITE 102
Pct #3 North Annex/To Treasurer	3 WK/12 MO	MWF AM	22333 GRAND CORNER DR, SUITE 104
<b>CSCD</b>			
Rosenberg Annex/To Bank	3 WK/12 MO	MWF 1-2 PM	4520 READING RD, SUITE B
PICK UP CSCD'S DEPOSIT AT THE SAME TIME THE SATELLITE DEPOSITS ARE DELIVERED TO CSCD AT 4520 READING RD			
<b>DISTRICT CLERK</b>			
Richmond/To Bank	3 WK/12 MO	MWF AM	1422 EUGENE HEIMANN CIRCLE, 10142
Richmond/To Treasurer	5 WK/20 MO	M-F AM	1422 EUGENE HEIMANN CIRCLE, 10142
PICK UP ALL DC DEPOSITS FROM INTAKE AT SAME TIME			
<b>HEALTH DEPARTMENT</b>			
ENVIRONMENTAL/To Treasurer	1 WK/4 MO	MONDAY AM	4520 READING RD, SUITE A
CLINICAL/To Treasurer	1 WK/4 MO	MONDAY AM	4520 READING RD, SUITE A
<b>JP'S</b>			
JP1/1-Needville/To Treasurer	3 WK/12 MO	M,W, F AM	3114 ROSENBERG STREET
JP1/2-Richmond/To Treasurer	3 WK/12 MO	M,W, F AM	1517 EUGENE HEIMANN CIRCLE, 100
JP2-Missouri City/To Treasurer	3 WK/12 MO	M,W, F AM	303 TEXAS PARKWAY, RM 107
JP3-Pct #3 North Annex/To Treasurer	3 WK/12 MO	M,W, F AM	22333 GRAND CORNER DR, SUITE 102
JP4-Sugar Land/To Treasurer	3 WK/12 MO	M,W, F AM	12919 DAIRY ASHFORD, SUITE 100
<b>SHERIFF</b>			
Inmate Account/To Bank	5 WK/20 MO	M-F 1-2 PM	1410 WILLIAMS WAY BLVD
<b>TAX OFFICE - March through May</b>			
Richmond/To Bank	5 WK/20 MO	M-F by 10:30	1317 EUGENE HEIMANN CIRCLE, #111
Sugar Land/To Bank	5 WK/20 MO	M-F AM	12550 EMILY COURT
Missouri City/To Bank	5 WK/20 MO	M-F AM	307 TEXAS PARKWAY
Needville/To Bank	5 WK/20 MO	M-F	3743 SCHOOL ST
Katy/To Bank	5 WK/20 MO	M-F AM	22333 GRAND CORNER DR, SUITE 101
<b>TAX OFFICE - November through February</b>			
Richmond/To Bank	10 WK/40 MO	M-F 2-2:30	1317 EUGENE HEIMANN CIRCLE, #111
<b>TREASURER</b>			
Richmond/To Bank	5 WK/20 MO	M-F 9-11:30	309 S 4TH ST, SUITE 514
BLUE = M-F PICK UPS			
GREEN = M-F PICK UPS FOR TAX OFFICE DURING BUSY SEASON (NOVEMBER THROUGH FEBRUARY)			

