

Mayor and Council Communication

DATE: 08/13/24

M&C FILE NUMBER: M&C 24-0637

LOG NAME: 13P RFP 24-0191 ARMORED CAR SERVICES FMS CB

SUBJECT

(ALL) Authorize Execution of Agreement with Garda CL Southwest, Inc. for Armored Car Services in an Annual Amount Up to \$120,000.00 and Authorize Four Automatic One-Year Renewal Options for the Same Annual Amount for All City Departments

RECOMMENDATION:

It is recommended that the City Council authorize execution of an agreement with Garda CL Southwest, Inc. for armored car services in an annual amount up to \$120,000.00 and authorize four automatic one-year renewal options for the same annual amount for all City departments.

DISCUSSION:

The Financial Management Services Department approached the Purchasing Division to secure an annual agreement for armored car services. Under the proposed agreement the vendor will provide armored car services to pick up currency at City facilities and deliver to the City's bank provider. Purchasing Staff issued Request for Proposal (RFP) Number 24-0191. The RFP consisted of detailed specifications describing the responsibilities and requirements to provide these services. The RFP was advertised in the *Fort Worth Star-Telegram* on April 24, 2024, May 1, 2024, May 8, 2024 and May 15, 2024. The City received two (2) responses.

An evaluation panel consisting of representatives from the Financial Management Services and Municipal Courts Departments reviewed and scored the submittals using Best Value criteria. The individual scores were averaged for each of the criteria and the final scores are listed in the table below.

Vendor	Evaluation Factors				
	a	b	c	d	Total Score
Garda CL Southwest, Inc.	15	15.83	11.33	30	72.16
Brinks, Inc.	13.33	11.67	9.33	15.98	50.31

Best Value Criteria

- a. Bidders' qualifications and experience
- b. Approach to perform services
- c. Bidder's ability to meet the City's needs
- d. Cost

After evaluation, the panel concluded that Garda CL Southwest, Inc. presents both the best value and the necessary coverage for the City; therefore, the panel recommends that Council authorize an agreement with Garda CL Southwest, Inc. No guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendor bid met specifications.

FUNDING: The maximum annual amount allowed under this agreement will be \$120,000.00; however, the actual amount used will be based on the needs of the department and available budget. Funding is budgeted in the participating departments Operating Funds.

BUSINESS EQUITY: A waiver of the goal for Business Equity subcontracting requirement is approved by the DVIN-BE, in accordance with the Business Equity Ordinance, because the purchase of goods or services is from sources that have negligible subcontracting or supplier opportunities.

AGREEMENT TERMS: Upon City Council approval, this agreement shall begin upon execution and expire one year from that date.

RENEWAL OPTIONS: This agreement may be automatically renewed for up to four (4) one-year renewal periods. This action does not require specific City Council approval provided that City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the participating departments' Operating Funds to support the approval of the above recommendation and award of the contract. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

Submitted for City Manager's Office by: Reginald Zeno 8517

Originating Business Unit Head: Reginald Zeno 8517

John Samford 2318

Additional Information Contact: Jo Ann Gunn 8525

Charles Benson 8063