

MURRIETA VALLEY USD REQUEST FOR QUOTE

ARMORED COURIER SERVICE

RFQ NO. 04092021



RFQ NO. 04092021

QUOTES ACCEPTED UNTIL: FRIDAY, APRIL 9, 2021 9:00 a.m. PST.

Murrieta Valley USD (MVUSD) is seeking request for quotes (RFQ) for Armored Courier Services (Cash-in-Transit, Armored Truck Transport Services) from licensed and bonded professional Courier Services with permits to operate in the city of Murrieta and county of Riverside, California for the purpose of transporting daily cash and checks deposits.

Interested Courier Services Companies are required to quote on a fixed price basis for Armored Courier Service.

All respondents must read and understand this Request for Quote (RFQ) in its entirety. There may be special instructions either in the terms and conditions or as an integral part of the quote document that will impact the respondents ability to perform

SCOPE OF SERVICES

The contractor shall provide armored courier services in accordance with the specifications outlined in the following RFQ. Pricing is inclusive of all services described in the RFQ.

1. The contractor selected through this procurement process is expected to work cooperatively with the Murrieta Valley USD current commercial banking partner, US Bank

2. **SERVICES REQUIRED**

Service to Murrieta Valley USD, District Support Center shall commence on May 1, 2021 and continue through June 30, 2022 with options for an additional four (4) years. Exceptions to this shall be for official school holidays.

MURRIETA VALLEY USD REQUEST FOR QUOTE

ARMORED COURIER SERVICE

RFQ NO. 04092021

- 2.1 The contractor shall pickup deposits of sealed bags or locked containers from Murrieta Valley USD with delivery to the designated financial institution the same day.
 - 2.2 All pickup and delivery's shall occur Monday through Friday between the hours of 7:30 a.m. and 3:30 p.m. PST.
 - 2.3 Daily average can be between One Hundred (100) dollars and One (1) Million dollars.
 - 2.4 Securely sealed bags or locked containers may contain any or all of the following: currency, coin, checks, or other valuables.
 - 2.5 Contractor will give Murrieta Valley USD a receipt for sealed bags or locked containers.
 - 2.6 Contractor shall provide two armed couriers and an armored vehicle for transporting deposits. (1 Driver, 1 Guard)
3. **PLACE OF SERVICE:** Murrieta Valley USD, District Support Center, 41870 McAlby Court, Murrieta, CA 92562
 4. **PERIOD OF SERVICES:** Term of this RFQ shall commence on May 1, 2021 through June 30, 2022 with options for an additional four (4) years to begin on July 1, 2022. Because many of the school facilities are closed during the summer months, armored courier service will generally be One (1) day per week as listed below.
 - 4.1. **May 1, 2021 through August 14, 2021** – One (1) weekly pick-up (Thursday) with the option of second day (Tuesday)
 - 4.2. **August 15, 2021 through June 30, 2022** – Five (5) days per week (Monday through Friday)
 - 4.3. **EXCEPTIONS:** Exceptions to the weekly pick-up shall be for official school holidays which will include, but are not necessarily limited to, Fourth of July, Labor day, Veterans Day, Thanksgiving and the Friday after, Winter Break, Martin Luther King's Birthday, Presidents Day, Spring Break and Memorial Day. Refer to Schedule A for Holiday Schedule.