Initials of Bidder: *SM*

<b>TUESDAY PICKUPS</b>			
24/25 PICKUPS UNLESS 1 MONTHLY OR AS NEEDED IS REQUESTED			
<b>COUNTY CLERK</b>			
Richmond/To Treasurer	5 WK/20 MO	M-F AM	301 JACKSON, SUITE 101
Justice Center/To Bank	2 WK/8 MO	TUES/FRIAM	1422 EUGENE HEIMANN CIRCLE, 10300
Justice Center/To Treasurer	5 WK/20 MO	M-F AM	1422 EUGENE HEIMANN CIRCLE, 10300
<b>CSCD</b>			
Sugar Land/To Rosenberg	2 WK/8 MO	TUES/THURS AM	12919 DAIRY ASHFORD, STE 200 RM 213
PICK UP CSCD'S DEPOSIT AT THE SAME TIME THE SATELLITE DEPOSIT'S ARE DELIVERED TO CSCD AT 4520 READING RD.			
<b>DISTRICT CLERK</b>			
Richmond/To Treasurer	5 WK/20 MO	M-F AM	1422 EUGENE HEIMANN CIRCLE, 10142
Pick up all DC Deposits from Intake at same time			
<b>FAIRGROUNDS</b>	1 WK/4 MO	TUESDAYS	4310 HIGHWAY 36 SOUTH, BLDG C
<b>JUVENILE</b>			
Richmond/To Treasurer & Bank	1 WK/4 MO	TUES AM	122 GOLFVIEW DRIVE
<b>CHOICES &amp; CONSEQUENCES</b>			
to Treasurer with Juvenile	1 MONTHLY	FLEXIBLE	122 GOLFVIEW DRIVE
<b>LIBRARY'S</b>			
George Memorial/To Treasurer	2 WK/8 MO	TUES/THURS AM	1001 GOLFVIEW
<b>PARKS</b>			
FOUR CORNERS/To Treasurer	1 MONTH	FLEXIBLE	15700 OLD RICHMOND RD
KITTY HOLLOW/5TH ST/MUSTANG/			
R&B/ To Treasurer	1 MONTH	FLEXIBLE	9555 HWY 6 SOUTH
<b>ROAD &amp; BRIDGE/To Treasurer</b>	1 MONTHLY	TUESDAYS	201 PAYNE LANE
<b>SHERIFF</b>			
Inmate Account/To Bank	5 WK/20 MO	M-F 1-2 PM	1410 WILLIAMS WAY BLVD
FOA, RECORDS & LUNCH/To Treasurer	2 WK/8 MO	TUE/FRI 9-9:45	1410 WILLIAMS WAY BLVD
<b>TAX OFFICE - March through May</b>			
Richmond/To Bank	5 WK/20 MO	M-F by 10:30	1317 EUGENE HEIMANN CIRCLE, #111
Sugar Land/To Bank	5 WK/20 MO	M-F AM	12550 EMILY COURT
Missouri City/To Bank	5 WK/20 MO	M-F AM	307 TEXAS PARKWAY
Needville/To Bank	5 WK/20 MO	M-F	3743 SCHOOL ST
Katy/To Bank	5 WK/20 MO	M-F AM	22333 GRAND CORNER DR, SUITE 101
<b>TAX OFFICE - November through February</b>			
Richmond/To Bank	10 WK/40 MO	M-F 2-2:30	1317 EUGENE HEIMANN CIRCLE, #111
<b>TREASURER</b>			
Richmond/To Bank	5 WK/20 MO	M-F 9-11:30	309 S 4TH ST, SUITE 514
<p><b>BLUE = M-F PICK UPS</b>  <b>GREEN = M-F PICK UPS FOR TAX OFFICE DURING BUSY SEASON (NOVEMBER THROUGH FEBRUARY)</b></p>			

