

## ***Request For Proposal***

### ***Armored Car Services***

#### ***Addendum #1***

*This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents dated July 24, 2020 as noted below. This Addendum shall become a part of the Contract Documents to the same extent as though it had been written into the body thereof and bound therein. This Addendum is applicable to the items affected and all bidders are held responsible for the contents herein. Please acknowledge receipt of this Addendum in the space provided on the BID PROPOSAL FORM; failure to do so may subject the Bidder to disqualification.*

*This Addendum consists of the following.*

- A. *Pre-Proposal Meeting Presentation*
  - i. *Attached*

**Questions must be submitted / emailed to [abarrington@spokaneairports.net](mailto:abarrington@spokaneairports.net) no later than:  
August 7, 2020 @ 4 PM (PDT)**

**Submit one (1) electronic version of your Proposal in Adobe PDF format via email to  
[abarrington@spokaneairports.net](mailto:abarrington@spokaneairports.net) no later than August 21, 2020 @10 AM (PDT)**



**SPOKANE**  
INTERNATIONAL AIRPORT

# Armored Car Services Pre-Proposal Meeting

**Andrew Barrington**  
**Manager, Parking & Ground Transportation**



**Spokane International Airport**  
GEG — GENERATING ECONOMIC GROWTH

## Tentative Schedule

The following is the schedule for this RFP process (which is subject to change):

<b>Date</b>	<b>Description</b>
July 24, 2020	Issuance & Advertisement of RFP
August 4, 2020 @ 2 PM (PDT)	Pre-Proposal Meeting
August 7, 2020 @ 4 PM (PDT)	Deadline for Submission of Questions
August 12, 2020 @ 4 PM (PDT)	Deadline for Airport's Posting of Addenda/Questions
August 21, 2020 @ 10 AM (PDT)	Proposal Submission Deadline (Due Date)
Week of August 24-28	Review Proposals by internal panel
No later than, September 4, 2020	Notify Finalist(s)
September 17, 2020	Airport Execution of Contract
November 1, 2020	Commencement of Services Under the Contract

## Scope of Work

- Pick-up is to occur between the hours of 9 AM and 4 PM, from the Airport five (5) days per week Monday through Friday at 9121 W. Airport Dr., Spokane WA, 99224.
- On-premise time will be at a minimum of eight (8) minutes
- Pick-up will include approximately 10 bags (CASH and/or COIN)
- The deposit must be taken to US Bank Vault in Spokane, WA (address to be provided once Contract is executed) next day, any change order will need to be picked up from US Bank one day prior to service day.
- The Proposer is required to establish procedures to ensure that all bank deposit bags are tracked, inventoried, and delivered promptly to the correct bank or financial institution as designated on the bag(s).
- The maximum requested liability coverage is \$75,000.00

## Evaluation Criteria

Proposal Information Form	5 Points
Cover Letter	15 Points
Relevant Experience of the Firm	20 Points
Reference	15 Points
Proposed Cost	40 Points
Organization of Submission Requirements	5 Points

## PROPOSAL INFORMATION FORM

Name of Proposing Firm:	Contact Individual's Name:
Address of Contact Individual:	
Phone Number of Contact Individual:	E-mail Address of Contact Individual:
State of Washington UBI Number:	
Receipt is hereby acknowledged of Addenda No(s): _____	

### **OFFICIAL AUTHORIZED TO SIGN FOR PROPOSER:**

"I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct":	
Signature:	Date:
Print Name and Title	Location or Place Executed: (City, State)

The above authorized individual makes the following affirmations on behalf of the proposing firm:

1. I am authorized to make these affirmations;
2. All answers and statements made in the Proposal are true and correct;
3. In preparing this Proposal, the financial information contained in it has been arrived at independently and without consultation, communication or agreement with the Board, or other Proposers, to restrict competition as to any matter relating to this RFP.
4. No fee or commission, or any other thing of value, has been paid or agreed to be paid to any employee, agent, representative, official, contractor, or Proposer of the Board in order to procure the contract described in this RFP;
5. The firm is properly licensed, or will obtain, proper licenses prior to commencement of services, to conduct business in the state of Washington if legally required.
6. The proposed cost stated in this proposal are valid for ninety (90) days following the date of proposal submission.



## Proposal Submission

- Questions must be submitted to [abarrington@spokaneairports.net](mailto:abarrington@spokaneairports.net) the individual named above no later than: August 7, 2020 @ 4 PM (PDT)
- Sealed proposals will be accepted until 10:00 AM PDT, Friday, August 21, 2020, in Adobe PDF format via email to [abarrington@spokaneairports.net](mailto:abarrington@spokaneairports.net)
- Proposals should not exceed twenty (20) pages.



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INTERNATIONAL AIRPORT

# Questions?

**Andrew Barrington**  
**Manager, Parking & Ground Transportation**



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