Charleston Area Regional Transportation Authority (CARTA)

INVITATION FOR BIDS

ARMORED TRANSPORT SERVICES

Due Date: September 10, 2019
Time: 3:30 P.M. EST

Receipt Location:
BCD Council of Governments
Attn: Jason McGarry
5790 Casper Padgett Way
North Charleston, SC 29406

Invitation for Bids
Solicitation #CARTA2019-02

Armored Transport Services

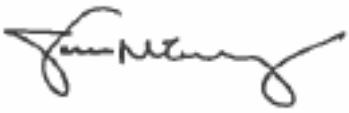
August 23, 2019

Invitation for Bids from qualified companies will be received to provide Armored Transport Services for Charleston Area Regional Transportation Authority (CARTA) located at 3664 Leeds Ave. North Charleston, SC 29405.

Bids will be received until **3:30 P.M., local time, September 10, 2019**, after which time will be publicly opened and read.

This solicitation does not commit Charleston Area Regional Transportation Authority (CARTA) to award a contract, to pay any cost incurred in the preparation of bids submitted, or to procure or contract for the services. Charleston Area Regional Transportation Authority (CARTA) reserves the right to accept or reject, any, all, or any part of offers received as a result of this request, or to cancel in part or in its entirety this bid if it is in the best interests of Charleston Area Regional Transportation Authority (CARTA) to do so.

Sincerely,



Jason M. McGarry
Procurement/Contracts Administrator
Charleston Area Regional Transportation Authority

*Note: The deadline shown above 3:30 P.M on **September 10, 2019** is extremely important. The completed bid must have been physically received on or prior to that deadline. If you plan to have your bid delivered other than by personal delivery, please remember that even though the bid may be postmarked prior to the deadline, if it is not received by the deadline time and date, it absolutely cannot be considered.*

DESCRIPTION: **Armored Transport Services**

QUESTIONS MUST BE RECEIVED BY: **September 03, 2019 by 3:00 PM**
SUBMIT OFFER BY (Opening Date/Time): **September 10, 2019 by 3:30 PM**

NUMBER OF COPIES TO BE SUBMITTED: One (1) Original and One (1) Copy.

You must submit a signed copy of this form with Your Offer. By signing, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.	
NAME OF OFFEROR (full legal name of business submitting the offer)	Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.
AUTHORIZED SIGNATURE (Person must be authorized to submit binding offer to contract on behalf of Offeror.)	DATE SIGNED
TITLE (Business title of person signing above)	STATE VENDOR NO. (Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)
PRINTED NAME (Printed name of person signing above)	STATE OF INCORPORATION (If you are a corporation, identify the state of incorporation.)

OFFEROR'S TYPE OF ENTITY: (Check one) (See "Signing Your Offer" provision.)

___ Sole Proprietorship ___ Partnership ___ Other_____

___ Corporate entity (not tax-exempt) ___ Corporation (tax-exempt) ___ Government entity (federal, state, or local)

HOME OFFICE ADDRESS (Address for offeror's home office/principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause) _____ Area Code - Number - Extension Facsimile _____ E-mail Address
PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)

____Payment Address same as Home Office Address ____Payment Address same as Notice Address **(check only one)**	____Order Address same as Home Office Address ____Order Address same as Notice Address **(check only one)**

ACKNOWLEDGMENT OF ADDENDUM Offerors acknowledges receipt of addendums by indicating addendum number and its date of issue.							
Addendum No.	Addendum Issue Date	Addendum No.	Addendum Issue Date	Addendum No.	Addendum Issue Date	Addendum No.	Addendum Issue Date

INTRODUCTION

The Charleston Area Regional Transportation Authority (CARTA) is seeking bids for Armored Transport Services from qualified and experienced vendors to securely transport bank deposits in a safe, timely, and cost effective manner.

BACKGROUND

CARTA was created in 1997 by adoption of a mutual agreement by the following jurisdictions: Charleston County, The City of Charleston, The City of Hanahan, and The City of Isle of Palms, The City of North Charleston, The Town of Kiawah Island, The Town of Mt. Pleasant, and The Town of Sullivan's Island.

CARTA provides public transportation services within the member jurisdictions, with the authority to determine scope (routes, equipment, and facilities) and standards of the service to be provided. CARTA is subject to the regulations of the US Department of Transportation (DOT), Federal Transit Authority (FTA), South Carolina Department of Transportation (SCDOT), and federal, state and local laws.

SPECIAL INSTRUCTIONS

A. BID SUBMITTAL DEADLINE:

Bids will be received until **3:30 P.M. EST, September 10, 2019**, after which time will be publicly opened and read. Receipt location listed on Page 1.

B. REQUIRED DOCUMENTS:

Pages 3, 4 & 9 filled out completely, Signed Addendum (if issued), delivery to 5790 Casper Padgett Way, North Charleston, SC 29406.

C. TIME/TERM OF AGREEMENT:

The initial term of the Armored Transport Services Contract will be for one (1) year with the option to renew annually for a period not to exceed five (5) years.