Initials of Bidder: *WV*

<b>WEDNESDAY PICKUPS</b>			
24/25 PICKUPS UNLESS 1 MONTHLY OR AS NEEDED IS REQUESTED			
<b>CHILD SUPPORT</b>			
Richmond/To Bank	1 WK/4 MO	WED	1317 EUGENE HEIMANN CIRCLE, #200
<b>COMMUNITY DEVELOPMENT</b>			
	AS NEEDED	FLEXIBLE	301 JACKSON, SUITE 602
<b>CONSTABLE'S</b>			
C1-Richmond/To Treasurer	1 WK/4 MO	WED AM	1517 EUGENE HEIMANN CIRCLE, #200
C4-Sugar Land/To Treasurer	1 WK/4 MO	WED AM	12919 DAIRY ASHFORD, SUITE 300
<b>COUNTY CLERK</b>			
Richmond/To Treasurer	5 WK/20 MO	M-F AM	301 JACKSON, SUITE 101
Justice Center/To Treasurer	5 WK/20 MO	M-F AM	1422 EUGENE HEIMANN CIRCLE, 10300
MissouriCity/To RichmondCC	3 WK/12 MO	MWF AM	307 TEXAS PARKWAY, SUITE 102
Pct #3 North Annex/To Treasurer	3 WK/12 MO	MWF AM	22333 GRAND CORNER DR, SUITE 104
<b>CSCD</b>			
Rosenberg Annex/To Bank	3 WK/12 MO	MWF 1-2 PM	4520 READING RD, SUITE B
Fresno/To Rosenberg	1 WK/4MO	WED AM	2725 FM 521 N
Richmond/To Rosenberg	1 WK/4 MO	WED AM	19310BEECHNUT
PICK UP CSCD'S DEPOSIT AT THE SAME TIME THE SATELLITE DEPOSIT'S ARE DELIVERED TO CSCD AT 4520 READING RD			
<b>DISTRICT CLERK</b>			
Richmond/To Bank	3 WK/12 MO	MWF AM	1422 EUGENE HEIMANN CIRCLE, 10142
Richmond/To Treasurer	5 WK/20 MO	M-F AM	1422 EUGENE HEIMANN CIRCLE, 10142
Pick up all DC Deposits from Intake at same time			
<b>JP'S</b>			
JP1/1-Needville/To Treasurer	3 WK/12 MO	M,W, F AM	3114 ROSENBERG STREET
JP1/2-Richmond/To Treasurer	3 WK/12 MO	M,W, F AM	1517 EUGENE HEIMANN CIRCLE, 100
JP2-MissouriCity/To Treasurer	3 WK/12 MO	M,W, F AM	303 TEXAS PARKWAY, RM 107
JP3-Pct #3 North Annex/To Treasurer	3 WK/12 MO	M,W, F AM	22333 GRAND CORNER DR, SUITE 102
JP4-Sugar Land/To Treasurer	3 WK/12 MO	M,W, F AM	12919 DAIRY ASHFORD, SUITE 100
<b>LIBRARY'S</b>			
Sienna Library/George	1 WK/4 MO	WED AM	8411 SIENNA SPRINGS BLVD
University Branch/George	1 WK/4 MO	THURS AM	14010 UNIVERSITY BLVD
<b>SHERIFF</b>			
Commissary/To Bank/Fri	1 WK/4 MO	FRI 9-9:45	1410 WILLIAMS WAY BLVD
Inmate Account/To Bank	5 WK/20 MO	M-F 1-2 PM	1410 WILLIAMS WAY BLVD
<b>TAX OFFICE - March through May</b>			
Richmond/To Bank	5 WK/20 MO	M-F by 10:30	1317 EUGENE HEIMANN CIRCLE, #111
Sugar Land/To Bank	5 WK/20 MO	M-F AM	12550 EMILY COURT
MissouriCity/To Bank	5 WK/20 MO	M-F AM	307 TEXAS PARKWAY
Needville/To Bank	5 WK/20 MO	M-F	3743 SCHOOL ST
Katy/To Bank	5 WK/20 MO	M-F AM	22333 GRAND CORNER DR, SUITE 101
<b>TAX OFFICE - November through Feb</b>			
Richmond/To Bank	10 WK/40 MO	M-F 2-2:30	1317 EUGENE HEIMANN CIRCLE, #111
<b>TREASURER</b>			
Richmond/To Bank	5 WK/20 MO	M-F 9-11 30	309 S 4TH ST, SUITE 514
BLUE = M-F PICK UPS GREEN = M-F PICK UPS FOR TAX OFFICE DURING BUSY SEASON (NOVEMBER THROUGH FEBRUARY)			