END OF PAGE

MURRIETA VALLEY USD REQUEST FOR QUOTE

ARMORED COURIER SERVICE

RFQ NO. 04092021

TERMS

5. **AWARD ANNOUNCEMENT:** Murrieta Valley USD can be expected to announce the award to the successful Contractor within two (2) working days after the RFQ due date. Award shall be effective May 1, 2021.
 - 5.1 The District reserves the right to accept or reject any or all RFQ quotes or any combination thereof and to waive any informality in the process
 - 5.2 RFQ's will be evaluated in a non- public opening
6. **AWARDED SERVICE** The contractor shall provide two armed couriers and an armored vehicle for transporting deposits. (1 Driver, 1 Guard)
 - 6.1 The contractor shall provide all necessary equipment and personnel to perform the requirements of this contract
 - 6.2 The contractor shall provide armed, professional, reliable, trained and experienced couriers to ensure the safe handling of deposits to prevent the risk of robbery, and damage/loss from the elements of nature.
 - 6.3 While performing services, the contractor's couriers shall wear a company uniform, including an identification badge containing the following information: company name, employee photograph, employee signature, and employee printed name and title.
 - 6.4 The contractor shall ensure all designated couriers are qualified to use the type of weapon issued by the contractor. Only experienced couriers to ensure the safe handling of deposits to prevent the risk of robbery, and damage/loss from the elements of nature.
 - 6.5 The contractor's couriers shall report to Murrieta Valley District Support Center Business Services Department to pick-up and sign for deposit. Couriers shall sign for every deposit received at the time of pick-up. Such receipt, when signed by the couriers, shall constitute evidence that the deposit has been received and that the contractor accepts, as stated, responsibility for the deposit. Any and all liability which arises or may arise under this contract begins with the courier's acceptance of the deposit and terminates with the courier's delivery of the deposit to the designated financial institution's consignee.
 - 6.6 Contractor will obtain Liability coverage for the full dollar amount to cover loss of any and all pick-ups.
 - 6.7 Contractor shall be responsible for maintenance and inspections of the armored vehicle.

MURRIETA VALLEY USD REQUEST FOR QUOTE

ARMORED COURIER SERVICE

RFQ NO. 04092021

- 6.8 Project Management: The contractor shall manage the total work effort associated with the equipment and services required herein to fully assure timely execution of the requirements. Project Management is a full range of duties including, but not limited to, planning and scheduling.
- 6.9 Contractor is required to send appropriate personnel to attend an introductory meeting following award of the RFQ, such meeting to be scheduled during the week of April 15, 2021 as agreed upon date and time by both parties.

7. CONTRACT AGREEMENT

- 7.1 **CONTRACT EXTENSION:** The initial contract term shall be for a one-year (1) and two (2) months period, ending on June 30, 2022 and shall be extended annually for four (4) successive one-year periods, beginning July 1, 2022 unless terminated as provided for below. Pricing will hold firm for the initial contract term and all four renewals. In the event of unusual circumstances such as changes in local, state, or federal taxes, laws, specifications, regulations, or certain operational expenses that could not have been foreseen or budgeted in the original proposal, which cause the contractor's costs to hereunder increase, then parties shall determine a reasonable and just amount to cover such documented increase. Under normal circumstances, this shall not exceed the Consumer Price Index (United States City for Urban Wage Earners and Clerical Workers), as reported the previous 12 month period ending March 31 on a percentage basis to apply to contract pricing for the ensuing school fiscal year. If there are extraordinary cost increases to the contractor that exceed the CPI percentage, then a request for consideration may be presented to the District with detailed documentation of costs from the previous contract year and current contract year to evidence the increase. Cost decrease of significance shall be included as well. Approval of any increases shall be at the sole discretion of Murrieta Valley USD. Annually, either party can terminate the contract on its anniversary date (July 1) by providing the other party with written notice of its desire to terminate/not extend the contract. Said written notice must be received by the other party to the contract at least 60 days prior to the anniversary date. Should neither party provide written notice to the other of its intent to terminate the contract as provided above, the contract shall be extended for a one-year periods up to four (4) years. This provision provides for only four extensions of time and the contract shall terminate without notice effective June 30, 2026.
- 7.2 The successful contractor will be required to enter into a contract. Failure to execute the contract in a timely manner, or to furnish any and all insurance certificates and policy endorsements, or other materials required in the contract, shall be deemed an abandonment of a contract offer. The Murrieta Valley USD, in its sole discretion, may select another firm and may proceed against the original selectee for damages.
8. **COVID 19:** Due to Covid 19 only one representative per company will be permitted, and attendee will be required to follow current COVID 19 guidelines and wear a mask while on District property.

MURRIETA VALLEY USD REQUEST FOR QUOTE

ARMORED COURIER SERVICE

RFQ NO. 04092021

9. **EVALUATION OF QUOTES:** This Armored Courier Service shall be awarded to the lowest responsible respondent that is deemed qualified and best meets the Districts needs as stated herein. Evaluation criteria shown hereafter, together with a consideration of required qualifications will be the basis for selection and award. Such determination may, of necessity, require judgmental evaluations by district representatives. Other industry and design specialists may be used in the evaluation process at the discretion of the district. The decision resulting from the evaluation process as to which firm best meets the needs of District remains the sole responsibility of the District and are final.