D. NOTICE TO PROCEED:

The selected bidder shall be issued a written Notice to Proceed. Any services provided prior to receipt of this Notice to Proceed shall be at the sole risk and expense of the Bidder.

1.0 SCOPE OF SERVICES

CARTA is seeking to hire a vendor to pick up and transport the fares collected on board all CARTA revenue service vehicles. The provider will securely transport sealed bags containing cash and coins and deliver them to CARTA's deposit institution. Pickup will take place on Tuesdays and Fridays at CARTA 3664 Leeds Ave Charleston, SC 29405. Service times shall be between 9:00 AM and 12:00 PM. If service falls on a holiday, service will be delayed until the next scheduled date.

CARTA uses BB&T for their banking institution and typically has between 30-40 bags per visit with varied deposit amounts.

1.1 REQUIREMENTS

A. The service provider shall accept sealed bag(s) containing cash and coins from the designated location. A Signed and sequentially numbered receipt must be provided to CARTA for the bags and all pickups must be signed by both parties for to evidence the transfer of responsibility.

B. The service provider is required to establish procedures to insure that all bank deposits bags are tracked, inventoried, and delivered promptly to the correct bank or site location. Should an error occur such as incorrect delivery or loss, the service provider shall provide notice of the error to CARTA immediately upon discovery, followed by written notification within one (1) business day.

C. Once the service provider has signed for the pickup, the service provider becomes liable for the contents and is responsible for the security and transport of the contents.

D. The service provider personnel must be uniformed and armed, carry the company badge and photo identification and shall be bonded, license and trained by the service provider to perform duties as required. The offer shall provide a list of armored transportation personnel who picks up and signs for the deposit. Service providers must provide updated staff information on any new staff prior to the new staff member's arrival at the location. Deposits will not be released to the service provider's personnel without this information on file. This will be considered a missed pick up.

E. Pickups must be made between 9:00 AM and 12:00 PM. Failure to meet this requirement will count as a missed pickup.

F. When deposits do not appear on the bank statement, the bank requires proof of delivery from the service provider to the cash vault. Service provider will supply a copy of the signed manifest within 24 hours of notification, notwithstanding non-business days.

G. The Service Provider will assign a dedicated customer service representative and a qualified substitute. Customer service is a critical portion of the relationship. Service Provider shall respond within 8 hours during regular business days.

H. CARTA recognizes that due to unforeseen circumstances such as weather and/or severe traffic, the Service Provider may, occasionally, miss the window time frame. The Service Provider should notify CARTA as soon as possible about early or late pick-ups so staff can be scheduled to be available.

I. Service Provider shall be held liable for any damage caused by the drivers to CARTA property and further agrees to notify CARTA immediately of any damage. Service Providers representatives driving vehicles on CARTA's grounds shall use extreme caution at all times – maximum speed is 5 M.P.H.

2.0 GENERAL TERMS & CONDITIONS

ASSIGNMENT

The successful Bidder shall not assign in whole or in part his duties under this contract without the prior written consent of CARTA. The successful Bidder shall not assign any money due or to become due to him under this Contract without the prior written consent of CARTA.

SUBCONTRACTORS

If any subcontractors will be used for this project, the successful Bidder shall provide to CARTA a list of names of any of the intended subcontractors, the subcontractor's applicable license number(s), and a description of the work to be done by each subcontractor, if requested.

The Bidder shall not substitute other subcontractors without the written consent of CARTA

Successful Bidder shall be responsible for all services performed by a subcontractor. Responsibilities include, but are not limited to, compliance with any applicable licensing regulations.

If at any time CARTA determines that any subcontractor is incompetent or undesirable, CARTA shall notify the successful Bidder accordingly, and the successful Bidder shall take immediate steps for cancellation of the subcontract and replacement.

Nothing contained in any contract resulting from this Invitation for Bids shall create any contractual relationship between any subcontractor and CARTA.

WAIVER

By submission of its Bid, the Bidder represents and warrants that it has sufficiently informed itself in all matters affecting the performance of the work or the furnishing of the labor, services, supplies, materials, or equipment called for in the solicitation; that it has checked the Bid for errors and omissions; that the prices and costs stated in its Bid are correct and as intended by it; and, are a complete and correct statement of its prices and costs for providing the labor, services, supplies, materials, or equipment required.

Confidential Information subject to the requirements of Section 30-4-10, et.. seq., Code of Laws of South Carolina, 1976, as amended, commercial or financial information obtained in response to this IFB which is privileged and confidential pursuant to S.C. Code Ann. '11-35-410 will not be disclosed. All Bidders, therefore, must visibly mark as "CONFIDENTIAL" each specific part of their Bid which such Bidders consider to contain privileged and confidential information.