Initials of Bidder: *JW*

<b>THURSDAY PICKUPS</b>			
24/25 PICKUPS UNLESS 1 MONTHLY OR AS NEEDED IS REQUESTED			
<b>COUNTY CLERK</b>			
Richmond/To Treasurer	5 WK/20 MO	M-F AM	301 JACKSON, SUITE 101
Justice Center/To Treasurer	5 WK/20 MO	M-F AM	1422 EUGENE HEIMANN CIRCLE, 10300
<b>CSCD</b>			
Sugar Land/To Rosenberg	2 WK/8 MO	TUES/THURS AM	12919 DAIRY ASHFORD, STE 200 RM 213
PICK UP CSCD'S DEPOSIT AT THE SAME TIME THE SATELLITE DEPOSIT'S ARE DELIVERED TO CSCD AT 4520 READING RD			
<b>DISTRICT CLERK</b>			
Richmond/To Treasurer	5 WK/20 MO	M-F AM	1422 EUGENE HEIMANN CIRCLE, 10142
Pick up all DC Deposits from Intake at same time			
<b>DRAINAGE/To Rosenberg</b>	1 MONTHLY	FLEXIBLE/THURS	1124 BLUME RD
<b>ENGINEERING/To Rosenberg</b>	1 WK/4 MO	THURSDAY	301 JACKSON, 4TH FLOOR
PERMITTING			301 JACKSON, 4TH FLOOR
RECYCLING			1120 BLUME RD
<b>LIBRARY'S</b>			
First Colony Branch(SL)/George	1 WK/4 MO	THURS AM	2121 AUSTIN PARKWAY
George Memorial/To Treasurer	2 WK/8 MO	TUES/THURS AM	1001 GOLFVIEW
Katy Branch/To George	1 WK/4 MO	THURS AM	2620 COMMERCIAL CENTER BLVD
Mamie George(Stafford)/George	1 WK/4 MO	THURS AM	320 DULLES AVE
Missouri City/George	1 WK/4 MO	THURS AM	1530 TEXAS PARKWAY
Sugar Land Branch/George	1 WK/4 MO	THURS AM	550 ELDRIDGE
University Branch/George	1 WK/4 MO	THURS AM	14010 UNIVERSITY BLVD
<b>SHERIFF</b>			
Inmate Account/To Bank	5 WK/20 MO	M-F 1-2 PM	1410 WILLIAMS WAY BLVD
<b>TAX OFFICE - March through May</b>			
Richmond/To Bank	5 WK/20 MO	M-F by 10:30	1317 EUGENE HEIMANN CIRCLE, #111
Sugar Land/To Bank	5 WK/20 MO	M-F AM	12550 EMILY COURT
Missouri City/To Bank	5 WK/20 MO	M-F AM	307 TEXAS PARKWAY
NEEDVILLE/To Bank	5 WK/20 MO	M-F	3743 SCHOOL ST
Katy/To Bank	5 WK/20 MO	M-F AM	22333 GRAND CORNER DR, SUITE 101
<b>TAX OFFICE - November through Feb</b>			
Richmond/To Bank	10 WK/40 MO	M-F 2 2:30	1317 EUGENE HEIMANN CIRCLE, #111
<b>TREASURER</b>			
Richmond/To Bank	5 WK/20 MO	M-F 9-11:30	309 S 4TH ST, SUITE 514
<p><b>BLUE = M-F PICK UPS</b>  <b>GREEN = M-F PICK UPS FOR TAX OFFICE DURING BUSY SEASON (NOVEMBER THROUGH FEBRUARY)</b></p>			

