



Armored Car Bank Deposit Services Proposal

(B7397)

Presented to:

Des Moines Public Schools

2/25/2016

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**FORM OF PROPOSAL**

Des Moines Public Schools
Division of Purchasing
1915 Prospect Road
Suite 1200
Des Moines, IA 50310
Phone (515)242-7751
Fax (515)242-7550

No: B 7397
Date Issued: 2/9/16
Date Due: 2/25/16
Time: 9:00 a.m.

BIDS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED WILL BE RECEIVED AT THE ABOVE OFFICE UNTIL, BUT NOT LATER THAN, THE DATE AND TIME ABOVE STATED AND THEN PUBLICLY OPENED FOR FURNISHING THE FOLLOWING SUPPLIES, EQUIPMENT AND/OR SERVICE F.O.B. DESTINATION Mark Mattiussi, Purchasing Agent

Item No.	Quantity	Unit	Description	Unit Price	Amount
			ARMORED CAR BANK DEPOSIT SERVICES In Accordance with the attached Form of Proposal Worksheet, Special Conditions and General Terms and Conditions		
001	1		Annual Charge for Pickup/Delivery at each of the locations listed on the attached "Building List." Complete the pricing on the "Building List" and insert the Grand Total here.		\$ 52,453.26
002	1		Additional Charge for a Special Pickup at a location.		\$ 15.00
			Period of Contract This contract is for the period July 1, 2016 through June 30, 2017. The District reserves the option to renew the contract with the successful bidder for up to four additional years. The amount of the contract for the second through the fifth year shall be negotiated at the close of each preceding year. The renewal option may not be exercised if it is not in the District's best interest		
			TOTAL		\$52,453.26

The undersigned bidder certifies, by responding to this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local department or agency. Further, it is the policy of the Des Moines Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you believe you have been discriminated against or treated unjustly, please contact the Equity Coordinator, Isalah McGee at 2323 Grand Avenue, Des Moines, IA 50312, 515-242-7662 Isalah.mcgee@dmschools.org Section 504 34 CFR 104.8, Title IX 34 CFR 106.9, OCR Guidelines IV.O and V.C. Also the District plans to pay Seller using a procurement or virtual credit card, or may make payments by electronic funds transfer and recommends that Contractors accept one of these forms of payment. Finally by signing this document the Seller and their agent(s) have read, understand and will comply with the District's Acknowledgement & Certification requirements as detailed below. Delivery shall be made between the hours of 8:00 a.m. and 3:30 p.m. at: As specified on the enclosed documents

Company Name: Rochester Armored Car Co. Inc. Street Address 2500 Bell Ave.
Representative Name: [Signature] City Des Moines State IA Zip 50321

Representative Title: Sales Service Subcontract Coordinator Phone (515) 243-7179 Fax (515) 243-2942

SUBJECT TO THE TERMS AND CONDITIONS @ <http://www.dmschools.org/wp-content/uploads/2014/11/General-Terms-n-Conditions-New.pdf> THIS FORM AND EACH ADDITIONAL FORM OF PROPOSAL, IF ANY, MUST BE SIGNED.



Acknowledgment & Certification

Rochester Armored Car Co. Inc. ("Company") is providing services to the Des Moines Independent Community School District ("District") as a contractor, vendor, supplier, provider or sub-provider and/or is operating or managing the operations of a contractor, vendor, supplier or provider. The services provided by the Company may involve the presence of the Company's employees upon the real property of the District.

The Company acknowledges that Iowa law prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon the real property of the District. The Company further acknowledges that, pursuant to Iowa law, a sex offender who has been convicted of a sex offense against a minor shall not operate, manage, be employed by, or act as a contractor or volunteer at the District.

The Company hereby certifies that no one who is an owner, operator or manager of the Company has been convicted of a sex offense against a minor. The Company further certifies and agrees that it shall not permit any person who is a sex offender convicted of a sex offense against a minor to provide any services to the District in accordance with the prohibitions set forth above.

The Company further certifies that the Company has completed a satisfactory background check on the Company's employees. The Company hereby agrees to provide the District with the Company's background screening procedures including specific context and infractions that are reviewed by the Company. The District reserves the right to, but does not have the obligation to, conduct a District background check on Company employees as determined by the District in its sole discretion. The District reserves the right to restrict access of any Company employee upon the real property of the District if such employee does not clear the District's background check.

The District reserves the right, but does not have the obligation to, to audit the Company's background screening program at any time, whether announced or unannounced. The Company hereby agrees that the Company shall, upon request, permit an authorized District representative to review background screening records, including those of individual Company employees, in order to conduct a compliance review, audit or investigation, to the fullest extent permitted by law.

