

## **Executive Summary**

### **Recommendation of \$500,000 or Greater FY21-090 – Armored Car Services (Cash-in-Transit)**

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#### **Introduction**

##### **Responsible: Procurement & Warehousing Services (PWS)**

This request is to approve the recommendation to award Request for Proposal (RFP) FY21-090 – Armored Car Services (Cash-in-Transit) for a period of one (1) year from August 4, 2020 through July 31, 2021. This RFP replaces the Invitation to Bid (ITB) 16-040H – Armored Car Services and will be used by schools and Food & Nutrition (FNS) Services for the transfer of funds from The School Board of Broward County, Florida (SBBC), school sites to a centralized banking depository.

The spending authority being requested is \$ \$469,844.

#### **Goods/Services**

##### **Responsible: Business Support Center (BSC) and Food & Nutrition Services (FNS)**

The RFP allows schools, department sites, and FNS to acquire Armored Car Services at a fixed cost for the transfer of funds from schools and department sites to centralized and non-centralized bank depositories. FNS is the primary user of the armored car service, requiring daily pick-ups of funds from each school site cafeterias. Schools require pick-up service two (2) to three (3) times per week. The pick-up services for the schools are dependent upon the school's activities, i.e., fundraising, student field trips, and/or student obligations and fees. The armored car service is essential for maintaining a safe and secure environment and the protection of the District's funds.

#### **Procurement Method**

##### **Responsible: PWS**

The solicitation for this RFP ran from April 28, 2020 through May 22, 2020. Forty-four (44) vendors were notified, and three (3) downloaded the RFP documentation. Procurement & Warehousing Services (PWS) received one (1) responsive and responsible proposal. Brink's Incorporated's proposal was rejected since the proposer did not accept SBBC's terms and conditions. Follow-up was made with the Vendor that downloaded the RFP but did not submit a response. The response from the Vendor indicated they were interested if the scope of work included an option to provide pick-up service utilizing a Kiosk solution. The evaluation committee evaluated the proposal and recommended for award Mid Florida Armored & ATM Services, Inc.

The Affirmative Procurement Initiative recommended by the Supplier Diversity and Outreach Program for this RFP was the Minority/Women Business Enterprise Annual Aspiration Goal.

#### **Financial Impact**

##### **Responsible: PWS, BSC, and FNS**

The current ITB 16-040H was award on September 15, 2015, to Dunbar Armored Inc., which was acquired by Brink's Incorporated. Pricing for RFP FY21-090 was negotiated from the original proposed pricing of \$16.00 per pick-up to \$12.50 per pick-up for the school's internal accounts and \$11.50 per pick-up for FNS, resulting in around \$\$217,750 in cost avoidance for the initial term of the RFP. There is around fifty (50) percent price increase from the previous contract award. PWS performed a benchmark with several school districts and counties, and the average prices found, for comparable agencies and active contracts, was around \$17.00 per pick-up.

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The spending authority requested is \$469,844.

Food & Nutrition Services operates under the National School Lunch Program, which requires students to receive meals according to their Meal Eligibility Status; Free, Reduced, or Paid. Student's monies for reduced and paid meals will be collected, requiring armored car pick up for bank deposits. Requested number of pick-ups may be reduced until a full District reopening occurs.

The District will also need the Armored Car Services services for pick-up at the schools for any cash or check payments for Student Obligations, Donations, Club Fundraisers, Club Dues, VPK, and Before & After School Child Care. The Internal Specialist and the School Bookkeepers will be directed to contact the vendor to schedule a pick-up only when there is monies to be deposited in the bank, which will limit the amount of pick-up the schools are being charged.

The spending authority initially calculated considered the full opening of schools at the beginning of the school year; however considering the impacts of COVID-19 and the current proposed model for the reopening of the District, the projections for the first three (3) months of the agreement was reduced to ten (10) percent of the initially projected number of pick-ups. The Vendor will be notified when the schools and the District return to its regular schedule.

<b>Pick up locations</b>	<b>Original Estimated number of pick-ups (annual)</b>	<b>Projected Reduced number of pick-ups (*)</b>	<b>Price per pick-up</b>	<b>Projected amount (year)</b>
Schools/Department sites	14,000	10,850	\$12.50	\$135,625
Cafeterias (FNS)	37,500	29,063	\$11.50	\$334,219
<b>Total</b>	<b>51,500</b>	<b>39,913</b>		<b>\$469,844</b>

\* considers ten (10) percent of the initially estimated number of pick-ups for the first three (3) months of the agreement.

Article 5.4 – Award, on Page 15 of 41 of the RFP FY21-090 – Armored Car Services (Cash-in-Transit) states, “The award shall not be a guarantee of business or a guarantee of specified quantities of products or volume of service.”

The Vendor is contacted when pick-ups are required and the services are then scheduled. The District will be charged only for services rendered.

Funding for this RFP will come from the Schools operating budgets and FNS’s budget. The amount requested was determined based on the requirements to satisfy the needs of the District. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.