Initials of Bidder: *[Signature]*

<b>FRIDAY PICK UPS</b>			
24/25 PICK UPS UNLESS 1 MONTHLY OR AS NEEDED IS REQUESTED			
<b>COUNTY CLERK</b>			
Richmond/To Treasurer	5 WK/20 MO	M-F AM	301 JACKSON, SUITE 101
Justice Center/To Bank	2 WK/8 MO	TUES/FRI AM	1422 EUGENE HEIMANN CIRCLE, 10300
Justice Center/To Treasurer	5 WK/20 MO	M-F AM	1422 EUGENE HEIMANN CIRCLE, 10300
Missouri City/To Richmond CC	3 WK/12 MO	MWF AM	307 TEXAS PARKWAY, SUITE 102
Pct #3 North Annex/To Treasurer	3 WK/12 MO	MWF AM	22333 GRAND CORNER DR, SUITE 104
<b>CSCD</b>			
Rosenberg Annex/To Bank	3 WK/12 MO	MWF 1-2 PM	4520 READING RD, SUITE B
Missouri City/To Rosenberg	1 WK/4 MO	FRIDAY AM	303 TEXAS PARKWAY, SUITE 215
PICK UP CSCD'S DEPOSIT AT THE SAME TIME THE SATELLITE DEPOSIT'S ARE DELIVERED TO CSCD AT 4520 READING RD			
<b>DISTRICT ATTORNEY</b>			
DA HOT CHECKS/To Treasurer	1 WK/4 MO	FRIDAYS	1422 EUGENE HEIMANN CIRCLE, 20236
<b>DISTRICT CLERK</b>			
Richmond/To Bank	3 WK/12 MO	MWF AM	1422 EUGENE HEIMANN CIRCLE, 10142
Richmond/To Treasurer	5 WK/20 MO	M-F AM	1422 EUGENE HEIMANN CIRCLE, 10142
Pick up all DC Deposits from Intake at same time			
<b>EMS</b>			
Richmond/To Treasurer	1 WK/4 MO	FRIDAY AM	4336 HIGHWAY 36 SOUTH
<b>JP'S</b>			
JP1/1-Needville/To Treasurer	3 WK/12 MO	M,W, F AM	3114 ROSENBERG STREET
JP1/2-Richmond/To Treasurer	3 WK/12 MO	M,W, F AM	1517 EUGENE HEIMANN CIRCLE, 100
JP2-Missouri City/To Treasurer	3 WK/12 MO	M,W, F AM	303 TEXAS PARKWAY, RM 107
JP3-Pct #3 North Annex/To Treasurer	3 WK/12 MO	M,W, F AM	22333 GRAND CORNER DR, SUITE 102
JP4-Sugar Land/To Treasurer	3 WK/12 MO	M,W, F AM	12919 DAIRY ASHFORD, SUITE 100
Juvenile Truancy Court/To Treasurer	1 WK/4 MO	FRI AM	12550 EMILY COURT, SUITE 300
<b>SHERIFF</b>			
Commissary/To Bank/Fri	1 WK/4 MO	FRI 9-9:45	1410 WILLIAMS WAY BLVD
Inmate Account/To Bank	5 WK/20 MO	M-F 1-2 PM	1410 WILLIAMS WAY BLVD
FOA, RECORDS & LUNCH/To Treasurer	2 WK/8 MO	TUE/FRI 9-9:45	1410 WILLIAMS WAY BLVD
<b>TAX OFFICE - November through February</b>			
Richmond/To Bank	5 WK/20 MO	M-F by 10:30	1317 EUGENE HEIMANN CIRCLE, #111
Sugar Land/To Bank	5 WK/20 MO	M-F AM	12550 EMILY COURT
Missouri City/To Bank	5 WK/20 MO	M-F AM	307 TEXAS PARKWAY
NEEDVILLE/To Bank	5 WK/20 MO	M-F	3743 SCHOOL ST
Katy/To Bank	5 WK/20 MO	M-F AM	22333 GRAND CORNER DR, SUITE 101
<b>TAX OFFICE - November through February</b>			
Richmond/To Bank	10 WK/40 MO	M-F 2-2.30	1317 EUGENE HEIMANN CIRCLE, #111
<b>TREASURER</b>			
Richmond/To Bank	5 WK/20 MO	M-F 9-11:30	309 S 4TH ST, SUITE 514
<p><b>BLUE = M-F PICKUPS</b>  <b>GREEN = M-F PICKUPS FOR TAX OFFICE DURING BUSY SEASON (NOVEMBER THROUGH FEBRUARY)</b></p>			