EVALUATION CRITERIA

1. Price
 2. Ability to meet pick-up/delivery schedule
 3. Ability to meet the needs of the education process
 4. Reliability, quality, performance, and versatility of the service offered
 5. Licensed, registered and authorized to offer armored courier services in California
 6. Insurance coverage to cover casualty, loss or destruction of currency, monies or checks handled by carriers employees or agents and property.
11. **EXCESS ITEM HANDLING** : There will be no additional fee for number of containers, sealed bags or other vessels that is required for transport.
12. **INTRODUCTION AND EXECUTIVE SUMMARY (no more than 5 pages)**
Submit a letter of introduction with a brief description of your firm, experience in the industry, and number of years providing armored solutions to federal, state or local governments as well as executive summary of the quote. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the RFQ quote. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the RFQ Quote.
13. **INVOICES:** Contractor shall invoice each month after the services are rendered. Payment terms are NET 30. Contractor shall mail invoices to: Murrieta Valley USD, Attn: Accounts Payable, 41870 McAlby Court, Murrieta CA, 92562
- 13.1 Invoices must include itemized detail of all charges for services provided. The various costs to be itemized include but not limited to:
- 13.1.1 Contract/Purchase order number
 - 13.1.2 Date and time of Pick-up
 - 13.1.3 Date and time of delivery to Financial Institution
 - 13.1.4 Cost per individual pickup
 - 13.1.5 Any other additional charges must be itemized on the invoice
- 13.2 The contractor is required to provide an electronic copy of the deposit ticket for each banking day to Murrieta Valley USD Accounting Department on the day of the deposit.

MURRIETA VALLEY USD REQUEST FOR QUOTE

ARMORED COURIER SERVICE

RFQ NO. 04092021

14. **PURCHASE ORDER AND/OR CONTRACT**

14.1 Upon acceptance and award of a bid by Murrieta Valley USD, a purchase order or contract shall be issued thereon and shall constitute a contract for furnishing the items described in the bid in strict conformity with the specifications and bid conditions.

14.2 The purchase order or contract shall be considered as made in Murrieta, California, and the construction and enforcement of it shall be in accordance with the laws of the State of California.

15. **PREMISE TIME**: Each service location under this RFQ will be allotted for pickup/delivery ten (10) minutes of service time.

16. **REFERENCES**: Contractor shall submit at least three (3) references that are most similar to the work of this solicitation performed in the past three (3) years; provide the company name, point of contact, telephone number. The contractor is advised that references may be contacted.

17. **RFO SUBMISSION**: Sealed RFQ quotes must be submitted by 9:00 a.m. PST. by Friday, April 9, 2021 and delivered to Murrieta Valley USD Attn: Purchasing Dept. 41870 McAlby Court Murrieta Ca 92562. Quotes must include an original signature by an authorized representative. Please complete all information in RFQ Quote Documents of this RFQ.

18. **REQUEST FOR INFORMATION (RFI) QUESTIONS**: A written request prepared by the contractor requesting that additional information necessary to clarify or amplify an item in the RFQ Documents that the Contractor believes is not clearly shown or called for in the RFQ Scope Of Service, Terms, Specifications or other portions of the RFQ Documents.

18.1 All RFI questions about the meaning or intent of the Contract Documents are to be

directed to the District via email to David Ciabattini dciabattini@murrieta.k12.ca.us and cc: Joany Pearl-Miller, jpearce-miller@murrieta.k12.ca.us. Questions received after 9:00am PST. on March 26, 2021 may not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect. Interpretations or clarifications considered necessary by the District in response to such questions will be issued in writing by Addenda and posted on the District's website at <https://www.murrieta.k12.ca.us/Page/32053> no later than 4:00pm PST. on March 26, 2021.