The Company shall ensure that the provisions of this Acknowledgement and Certification are extended to any and all subcontractors, consultants, or others the Company may engage if such engagement involves their presence upon the real property of the District.

The Company understands and agrees that violation of any of the provisions of this Acknowledgement and Certification shall constitute sufficient grounds for termination of any contract or subcontract without damages or penalty to the District.

This Acknowledgment and Certification is to be construed under the laws of the State of Iowa. If any portion hereof is held invalid, the balance of the document shall, notwithstanding, continue in full legal force and effect.

In signing this Acknowledgment and Certification, the person signing on behalf of the Company hereby acknowledges that he/she has read this entire document that he/she understands its terms, and that he/she not only has the authority to sign the document on behalf of the Company, but has signed it knowingly and voluntarily.

SPECIAL CONDITIONS FOR ARMORED CAR BANK DEPOSIT SERVICES

Contract Period

Bid is to be effective for 2016- 2017 school year for armored car bank deposit services beginning July 1, 2016 through June 30, 2017. The District reserves the option to renew the contract for four (4) additional years after the original contract period. The amount of the contract for the second through fifth years will be negotiated at the close of each preceding year.

General

Contractor to provide armored car bank deposit services for the various schools and locations of the Des Moines Independent Community School District for the 2016-2017 fiscal year. Contractor to pick up sealed tamper evident bank deposit bags from designated schools and deliver to the District designated bank in Des Moines.

Deposit Bag Pick-Up Schedule

Service is required daily, weekly, twice a week, or bi-weekly according to the attached pickup schedule for the school year and summer.

Lines of Communication

Communication between the District and Service Provider will be in writing as appropriate. Email and Fax are appropriate. The District and the Service Provider will designate a representative to deal with day to day logistical matters. Matters of policy for the District are to be referred to the Food & Nutrition Management Director, Sandy Huisman, (515) 242-7636.

Award of Quote

The District intends to award on an all or none basis for an armored car bank deposit provider. The District reserves the right to request pricing for additional schools throughout the life of the quote.

Prices

Bidders are to enter price per school for armored car bank deposit services on the attached "Des Moines Public Schools Building List" worksheet. Frequency of pickup varies by location and by the time of year. August – May are considered the 10-month school year. June and July are considered the 2 summer months. Specific information is detailed on the "Des Moines Public Schools Building List" worksheet.

Questions

For general questions about the quote, please contact Mark Mattiussi, Purchasing Agent, at (515) 242-7649. Questions regarding the bid requirements please contact Brett Perman at (515) 242-7738.