Initials of Bidder: *SV*

<b>ONCE A MONTH PICK UPS</b>			
24/25 PICKUPS UNLESS 1 MONTHLY OR AS NEEDED IS REQUESTED			
<b>ANIMAL CONTROL</b>	1 MONTHLY	FLEXIBLE	1210 BLUME RD
<b>DRAINAGE/to Treasurer</b>	1 MONTHLY	FLEXIBLE/THURS	1004 BLUME RD
<b>ELECTIONS/to Treasurer</b>	1 MONTHLY	FLEXIBLE	4520 READING RD, SUITE A
<b>FIRE MARSHAL</b>	1 MONTHLY	FLEXIBLE	1521 EUGENE HEIMANN CIRCLE, 114
<b>HEALTHDEPARTMENT</b>			
Clinical Hlth MC /to Treasurer	1 MONTHLY	FLEXIBLE	307 TEXAS PARKWAY, SUITE 148
Clinical Hlth PCT #3 N Annex / to Treasurer	1 MONTHLY	FLEXIBLE	22333 GRAND CORNER DR, SUITE 110
<b>JUVENILE CHOICES &amp; CONSEQUENCES</b>			
(to Treasurer with JUVENILE)	1 MONTHLY	FLEXIBLE	122 GOLFVIEW DRIVE
<b>LIBRARY'S</b>			
Albert George(Needville)/			
George Memorial	1 MONTHLY	LAST THURS AM	9230 GENE ST
Fulshear Branch/George Memorial	1 MONTHLY	LAST WED AM	8100 FM 359 SOUTH
LAW LIBRARY/to Treasurer	1 MONTHLY	FIRST THURS AM	1422 EUGENE HEIMANN CIRCLE, 30298
<b>PARKS</b>			
FOUR CORNERS/to Treasurer	1 MONTH	FLEXIBLE	15700 OLD RICHMOND RD
KITTY HOLLOW/5TH ST/MUSTANG/			
R&B/ to Treasurer	1 MONTH	FLEXIBLE	9555 HWY 6 SOUTH
<b>PUBLIC TRANSPORTATION</b>	1 MONTH	FLEXIBLE	12550 EMILY COURT, SUITE 400
<b>RISK MANAGEMENT/to Treasurer</b>	1 MONTHLY	FLEXIBLE	301 JACKSON, SUITE 224
<b>ROAD &amp; BRIDGE/to Treasurer</b>	1 MONTHLY	TUESDAYS	201 PAYNE LANE
<b>BLUE = M-F PICK UPS</b> <b>GREEN = M-F PICK UPS FOR TAX OFFICE DURING BUSY SEASON (NOVEMBER THROUGH FEBRUARY)</b>			

<b>AS NEEDED PICKUPS</b>			
24/25 PICKUPS UNLESS 1 MONTHLY OR AS NEEDED IS REQUESTED			
<b>BAIL BOND</b>	AS NEEDED	FLEXIBLE	1422 EUGENE HEIMANN CIRCLE, 10436
<b>COMMUNITY DEVELOPMENT</b>	AS NEEDED	FLEXIBLE	301 JACKSON, SUITE
<b>COUNTY CLERK</b>			
Richmond/To Bank	AS NEEDED	FLEXIBLE	301 JACKSON, SUITE 101
<b>EXTENSION OFFICE/to Treasurer</b>	AS NEEDED	FLEXIBLE	1402 BAND RD, STE 100
<b>FACILITIES MANAGEMENT &amp; PLANNING/to Treasurer</b>			
	AS NEEDED	FLEXIBLE	301 JACKSON ST., SUITE 301
<b>GUS GEORGE LE ACADEMY</b>			
W/SHERIFF/to Treasurer	AS NEEDED	FLEXIBLE	1521 EUGENE HEIMANN CIRCLE, #202
<b>INDIGENT/to Treasurer</b>	AS NEEDED	FLEXIBLE	4520 READING RD, SUITE A
<b>INFORMATION TECHNOLOGY</b>	AS NEEDED	FLEXIBLE	500 LIBERTY ST., SUITE 212
<b>PURCHASING/to Treasurer</b>	AS NEEDED	FLEXIBLE	301 JACKSON ST., STE 201
<b>SOCIAL SERVICES/to Treasurer</b>	AS NEEDED	FLEXIBLE	4520 READING RD, SUITE A
<b>VEHICLE MAINTENANCE</b>	AS NEEDED	FLEXIBLE	230 LEGION DRIVE
BLUE = M-F PICK UPS GREEN = M-F PICK UPS FOR TAX OFFICE DURING BUSY SEASON (NOVEMBER THROUGH FEBRUARY)			

