



Grant County
Office of The
Board of County Commissioners
P O Box 37
Ephrata WA 98823
(509) 754-2011

REQUEST FOR QUALIFICATIONS/PROPOSALS PACKET (Page 1 of 6)
GRANT COUNTY WASHINGTON ARMORED CAR SERVICES

May 25, 2016

Grant County, Washington, by and through the Board of County Commissioners, is seeking to contract with a qualified individual or agency for the provision of armored car services for County offices located in and around the Courthouse at 35 C Street NW, in Ephrata, Washington, for the pick-up, delivery, and depositing of checks and cash at designated banking facilities in Ephrata. Grant County is an equal opportunity employer and this invitation extends to all qualifying individuals/companies, including those that are minority and woman-owned.

Scope of Work

The contract's general purpose will be to provide armored car services between one or more County offices located in the Courthouse Complex, located at 35 C Street NW in Ephrata, and designated banking facilities in Ephrata, which will incorporate:

- (1) A term of June 13, 2016 (or thereabout) through December 31, 2017; and
- (2) The handling and transfer of monies, and approved bonding for same; and
- (3) The provision of daily, late afternoon armored car services on regular County work days; and
- (4) That armored car services include the pick-up, delivery, and depositing of checks and cash at one or more banking facilities.

RFQ Submittal Requirements

Submittals must:

- (1) Include a Letter of Interest;
- (2) Be 15 pages or less, not including the Letter of Interest (conciseness is preferred as is double-sided copying);
- (3) Include the name, phone number, and e-mail address of the individual/agency's primary contact;
- (4) Include the name, mailing address, phone number, fax number, and resume of the agency/individual;
- (5) List the agency and/or individual experience on similar types of contracts;

Richard Stevens
District 1

Carolann Swartz
District 2

Cindy Carter
District 3

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- (6) Include examples of the individual's/agency's ability to successfully implement the handling of monies and provision of armored car services;
- (7) Although this is a Request for Proposals (and not a request for bids), it is requested that anticipated standard fees and charges for services be included in the RFQ response for County budgeting and consideration;
- (8) Be comprised of one (1) original and two (2) copies in a sealed envelope clearly marked with the project title "GRANT COUNTY ARMORED CAR SERVICES";
- (9) Be received by mail, recognized carrier, or hand delivered on or before 4:30 p.m. on June 7, 2016 to:

June Strickler, Administrative Services Coordinator
Grant County Commissioners' Office
PO Box 37 / 35 C Street NW
Ephrata, WA 98823

Submittals must not:

- (1) Be late; or
- (2) Be submitted *via* e-mail or facsimile.

RFQ Submittal Opening

RFQ submittals will be opened on June 7, 2016 at 4:35 p.m. in the Commissioners lobby located on the 2nd floor of the Grant County Courthouse at 35 C Street NW in Ephrata, Washington.

Please note that costs of preparation of the submittal will be borne by the submitting individual/agency.

The selection process and contract expectations follow, comprising pages 4-6 of this RFQ packet.

Should you have any questions about the submittal process, please contact me at (509) 754-2011 ext. 2937 or *via* e-mail at jstrickler@grantcountywa.gov.

Thank you in advance for your courtesies.

Sincerely,

BOARD OF COUNTY COMMISSIONERS



June Strickler
Administrative Services Coordinator

cc: Board of County Commissioners
James T. Mitchell, Civil Attorney

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SELECTION PROCESS AND CONTRACT EXPECTATIONS

1. Selection of a qualified individual/agency will be made by a County Selection Committee. Grant County reserves the right to require a meeting between the Selection Committee and one or more representatives from the selected individual/agency prior to the award of a contractual agreement to be signed by the individual/agency and the Board of County Commissioners.
2. This request does not constitute an offer of employment or to contract for services.
3. The County reserves the option to reject any or all submittals, wholly or in part, received by reason of this request.
4. The County reserves the option to retain all submittals, whether selected or rejected. Once received by the County, the submittals and any supplemental documents become the property of the County.
5. The County reserves the right to award the contract to the individual/agency that presents the submittal which, in the judgment of the Selection Committee, best accomplishes the desired results.
6. Selection will be made on the basis of the submittals as received. The Selection Committee may deem it necessary to interview responders. The County retains the right to interview responders as part of the selection process.
7. Members of the Selection Committee are not to be contacted by the responders regarding this contract opportunity; however, they may contact the County's Administrative Services Coordinator at the location listed in paragraph 9 on page 2 hereinabove, or at (509) 754-2011 ext. 2937 for qualifications submittal and submittal opening questions.