Des Moines Public School Buildings

School	Address	City	State	Zip	Comments	Frequency of pickup (During School Year)	Frequency of pickup (During Summer)	Day of Pickup	Time Frame	Monthly Cost During School Year (10 months)	Monthly Cost During Summer (2 Months)
Brubaker Elementary	2900 East 42nd	Des Moines	IA	50317		weekly	every other week	Friday	9am to 3pm	\$ 38.75	\$ 19.48
Capitol View Elementary	320 E. 16th Street	Des Moines	IA	50316		weekly	every other week	Friday	9am to 3pm	\$ 38.75	\$ 19.48
Carver Elementary	705 East University Avenue	Des Moines	IA	50316		weekly	every other week	Friday	9am to 3pm	\$ 38.75	\$ 19.48
Cattell Elementary	3101 East 12th Street	Des Moines	IA	50316		weekly	every other week	Thursday	9am to 3pm	\$ 38.75	\$ 19.48
Cowles Elementary	6401 College Avenue	Windsor Heights	IA	50324		weekly	every other week	Wednesday	9am to 3pm	\$ 38.75	\$ 19.48
Downtown School	1800 Grand Avenue	Des Moines	IA	50309	Located in the Central Campus building, so once per week this will be a stop at two different locations within the same building	weekly	every other week	Tuesday	9am to 3pm	\$ 77.50	\$ 38.75
Edmunds Elementary	950 15th Street	Des Moines	IA	50314		weekly	every other week	Tuesday	9am to 3pm	\$ 38.75	\$ 19.48
Findley Elementary	3025 Oxford	Des Moines	IA	50313		weekly	every other week	Thursday	9am to 3pm	\$ 38.75	\$ 19.48
Garton Elementary	2820 East 24th Street	Des Moines	IA	50317		weekly	every other week	Thursday	9am to 3pm	\$ 38.75	\$ 19.48
Greenwood Elementary	316 37th Street	Des Moines	IA	50312		weekly	every other week	Tuesday	9am to 3pm	\$ 38.75	\$ 19.48
Hanawalt Elementary	225 56th Street	Des Moines	IA	50312		weekly	every other week	Tuesday	9am to 3pm	\$ 38.75	\$ 19.48
Hillis Elementary	2401 56th Street	Des Moines	IA	50310		weekly	every other week	Tuesday	9am to 3pm	\$ 38.75	\$ 19.48
Howe Elementary	2900 Indianola Road	Des Moines	IA	50315		weekly	every other week	Monday	9am to 3pm	\$ 38.75	\$ 19.48
Hubbell Elementary	800 42nd Street	Des Moines	IA	50312		weekly	every other week	Tuesday	9am to 3pm	\$ 38.75	\$ 19.48
Jackson Elementary	3825 Indianola Avenue	Des Moines	IA	50315		weekly	every other week	Friday	9am to 3pm	\$ 38.75	\$ 19.48
Jefferson Elementary	2425 Watrous Avenue	Des Moines	IA	50321		weekly	every other week	Monday	9am to 3pm	\$ 38.75	\$ 19.48
Jesse Franklin Taylor	1801 16th Street	Des Moines	IA	50314		weekly	every other week	Thursday	9am to 3pm	\$ 38.75	\$ 19.48
King Elementary	1849 Forest Avenue	Des Moines	IA	50314		weekly	every other week	Tuesday	9am to 3pm	\$ 38.75	\$ 19.48
Lovejoy Elementary	801 E. Kenyon Avenue	Des Moines	IA	50315		weekly	every other week	Monday	9am to 3pm	\$ 38.75	\$ 19.48
Madison Elementary	806 Hoffman Avenue	Des Moines	IA	50316		weekly	every other week	Thursday	9am to 3pm	\$ 38.75	\$ 19.48
McKinley Elementary	1610 SE 6th Street	Des Moines	IA	50315		weekly	every other week	Monday	9am to 3pm	\$ 38.75	\$ 19.48
Mitchell Elementary	111 Porter	Des Moines	IA	50315		weekly	every other week	Monday	9am to 3pm	\$ 38.75	\$ 19.48
Monroe Elementary	3015 Francis	Des Moines	IA	50310		weekly	every other week	Wednesday	9am to 3pm	\$ 38.75	\$ 19.48
Morris Elementary	1401 Geil Avenue	Des Moines	IA	50315		weekly	every other week	Monday	9am to 3pm	\$ 38.75	\$ 19.48
Moore Elementary	3725 52nd St	Des Moines	IA	50310		weekly	every other week	Tuesday	9am to 3pm	\$ 38.75	\$ 19.48
Moulton Elementary	1541 8th Street	Des Moines	IA	50314		weekly	every other week	Thursday	9am to 3pm	\$ 38.75	\$ 19.48
Oak Park Elementary	3928 6th Avenue	Des Moines	IA	50313		weekly	every other week	Thursday	9am to 3pm	\$ 38.75	\$ 19.48
Park Avenue Elementary	3141 SW 9th Street	Des Moines	IA	50315		weekly	every other week	Monday	9am to 3pm	\$ 38.75	\$ 19.48
Perkins Elementary	4301 College Avenue	Des Moines	IA	50311		weekly	every other week	Tuesday	9am to 3pm	\$ 38.75	\$ 19.48
Phillips Elementary	1701 Lay Street	Des Moines	IA	50317		weekly	every other week	Friday	9am to 3pm	\$ 38.75	\$ 19.48
Pleasant Hill Elementary	4801 E. Oakwood Drive	Pleasant Hill	IA	50327		weekly	every other week	Friday	9am to 3pm	\$ 38.75	\$ 19.48
River Woods Elementary	2929 SE 22nd Street	Des Moines	IA	50320		weekly	every other week	Friday	9am to 3pm	\$ 38.75	\$ 19.48
Sameulson Elementary	3929 Bel Aire	Des Moines	IA	50310		weekly	every other week	Wednesday	9am to 3pm	\$ 38.75	\$ 19.48
Smouse Elementary	2820 Center Street	Des Moines	IA	50312		weekly	every other week	Tuesday	9am to 3pm	\$ 38.75	\$ 19.48
South Union Elementary	4201 South Union	Des Moines	IA	50315		weekly	every other week	Monday	9am to 3pm	\$ 38.75	\$ 19.48
Stowe Elementary	1411 East 33rd Street	Des Moines	IA	50317		weekly	every other week	Friday	9am to 3pm	\$ 38.75	\$ 19.48
Studebaker Elementary	300 E. County Line Road	Des Moines	IA	50320		weekly	every other week	Monday	9am to 3pm	\$ 38.75	\$ 19.48
Walnut Street	901 Walnut Street	Des Moines	IA	50309		weekly	every other week	Tuesday	9am to 3pm	\$ 38.75	\$ 19.48

Des Moines Public School Buildings

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