**13.0 LIABILITY COVERAGE:**

Total liability coverage for cash portions of daily pickups/deposits is \$1,500,000.00 lump sum rather than allocated by County department.

**14.0 PRICING:**

Bid price for all locations per month, excluding those listed as "as needed":

\$ 12,276.95 /monthly bid price

**15.0 ADDITIONAL PRICING:**

15.1 In an effort to assist Fort Bend County in determining the cost of additions and/or deletions please detail the calculation method for cost for such in incremental milcage and a fully loaded per mile cost.

Initials of Bidder:

Generally, to delete a location it would be \$15.00 multiplied by the monthly pick-ups to determine the new cost. To add a location it would cost a minimum of \$15.00 per pick-up and would increase if the liability exceeds \$150,000 or if the location is 15 or more miles out of the current service area.

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- 15.2 Section 12.0 has eleven (11) departments listed for service on an "as needed" basis. For these pickups please provide a price per pickup. Fort Bend County will give the vendor 2 – 3 days notice when scheduling an "as needed" pickup.

\$ 26.29 /price per pickup

**16.1 REQUIRED FORMS:**

All vendors submitting are required to complete the attached and return with submission:

- 16.1 Vendor Form
- 16.2 W9 Form
- 16.3 Tax Form/Debt/Residence Certification
- 16.4 Contractor Acknowledgement of Stormwater Management Program

### Pricing Information Sheet

- Dunbar will charge a variable fee of \$24.00 for all replacement RedBooks (receipt books) and a \$15.00 fee for all replacement D-Trak Cards,
- Dunbar agrees to allow for an 8 minute premise time. \$1.25 will be charged per minute thereafter.
- Option renewals are subject to a contract review and pricing adjustments. Pricing adjustments for optional renewals will be mutually agreed upon each year.
- Dunbar's liability in the event of loss or damage to checks shall be limited to all reasonable costs incurred by the Customer in reconstructing and obtaining replacement checks. Dunbar shall reimburse Customer for all labor expense, postage, telephone calls, stop payment fees, and any other reasonable costs directly related to reconstruction and obtaining replacement checks. Dunbar's liability shall not exceed the amount of twenty-five thousand dollars (\$25,000), including an amount not to exceed five thousand dollars (\$5,000) for checks that cannot be reconstructed.
- Deposits will be delivered to Prosperity Bank at 14060 Southwest Freeway, Sugarland, TX 77478, on the same day as the pick-up on route.
- Dunbar's pricing does not include supplying tamper evident bank bags. Security bags are available for purchase from Dunbar Security Products at 800-766-9145.
- Due to the nature of our business armored car routes are subject to change for a variety of reasons including but not limited to traffic and weather conditions as well as road and security issues.
- Dunbar's pricing assumes that our personnel can be armed at all times in the performance of their duties.
- Rates include a per pickup liability amount not to exceed \$150,000 per location.
- The rates provided do not include holiday service or emergency service. Requested service provided on any of the Dunbar observed holidays (when service is available) will be \$55.00 per trip. Pricing and availability of emergency services can be provided upon request.
  - Dunbar observed holidays: New Year's Day, Martin Luther King, Jr.'s Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.
- Changes to the requested service, depository, or pick-up locations will result in a review of the contract or proposal and possible service and/or pricing adjustments.
- Dunbar agrees to extend the contract agreement to other government entities as long as any additional locations are on our current route(s) and within our footprint. Locations that are located outside of our routes, include excess liabilities, excess time requirements, or have special requests are subject to price and/or service adjustments.
- Dunbar will continue to invoice Fort Bend County, TX as we currently are invoicing the County. All locations will be billed on one invoice.