18.2 Addenda may also be issued to modify other parts of the Contract Documents as deemed advisable by the District.

18.3 Each Bidder must acknowledge each Addendum in its quote or quote shall be considered non-responsive. Each Addendum shall be part of the Quote Documents. A complete listing of Addenda will be available on the district website.

MURRIETA VALLEY USD REQUEST FOR QUOTE

ARMORED COURIER SERVICE

RFQ NO. 04092021

19. **SUBMIT COMPLETED AND SIGNED RFO PROPOSAL** to Murrieta Valley USD, Purchasing Department, located at 41870 McAlby Court, Murrieta Ca 92562. RFQ Quotations shall include "all costs" associated with the Armored Courier Services for the pick-ups at the District Support Center. Under no circumstances will the district be liable for, or pay for, any fuel surcharges.
20. **VEHICLES POLICY ON SCHOOL GROUNDS**
- 20.1. Avoid blocking entrances to doors
 - 20.2 Do not, under any circumstances, back trucks up during the business hours across any district property unless assisted by an adult flagman.
 - 20.3 Be especially cautious at all times when driving anywhere near school buildings where people may suddenly and unexpectedly run out.
 - 20.4 Loading will be at 41870 McAlby Court Murrieta California front parking lot of building, If assistance is needed to locate a safe or the proper unloading area , always obtain assistance from the District Support Office
 - 20.5 All pickup and delivery's shall occur between the hours of 7:30 a.m. and 3:30 p.m. PST.
 - 20.6 All vehicles and drivers used in this service shall be properly licensed in the state of California.
 - 20.7 Delivery vehicles shall not be driven or parked on school district property except in designated driveways and parking lots.

ADDITIONAL TERMS AND CONDITIONS

1. **ATTORNEY'S FEES AND COSTS:** In the event legal action becomes necessary to enforce or interpret the terms of this Proposal, the parties shall be required to mediate their dispute(s) prior to legal action being commenced. After mediation has occurred, the prevailing party in any legal action shall be entitled to recover reasonable attorneys' fees and costs incurred in such action, as determined by the court. In the event of any appeals from such actions, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs incurred in such appeals, as determined by the court(s). The term "costs" shall include, in addition to statutory costs and disbursements, all costs associated with discovery depositions, expert witness fees, and out-of-pocket costs incurred by the prevailing party in the prosecution or defense of the action. For the purpose of this paragraph, the term "action" shall be deemed to include any proceeding commenced in the bankruptcy courts of the United States.
2. **BONDING AND INSURANCE:** During the term of this contract, the awarded contractor as well as all subcontractors hired for the purpose of performing the services as outlined in

MURRIETA VALLEY USD REQUEST FOR QUOTE

ARMORED COURIER SERVICE

RFQ NO. 04092021

the RFQ quote packet shall be bonded and insured and shall submit evidence of bonding and insurance with quotation. Contractor shall maintain in force at its sole expense, the following insurance:

- 2.1 100% coverage for any loss.
- 2.2 General Liability Insurance on an occurrence basis, with a limit of not less than one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) aggregate for bodily injury and property damage. It shall include premises and operations, independent contractors, products and completed operations, personal injury liability, and contractual liability coverage for the indemnity provided under this proposal. Coverage from time of receipt of currency until disposition, including carrier liability protection on the premises as well as during delivery to the bank.
- 2.3 Liability insurance to cover damage to, or loss of articles transported: including cash, checks, coins, bonds, and other valuable documents, from any cause whatsoever in transit or otherwise, including any act of omission of the Contractor, or any of its employees, or anyone on its service. Contractor's insurance coverage for the items insured hereunder to be in the minimum amount of two million dollars (\$2,000,000) each occurrence.
- 2.4 While transporting Murrieta Valley USD property, the named insured will not carry more property value onto any one armored truck than the liability limit cited on the insurance certificate for any one loss.
- 2.5 Automobile Liability insurance policy with a limit or the equivalent of not less than one million dollars (\$1,000,000) per person; one million dollars (\$1,000,000) per occurrence for each accident for bodily injury and property damage, including coverage for owned, hired, and non-owned vehicles.
- 2.6 Workman's Compensation and Employee's Liability Insurance
The contractor shall comply with applicable federal and state workers' compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy. Employer's liability coverage of at least \$500,000 per incident is required.
- 2.7 There shall be no cancellation, material change, or reduction of limits or intent not to renew insurance coverage(s) without thirty (30) days written notice from the contractor or subcontractors, or its insurer(s) to Murrieta Valley USD Within 30 days of the effective date of awarded contract, and on each subsequent renewal year date, the contractor and any or all subcontractors shall provide acceptable certifications that the insurance policy required by the contract is in effect. Such certification shall specify and include the aforementioned 30-day cancellation clause of this contract.

