



Board Report

File #: 18-256, Version: 1

- a. Approve and authorize the Treasurer-Tax Collector to sign and execute a non-standard agreement with Garda World Corporation for the provision of armored car services per the fee schedule provided for the period of April 2, 2018 through March 31, 2021 and in the maximum total contractual amount of \$160,000.00 for that time period, as set forth in Exhibit B to the Agreement; and
- b. Accept non-standard contract provisions as recommended by the Treasurer-Tax Collector; and
- c. Authorize the Treasurer-Tax Collector to sign annual renewals to the Garda World Corporation Agreement and to issue purchase orders on an as needed basis, incorporating the same non-standard contract provisions for up to an additional two (2) years where the combined total of all purchase order fees or annual fees do not exceed ten percent (10%) of the annual contract amount, and do not significantly change the scope of the original Agreement, consistent with Exhibit B to the Agreement, for a five-year total not to exceed \$270,082.80; and
- d. Authorize the Treasurer-Tax Collector to sign any amendments to the original Agreement or approve specific pickup services scheduling and location changes as may be required for performance or security functionality and do not significantly change the scope of the original Agreement.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Treasurer-Tax Collector to sign and execute a non-standard agreement with Garda World Corporation for the provision of armored car services per the fee schedule provided for the period of April 2, 2018 through March 31, 2021 and in the maximum amount of \$160,000.00 for that time period, as set forth in Exhibit B to the Agreement; and
- b. Accept non-standard contract provisions as recommended by the Treasurer-Tax Collector; and
- c. Authorize the Treasurer-Tax Collector to sign annual renewals to the Garda World Corporation Agreement and to issue purchase orders on an as needed basis, incorporating the same non-standard contract provisions for up to an additional two (2) years where the combined total of all purchase order fees or annual fees do not exceed ten percent (10%) of the annual contract amount, and do not significantly change the scope of the original Agreement, consistent with Exhibit B to the Agreement, for a five-year total not to exceed \$270,082.80; and
- d. Authorize the Treasurer-Tax Collector to sign any amendments to the original Agreement or approve specific pickup services scheduling and location changes as may be required for performance or security functionality and do not significantly change the scope of the original Agreement.

SUMMARY AND DISCUSSION:

The County Treasurer-Tax Collector has solicited via the RFP process for a vendor to perform armored car deposit pickup service at various departments with drop off to the Treasury or to the designated County banks. The RFP process is the first time that the County has had to seek these services on its own. Previous to banking industry de-regulation, armored car pick-up and delivery service was included as part of deposit services with the County's banking provider. The County issued the RFP for these services via the RFP process to improve current services, obtain additional new services, and to seek competitive rates. After careful review, it was determined by the selection committee that an agreement be reached with Garda World Corporation.

The Treasurer-Tax Collector and Garda World Corporation will support the new service locations as county offices have moved, as well as improve the amount of time allotted for pick-up and delivery. This agreement also provides flexibility for additional pick-up locations and covers service issues that existed in a previous agreement.

The proposed Agreement is non-standard for the County, but is a compilation of the standard County contract and a standard agreement that Garda uses throughout the United States. The County Treasurer-Tax Collector has reviewed this document and is recommending approval of this Agreement.

OTHER AGENCY INVOLVEMENT:

The Agreement was approved by County Counsel, and reviewed with Risk Management due to the presence of non-standard terms/conditions required by the vendor primarily related to industry specific insurance, which terms include, but are not limited to, limitations on the vendor's liability, as well as the lack of a percentage limitation on possible price increases in fuel and services.

FINANCING:

The cost of the April 2, 2018 through March 31, 2021 Agreement totals \$160,000. The Agreement cost for the period of April 2, 2018 through June 30, 2018 is included in the current year budget. All future year costs will be included in the submitted budget for each of the respective fiscal years.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The execution of the proposed Agreement with Garda World Corporation will provide security to County departments for their deposit needs and provides for additional improvement in the cash handling process within the Treasury. This recommendation also supports the Administration initiative by providing transparency and accountability in the management of County funds.

Mark a check to the related Board of Supervisors Strategic Initiatives

- ☐ Economic Development
- ☒ Administration
- ☐ Health & Human Services
- ☐ Infrastructure
- ☐ Public Safety

Prepared by: Susanne King, Treasury Manager, X5490

Approved by: Mary Zeeb, Treasurer-Tax Collector, X5015

Attachments:

Scope of Work - Exhibit A.

Pricing Worksheet - Exhibit B.

Additional Terms and Conditions - Exhibit C.

Custom Fuel Surcharge Index and Methodology - Exhibit D.

Garda Standard Agreement

CC: Mike Derr