## ADDITIONAL TERMS AND CONDITIONS

1. Ft. Bend agrees to maintain a complete record as to maker and amount of all checks placed in any shipment given to Contractor and in case of loss, to promptly, diligently and completely cooperate with Contractor in the identification and replacement of lost, destroyed or stolen checks contained in any such shipment. Complete cooperation shall include requests by Ft. Bend to makers of the missing checks to issue duplicates and in the event the makers refuse to do so, then to assert all its legal and equitable rights against said makers or to subrogate such rights to Contractor and its assigns.
2. Upon discovery of a claim for loss under this Agreement, Ft. Bend shall immediately report the same to the appropriate police authorities and shall maintain and preserve all evidence. Within ten (10) days after discovery of any loss, but in no event more than sixty (60) days after delivery to Contractor of the funds, securities, instruments and/or valuable articles in connection with such claim is asserted, Ft. Bend shall give notice of claim in writing to Contractor.
3. It is understood and agreed that Contractor shall not be responsible for any loss or damage caused by hostile or warlike action, civil disorders or any governmental seizure or by atomic weapons, nuclear reaction or radiation or radioactive contamination, whether controlled or uncontrolled, whether such loss be direct or indirect, proximate or remote. The phrase "hostile or warlike action, civil disorders or governmental seizure" is understood by Ft. Bend and Contractor to incorporate the provisions of the War Exclusion Clause adopted by the Inland Marine Underwriters and filed by the Inland Marine Insurance Bureau in all states.
4. Neither party shall be liable for any consequential or incidental losses or damages, including loss of interest, under any theory of liability.

Exceptions and Clarifications  
Dunbar Armored, Inc. – Fort Bend County

Page 8, 1.34 Interlocal Participation:

“Additional governmental entities may purchase from this bid. Vendor agrees to accept purchase orders from those participating entities and to invoice each entity separately.”

Dunbar agrees to extend the contract agreement to other government entities as long as any additional locations are on our current route(s) and within our footprint. Locations that are located outside of our routes, include excess liabilities, excess time requirements, or have special requests are subject to price and/or service adjustments.

Page 17, 11.8:

“Fort Bend County reserves the right to delete pickup/delivery locations and/or replace with an alternate if a pickup location is removed.”

Any adjustments to the requested service, locations, or depository will result in a review of the contract and possible pricing and/or service adjustments.

**CERTIFICATE OF INTERESTED PARTIES**

**FORM 1295**

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY  
 CERTIFICATION OF FILING**

Certificate Number:  
 2016-111357  
  
 Date Filed:  
 09/13/2016  
  
 Date Acknowledged:

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**  
 Dunbar Armored, Inc.  
 Hunt Valley, MD United States

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**  
 Fort Bend County Texas

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**  
 Bid 17-007  
 Armored Car Services

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

**5 Check only if there is NO Interested Party.**

**6 AFFIDAVIT** I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.



*Seth McElroy*  
 \_\_\_\_\_  
 Signature of authorized agent of contracting business entity

AFFIDAVIT SEAL ABOVE

Sworn to and subscribed before me, by the said Seth McElroy this the 13th day of September 2016, to certify which, witness my hand and seal of office.

*Kenneth E. Rupert* **Kenneth E. Rupert** **Notary**  
 \_\_\_\_\_  
 Signature of officer administering oath Printed name of officer administering oath Title of officer administering oath

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**  
Dunbar Armored, Inc.  
Hunt Valley, MD United States

Certificate Number:  
2016-111357

Date Filed:  
09/13/2016

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**  
Fort Bend County Texas

Date Acknowledged:  
09/27/2016

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**  
Bid 17-007  
Armored Car Services

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

**5 Check only if there is NO Interested Party.**

**6 AFFIDAVIT** I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

\_\_\_\_\_  
Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said \_\_\_\_\_, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

\_\_\_\_\_  
Signature of officer administering oath      Printed name of officer administering oath      Title of officer administering oath