MURRIETA VALLEY USD REQUEST FOR QUOTE

ARMORED COURIER SERVICE

RFQ NO. 04092021

- 2.8 Coverage also will apply as primary and is not to affect any insurance, which the certificate holder may carry in its own name.
- 2.9 In the event that you are the successful bidder, you will be required to provide a certificate naming Murrieta Valley USD as an Certificate Holder "additional insured" for General Liability.
- 2.10 The Contractor shall provide to the Murrieta valley USD Business Services Division, original certificates of such coverage prior to engaging in any activities under this contract. No work can be started until the certificate is submitted and approved by the Murrieta Valley USD's Risk Manager. Such certificates should have no less than thirty (30) days' notice of cancellation.
3. **COMPLIANCE WITH RULES AND LAWS:** The parties shall comply with all laws, ordinances and regulations of governmental bodies applicable to this proposal as well as applicable local policies and procedures. All provided services will be in accordance with local, state and federal universal/universal/hazardous waste laws and regulations.
4. **CONTRACT DEFAULT:** Your quote is subject to all terms and conditions as herein established in this quote request. Failure to provide the services as indicated in this quote in accordance with the quotation terms and conditions and quote schedule, will constitute contract default, and, after due written notification, allows the Purchasing Department to declare the contract void and to award to another firm. When the contractor fails to furnish goods or services in accordance with the terms and conditions of this contract and the district must purchase at a price greater than the contract price, the difference may be charged to the contractor. The district may exercise this charge as a credit against invoices due the contractor.
5. **EMPLOYER OBLIGATIONS :** Contractor or its subcontractor will follow its standard employment policies and procedures to verify that all Personnel meet applicable licensing requirements. Contractor, or its subcontractor, if applicable, will maintain direct responsibility as employer for payment of wages and other compensation, and for any applicable mandatory withholdings and contributions such as federal, state, and local income taxes, social security taxes, worker's compensation, and unemployment insurance.
6. **ERRORS IN QUOTATION:** Respondents are responsible for all errors or omissions in their submittal, and any such errors or omissions will not serve to diminish their obligations to the district.
7. **FUNDING CAVEAT:** In the event that earmarked funding is withdrawn, reduced, or limited after the effective date of this contract but prior to completion, the district may terminate the contract without the required notice.
8. **GOVERNING LAW:** The terms of this Agreement shall be governed by the laws of the State of California. In the event that a dispute shall arise under the terms or conditions of this Agreement, the parties agree to mediate the dispute prior to taking

MURRIETA VALLEY USD REQUEST FOR QUOTE

ARMORED COURIER SERVICE

RFQ NO. 04092021

any formal legal action. In the event that legal action is commenced to resolve a dispute arising out this Agreement, the prevailing party shall be entitled to its reasonable costs and attorney's fees.

9. **INDEMNIFICATION AND HOLD HARMLESS:** All parties to this RFQ Quote /Agreement are responsible for its own acts and omissions of its officers, employees, and agents. Each Party agrees to defend, indemnify, and hold the other Party harmless from and against any claim, demand, suit, or cause of action, (hereafter "claim"), that may be asserted against the indemnities, if and to the extent the claim against the indemnitee is based on the actual or alleged fault of the indemnitor and relates to the subject matter of the performance of this Agreement. This indemnification obligation applies to all costs of investigation, attorney fees, litigation expenses, settlement, and judgment. Where claims are asserted against both of the parties based on actual or alleged concurrent or shared fault of the parties, a party shall not be required to indemnify the other party for that party's own proportionate share of fault. Attorney fees and litigation expenses incurred by a Party in successfully enforcing the indemnification provisions of this paragraph shall be paid by the Party against whom the provision was enforced.