UNDERSTANDING OF AND APPROACH TO THE CONTRACT

1. Scheduling and Compensation
 - a. Grant County will provide the armored car service provider with a schedule of County work days requiring services for the upcoming year upon contracting/availability as well as any additional holidays observed within the banking industry. The 2016 schedule is included in this RFQ packet as Attachment 1; and
 - b. The County will pay the armored car service provider a mutually-agreed upon rate for services and timing for payment(s) as set forth in the Professional Services Agreement.

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2. Contractor Status and Supervision

- a. The selected individual/agency (hereafter "agency") will be an independent contractor and not an agent, employee, or servant of the County;
- b. Armored car service providers of the agency are not agents, employees or servants of the County and shall not, under any circumstances, be entitled to any County benefits including, but not limited to, medical, dental, or other insurance benefits, fringe benefits, or any other rights or privileges afforded to County employees;
- c. The selected agency shall have and maintain complete responsibility and control over all of its subcontractors, employees, agents, and representatives;
- d. Additional language pertaining to the selected agency's independent contractor status will be included within the Professional Services Agreement;
- e. The selected agency shall be responsible for the professional conduct and supervision of its employees;
- f. Armored car services to be performed shall be in conformity with written operating procedures established by the agency; and
- g. Additional language pertaining to the supervision requirements of the agency will be included within the Professional Services Agreement.

2. Bonding and Insurance

- a. **The agency and its employees must be fully bonded, insured, and licensed by the State of Washington. The bond requirement is for no less than \$250,000.**
- b. Prior to final signatures on the contract, the agency shall provide the County's Administrative Services Coordinator with proof of professional liability insurance in an amount of no less than \$5,000,000 for combined single aggregate limit and a \$2,000,000 per occurrence limit for personal injury, bodily injury and property damage (on a Claims Made form).

c. Indemnification

The agency shall defend, indemnify and hold harmless the County, its officers, elected officials, and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities or other losses that may be asserted by any person or entity, and that arise out of or are made in connection with the acts or omissions relating to the performance of any duty, obligation, or work hereunder. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses

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arise from the comparative negligence of the County, its officers, elected officials, and employees. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the County, its officers, elected officials, and/or employees.

The preceding paragraph applies to any theory of recovery relating to said act or omission, by the agency, or its agents, employees, or other independent contractors directly responsible to agency including, but not limited to the following:

- b.1 Violation of statute, ordinance, or regulation;
- b.2 Willful, intentional or other wrongful acts, or failures to act;
- b.3 Negligence or recklessness;
- b.4 Furnishing of defective or dangerous products;
- b.5 Premises liability;
- b.6 Strict Liability;
- b.7 Violation of civil rights; and/or
- b.8 Violation of any federal or state statute, regulation, or ruling resulting in a determination by the Internal Revenue Service, Washington State Board of Tax Appeals or any other Washington public entity responsible for collecting payroll taxes, when the agency/firm is not an independent contractor.

It is the intent of the parties to provide the County the fullest indemnification, defense, and "hold harmless" rights allowed under the law. If any word(s) contained within the Professional Services Agreement are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from the Professional Services Agreement and the remaining language shall be given full force and effect.

The successful agency will enter into a Professional Services Agreement with Grant County with a period of performance from the date of Board of County Commissioner signature (anticipated around June 13, 2016) through December 31, 2017. The successful agency will be responsible to administer and/or ensure that all requirements set forth within the above Scope of Work and contract requirements are met.

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ATTACHMENT 1

Grant County, Washington's regular work days are Mondays through Fridays. Most offices (but not all) are open to the public from 8:00 a.m. to 5:00 p.m. and closed during the noon hour.

2016 Holidays Observed by Grant County	
New Year's Day	Friday, January 1 st
Martin Luther King Jr. Day	Monday, January 18 th
President's Day	Monday, February 15 th
Memorial Day	Monday, May 30 th
Independence Day	Monday, July 4 th
Labor Day	Monday, September 5 th
Veteran's Day	Friday, November 11 th
Thanksgiving Day	Thursday, November 24 th
Friday After Thanksgiving	Friday, November 25 th
Christmas Eve Day	Friday, December 23 rd
Christmas Day	Monday, December 26 th

2016 Known Banking Holidays (in addition to those observed by Grant County)	
Columbus Day	Monday, October 10 th