Additionally, all Bidders shall be solely responsible for identifying as exempt from the Freedom of Information Act and visibly markings "EXEMPT FROM FREEDOM OF INFORMATION ACT" each specific part of their Bid which Bidder deems to be so exempt. Bidders shall further be

solely responsible for any consequences that might be related to arise from the nondisclosure of any information that is subsequently determined not to have such an exemption. If any part is designated as confidential, there must be attached to that part an explanation of how this information fits within one or more categories of matters that may be exempt from disclosure as set forth in the Freedom of Information Act. CARTA reserves the right to determine whether the information should be exempt from disclosure. No action may be brought against CARTA or its agents for its determination in this regard. CARTA hereby disclaims any responsibility for not disclosing information identified by any Bidder as confidential or exempt from Freedom of Information Act and further hereby disclaims any responsibility for any information which is disclosed as a result of Bidder's failure to visibly mark it as "confidential" or "exempt from Freedom of Information Act."

Bidders should not simply mark the entire bid as confidential or exempt from the Freedom of Information Act. Doing so will result in CARTA's making an independent determination of confidentiality or exemption.

CARTA hereby disclaims any responsibility for any information which is disclosed as a result of such independent determination of confidentiality or exemption necessitated by the Bidder's failure to properly follow this section.

COMPLIANCE WITH LEGAL REQUIREMENT

All applicable Federal, State and local laws, ordinances, and rules and regulations of any authorities (including but not limited to any laws, ordinances or regulations relating to the S.C. Department of Revenue or the S.C. Board of Contractors) shall be binding upon the successful Bidder throughout the pendency of this Project. The successful Bidder shall be responsible for compliance with any such law, ordinance, rule or regulation, and shall hold CARTA harmless and indemnify same in the event of non-compliance as set forth in the Contract.

CONTROLLING LAW

Any contract arising from this Invitation for Bids shall be governed by the laws of the State of South Carolina and any and all disputes arising out of said contract shall, if litigation is necessary, be litigated only in a non-jury hearing in the Circuit Court for the Ninth Judicial Circuit sitting in Charleston, South Carolina.

INCORPORATION BY REFERENCE

The contents of this Invitation for Bids, including all drawings, attachments, specifications, and any addenda, will become part of the contract for this Project.

NON-DISCRIMINATION

The successful Bidder shall not discriminate against any individuals based upon age, sex, race, disability or religion and shall abide by the requirements contained in Federal Executive Order Number 11246, as amended, including specifically the provisions of the equal opportunity clause.

DRUG -FREE WORKPLACE

Successful Bidder shall comply with the South Carolina Drug-Free Workplace Act, Section 44-107-10 et seq., South Carolina Code of Laws (1976, as amended).

RESERVED RIGHTS/LIMITATION OF FUNDING

All Bidders are notified that the contract for this service is contingent upon Federal and State appropriations. In the event that funding is eliminated, decreased or not granted, CARTA reserves the right to terminate any IFB; any contract awarded hereunder or modifies any contract or this IFB accordingly. CARTA makes no representations that any contract will be awarded to any Bidder responding to this IFB.

- CARTA reserves the right to waive any minor irregularities in any and all Bids.
- CARTA reserves the right to reject all Bids and re-solicit or cancel this procurement if deemed by CARTA to be in its best interest, without indicating any reason.

PROTEST PROCEDURES

Any prospective Bidder or contractor who is aggrieved in connection with the solicitation of a contract may protest to CARTA's Executive Director. Any such protest must be delivered in writing within five days of the issuance of the IFB or within five days of amendment thereto if the amendment is at issue. Any actual Bidder, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract shall protest to the Executive Director. Any such protest must be delivered in writing within five days of the date the notice of award or intent to award is posted. A protest must set forth all specific grounds of protest in detail and explain the factual and legal basis for each issue raised.

PROHIBITED INTEREST

No member, officer, employee of BCDCOG, or member of its Board during his/her tenure or one year thereafter, shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.

ADDENDUM

Any addendum issued during time of bidding and before the time of bid opening, or forming a part of documents loaned to Bidders for the preparation of the bid shall be covered in the bid and shall be a part of any resulting contract.

TAXES

The Bidder should be aware that S.C. Code Ann.' 12-8-550 requires withholding of a percentage of payments made to certain nonresidents conducting business in South Carolina. (Inquiries concerning Section 12-8-540 and 12-8-550 should be addressed to Withholding Section, South Carolina Tax commission, P.O. Box 125, Columbia, South Carolina, 29214 {telephone: (803)737-4804}.

LABOR PROVISIONS

South Carolina is a Right-to-Work state. The successful Bidder shall be responsible for compliance with all applicable requirements of 49 USC '5333(b).

BIDDER'S RESPONSE SHEET

Bidder Name: _____

The undersigned hereby offers to provide armored transport services for Charleston Area Regional Transportation Authority (CARTA).The pricing below is based upon pickups on Tuesdays and Fridays. Please note CARTA SC Sales Tax Exempt Certificate # 2005644-000.

BID PRICES:

Location	Description	Total
CARTA	Monthly Fee (excludes any excess charges)	$_____

Respectfully submitted this _____day of _____ 2019.

Company Name _____

Authorized Signature _____

Name and Title (type or print) _____

Excess Charges – Please provide detailed description and fee structure.

_____

_____

_____

_____

_____

_____

_____