9.1 The parties agree that these indemnification obligations shall apply to claims made by their own employees against an indemnitee, and the parties each therefore knowingly and expressly waive any immunity that they otherwise might have been entitled to invoke under Title 51.

10. **INCLUSION:** All data contained in this solicitation shall form the resulting contract requirements.
11. **INTEGRATION/MODIFICATION:** This Quote constitutes the entire and exclusive agreement between the parties regarding this matter and no deviations from its terms shall be allowed unless a formal, written, mutual proposal occurs between the parties. No such modification shall be valid unless the written modification is first provided via certified mail or personal delivery to each of the parties. Actual receipt by either party constitutes compliance with the requirement to send by certified mail or personal delivery.
12. **INTERPRETATION:** If the Contractor discovers any errors, discrepancies, or omissions in the quote specifications, or has any questions as to the meaning or sufficiency of the quote specifications, the contractor must notify the purchasing buyer listed on page one of this solicitation document. Any addenda issued will be incorporated into the contract or purchase order.
13. **MANDATORY DISPUTE RESOLUTION PROCEDURE:** In the event that a dispute shall arise regarding the terms, conditions, or breach of this Proposal, the parties shall, as a condition precedent to taking any action, shall mediate the dispute using the services of a mutually agreed upon independent mediator. Each party shall split the expenses of the mediator and the facility for the mediation. Each party shall otherwise pay its own expenses

MURRIETA VALLEY USD REQUEST FOR QUOTE

ARMORED COURIER SERVICE

RFQ NO. 04092021

14. **MINORITY OWNED AND WOMAN OWNED BUSINESS ENTERPRISES:** Murrieta Valley USD encourages the participation of Minority Owned and Women Owned Business Enterprises in this Request for Quote.
15. **NONDISCRIMINATION/ANTI-HARRASMENT:** In the performance of this work, Contractor assures and agrees to comply with all local, state and federal rules and regulations and does not discriminate on the basis of age, sex, marital status, race, color, creed, national origin, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, sexual orientation including gender expression or gender identity, or honorably discharged veteran or military status.
16. **NOT EMPLOYEE OF DISTRICT:** Nothing contained in this proposal, or related documents, shall be construed as creating any form of an employment relationship between the District and Contractor, subcontractors if applicable, or the agents, officers, volunteers or employees of Contractor. The officers, agents, employees, volunteers or subcontractors of Contractor shall not be entitled to any rights or privileges of District employment. Contractor assumes exclusive responsibility for any and all acts of its officers, agents, employees, volunteers and subcontractors.
17. **PERSONAL IDENTIFICATION:** All Contractor, sub-contractor, vendor personnel and all vehicles used in the Armored Car Services for Murrieta Valley USD shall be properly identified with the vendors logo / trademark.
18. **PROHIBITED EMPLOYMENT:** To the extent that any provisions of this Agreement causes employees or subcontractors to work at a public school, Contractor shall prohibit any employee or subcontractor providing services under this RFQ Agreement from having any contact with District students pursuant to this Agreement during the course of his or her employment
19. **PROTEST:** Any RFQ protest by any Bidder regarding any other bid must be submitted in writing to the District, before 5:00 p.m. of the THIRD (3rd) business day following bid opening.
 - 19.1 **DELIVERY OF PROTEST:** Email to David Ciabattini at dciabattini@murrieta.k12.ca.us
 - 19.2 **NOTICE OF PROTEST** The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for Murrieta Valley USD to determine the validity of the protest.
20. **REJECTION OF ANY OR ALL QUOTES:** The Murrieta Valley USD Purchasing Department reserves the right to accept or reject any or all quotes and to waive informalities or irregularities in any quotation. No "postage due" quotations of any

MURRIETA VALLEY USD REQUEST FOR QUOTE

ARMORED COURIER SERVICE

RFQ NO. 04092021

kind will be accepted.

21. **RIGHT TO DIMISS:** If District's Purchasing Director or designee determines that anyone provided by Contractor is incompetent, has engaged in misconduct, or has been negligent, District may require the individual to leave the premises and will notify Contractor immediately. District's obligation to compensate Contractor for such individual's services will be limited to the number of hours actually worked.
22. **SEVERABILITY:** If any provision of this RFQ document is determined to be invalid or ultra vires under any applicable statute or rule of law, it is to that extent to be deemed omitted and the balance of the Quotation requirements shall remain enforceable.
23. **WAIVER OF BREACH/DEFAULT:** No waiver of any breach of any term of this RFQ quote shall be construed, nor shall be, a waiver of any other breach of this RFQ Quote. No waiver shall be binding unless it is in writing and signed by the party waiving the breach.
24. **WITHDRAWAL OF BIDS:**
 - 24.1 RFQ quotes may be withdrawn upon written request received by the Murrieta Valley USD before the time fixed for closing. Withdrawal of a bid shall not prejudice the right of the bidder to submit a new bid, provided it is received in a timely manner as provided above.
 - 24.2 No Quotes may be withdrawn for a period of ninety (90) days after the time set herein for the opening of bids.

END OF PAGE

MURRIETA VALLEY USD REQUEST FOR QUOTE

ARMORED COURIER SERVICE

RFQ NO. 04092021

ARMORED COURIER INFORMATION

Include in your RFQ:

Describe the services and activities that your firm proposes to provide to Murrieta Valley USD. Include the following information:

- A plan for how to manage the collection and delivery of coin and currency for the pick-ups
- Any operating rules and/or procedures and limitations on the services requested
- Transportation procedures around holidays that the company observes (if any);
- Detail security procedures for picking up, transporting and delivering large amount of currency and checks including identity verification procedures;
- A process for receipting each deposit;
- A process for reporting issues that arise in transport as well as problem resolution;
- A process for identifying and reconciling discrepancies in weights or amounts of currency;
- Protocol for when the daily schedule cannot be completed due to traffic, vehicle breakdown or other reasons;
- Any plans to subcontract any of the services;
- Ability to adjust to changes in pick-up location or schedule
- Customer service operation, procedures, hours of operation, turnaround/response times and staffing, including provision of a dedicated customer service representative;
- Transition plan if awarded this contract under the RFQ, including timeline and project plan for implementation;
- Service hours;
- Details on invoicing terms.
- Statement of your firm's alcohol, substance abuse and firearms policy;
- Brief description of your firm's hiring standards (including background checks, drug testing etc.);
- Detailed information about any lawsuits, liens, restraining orders, foreclosures or any other legal/financial actions pending, in progress, or which have been brought against your company in the last five years;
- Copies of all licenses, permits and registrations required by federal, state, local regulations, rules and statutes.

END OF PAGE

MURRIETA VALLEY USD REQUEST FOR QUOTE

ARMORED COURIER SERVICE

RFQ NO. 04092021

ARMORED COURIER SERVICE

SPECIFICATIONS

1. Armored courier services for Murrieta Valley USD from May 1, 2021 through June 30, 2021 and the fiscal year beginning July 1, 2021 through June 30, 2020.
2. The following are estimates of the dollar range per pick-up, One Hundred dollars (\$100) to One Million Dollars (\$1,000,000.00).
3. Location: Pick-up Murrieta Valley USD District Support Center, 41870 McAlby Court Murrieta, California..
4. All pick-up and delivery's shall occur Monday through Friday and between the hours of 7:30 a.m. and 3:30 p.m. PST.
5. Deliver sealed bags and locked containers of currency, coin and checks to local consignee designated by Murrieta Valley USD on the same day of pick up.
6. Contractor can work with all Murrieta Valley USD banking partners, currently US Bank.
7. Contractor has insurance coverage to cover casualty, loss of destruction of currency, monies or checks handled by carrier's employees or agents and property r quotation .

Note: Deposit amount will vary depending on School Meals, Fundraisers and Donations in progress at Murrieta Valley School Sites. The range presented above are intended to give a picture of deposit amount.

The Following certifications will be sent to the awarded bidder:

- Prevailing Wage and Related Labor Requirements Certification.
- Drug-Free Workplace Certification.
- Tobacco-Free Environment Certification.
- Criminal Background Investigation/Fingerprinting Certification

MURRIETA VALLEY USD REQUEST FOR QUOTE

ARMORED COURIER SERVICE

RFQ NO. 04092021

ARMORED COURIER SERVICE

RFQ QUOTE DOCUMENT

COMPANY NAME: _____

1. Fixed Price cost per stop \$ _____/Stop

2. Additional Charge for additional pickups other than regularly scheduled \$ _____/Stop
Pickups cost per stop

Contractor/Company must be bonded and insured and provide evidence of bonding and insurance with this quotation.

RFQ Quotations are subject to all requirements furnished with this quote document. By signing quotation form, vendor affirms having read the terms and conditions, Scope of Service and Specifications and agrees thereto and warrants that quotes supplied herein conform to specifications herein, Scope of Service and terms by the district.

Authority to Sign and Obligate. The undersigned represent and warrant that they are authorized to enter into this Proposal on behalf of the party.

Company Name: _____
(Please Print)

Tax ID: _____

Address: _____

Phone Number: _____

Fax Number: _____

Date: _____

By: _____
(Please Type or Print)

Title: _____

Signature: _____

Email address _____

MURRIETA VALLEY USD REQUEST FOR QUOTE

ARMORED COURIER SERVICE

RFQ NO. 04092021

REFERENCES BY COMPANY

(provide a minimum of 3 companies that armored courier service is being provided for during the past 18 months):

Company	Date	Contact Person	Phone Number

Receipt of Addenda numbered _____ is hereby acknowledged.
(Fill in number of each addenda received)

Contractor Representative

The contractor's/company's representative to be contacted for all contract administration matters is as follows (**contractor completes the information**):

Name: _____
Address: _____
Telephone: _____
E-mail: _____
Fax: _____

The contractor's/company's representative shall act as the central point of contact with the Murrieta Valley USD, shall be responsible for all contract administration issues relative to this contract, and shall have full authority to act for and legally bind the contractor on all such issues.

MURRIETA VALLEY USD REQUEST FOR QUOTE

ARMORED COURIER SERVICE

RFQ NO. 04092021

PART I: STATEMENT REGARDING EQUAL EMPLOYMENT OPPORTUNITY

We hereby certify that we have made a conscientious effort to comply with federal, state and local equal employment opportunity requirements in quoting this project and we will make the same efforts in fulfilling the requirements if awarded the Contract.

We further designate

Name: _____

Title: _____

Telephone Number: _____

as the person who has been charged with the responsibility for securing compliance with and reporting progress on affirmative efforts.

PART II: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

In submitting the proposal to do the work as outlined in the Contract Specifications, we hereby certify that we have not been suspended or in any way are excluded from Federal procurement actions by any Federal agency. We fully understand that, if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of the Contract.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Participant's responsibilities.

Signed _____

Title _____

Firm _____

Address _____

City & State _____

Date _____

MURRIETA VALLEY USD REQUEST FOR QUOTE

ARMORED COURIER SERVICE

RFQ NO. 04092021

SCHEDULE A

School Holidays - Modified Pick Up Schedule

DATE	DAY	FISCAL YEAR	HOLIDAY	SCHEDULE – PICK-UP
May 31, 2021	Monday	2021	Memorial Day	No Pick-up
June 6 - August 13, 2021	Monday-Friday	2021	Summer Break	Limited Pick-Up (Thursdays Only)
July 4, 2021	Monday	2022	Observance 4th of July	No Pick-up
September 6, 2021	Monday	2022	Labor Day	No Pick-up
November 11, 2021	Thursday	2022	Veterans Day	No Pick-up
November 22- 26, 2021	Monday-Friday	2022	Thanksgiving Break	No Pick-up
December 20 - January 7, 2022	Monday-Friday	2022	Winter Break	Pick Up only December 22 2021
January 17, 2022	Monday	2022	Martin Luther King Day	No Pick-up
February 18-21, 2022	Friday and Monday	2022	President's Weekend	No Pick-up
March 28 - April 1, 2022	Monday-Friday	2022	Spring Break	No Pick-up
May 30, 2022	Monday	2022	Memorial Day	No Pick-up
June 6 - August 13, 2022	Monday-Friday	2022	Summer Break	Limited Pick-Up (Thursday Only)
July 4, 2022	Monday	2023	4th of July	No Pick-up