



AGENDA MEMORANDUM

Action Item for the City Council Meeting October 14, 2025

DATE: October 7, 2025

TO: Peter Zaroni, City Manager

FROM: Sergio Villasana, Jr., Director of Finance & Procurement
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5-Year Service Agreement for Armored Courier Service

CAPTION:

Motion authorizing execution of a five-year service agreement with Rochester Armored Car Co., Inc., of Omaha, Nebraska, in the amount of \$227,280.00 for armored courier services needed city-wide, with FY 2026 funding of \$37,980.00 from various departments' funds.

SUMMARY:

This motion authorizes a service agreement with Rochester Armored Car Co. Inc. for armored courier services for the following divisions: Municipal Court, Police Department, Solid Waste Operations, Central Cashiering, Health Department, Airport, and Development Services. Finance & Procurement will be the Contract Administrator of the contract with funding coming from the respective departments.

BACKGROUND AND FINDINGS:

The departments listed above have a continuous need for Monday – Friday daily armored courier services. The current contract with Rochester Armored Car Co., Inc. is for these services and spans a 5-year term that has been extended for 3 months for a new expiration date of November 30, 2025. The current contract is for a total of \$193,900.00 and Rochester Armored Car Co., Inc. has been paid \$181,420.69 as of August 31, 2025.

While located in Nebraska, Rochester Armored Car Co., Inc. has a local office located at 134 Heinsohn Rd. Ste. A here in Corpus Christi.

PROCUREMENT DETAIL:

Finance & Procurement issued a Request for Bid (RFB) process on March 31, 2025, and received only one respondent. The RFB was reissued again on July 28, 2025. The City again only received one responsive, responsible bid from the incumbent, Rochester Armored Car Co., Inc. of Omaha, Nebraska.

Prices have increased by 30% compared to the previous contract with the same vendor for the Monday – Friday Service; however, the 2020 agreement had no increases during that entire 5-year period, while the CPI for the same period increased approximately 24% to 25%. The new agreement will be for 5 years with no increases. In addition, Rochester Armored Car Co., Inc. does not add any additional surcharges like other courier services do for late pick up or fuel.

The table below outlines the differences between the proposed agreement and the 2020 contract.

Description	2020	2025	Variance Total Cost	Variance Percent Increase
Monday - Friday Service	\$ 345.00	\$ 448.50	\$ 103.50	30%
Total	\$ 184,720.00	\$ 227,280.00	\$ 42,560.00	23%

Only the vehicle impound operations will use the Saturday service and only on the 1st Saturday of the month for the vehicle auction.

The table below outlines the schedule and frequency of pick-ups for each division.

Division/Pick-Up Location	Schedule
Central Cashiering	Daily, Monday thru Friday (morning pick up)
Development Services	Daily, Monday thru Friday (morning pick up)
CCPD	Daily, Monday thru Friday (morning pick up)
Municipal Court	Daily, Monday thru Friday (morning pick up)
Health Department	Daily, Monday thru Friday (morning pick up)
JC Elliot Transfer Station	Daily, Monday thru Friday (morning pick up)
CCPD Impound Lot	Daily, Monday thru Friday (morning pick up) and first Saturday of every month for auction (evening pick up)

CCIA	Daily, Monday thru Friday (morning pick up)
CCPD Narcotics Vice	"On-call" service as needed (not to exceed 20 pickups over the 5-year term)

ALTERNATIVES:

An alternative to awarding this service agreement is to reject the bid and not enter into a service agreement. This would cause the City not to have an armored courier service to pick up funds that have been collected and deposit them at the bank daily.

FISCAL IMPACT:

The fiscal impact in FY 2026 for Municipal Courts is \$4,485.00; Police Department is \$11,070.00; Solid Waste Operations is \$4,485.00; Central Cashiering is \$4,485.00; Health Department is \$4,485.00; Airport is \$4,485.00; and Development Services is \$4,485.00 for a combined amount of \$37,980.00 for a five-year service agreement for the armored courier services, with the remaining cost of \$189,300.00 funded in future years through the annual budget process.

FUNDING DETAIL:

Fund: 1020 General Fund
Organization/Activity: 10440 Municipal Court – Administration
Department: 22
Project # (CIP Only): **N/A**
Account: 530490 Armored Car Service
Amount: \$4,485.00

Fund: 1020 General Fund
Organization/Activity: 11750 Central Information
Department: 29
Project # (CIP Only): **N/A**
Account: 530490 Armored Car Service
Amount: \$4,485.00

Fund: 1020 General Fund
Organization/Activity: 11770 Vehicle Pound Operation
Department: 29
Project # (CIP Only): **N/A**
Account: 530490 Armored Car Service
Amount: \$5,985.00

Fund: 1020 General Fund
Organization/Activity: 11730 Narcotics/Vice Investigations
Department: 29
Project # (CIP Only): **N/A**
Account: 530490 Armored Car Service
Amount: \$600.00

Fund: 1020 General Fund
Organization/Activity: 12504 JC Elliot Transfer Station
Department: 31
Project # **(CIP Only)**: **N/A**
Account: 530490 Armored Car Service
Amount: \$4,485.00

Fund: 1020 General Fund
Organization/Activity: 10840 Central Cashiering
Department: 59
Project # **(CIP Only)**: **N/A**
Account: 530490 Armored Car Service
Amount: \$4,485.00

Fund: 1020 General Fund
Organization/Activity: 12641 Environmental Health Inspect
Department: 44
Project # **(CIP Only)**: **N/A**
Account: 530490 Armored Car Service
Amount: \$1,495.00

Fund: 1020 General Fund
Organization/Activity: 12662 Immunizations
Department: 44
Project # **(CIP Only)**: **N/A**
Account: 530490 Armored Car Service
Amount: \$1,495.00

Fund: 1020 General Fund
Organization/Activity: 12701 Laboratory
Department: 44
Project # **(CIP Only)**: **N/A**
Account: 530490 Armored Car Service
Amount: \$1,495.00

Fund: 4610 Airport Fund
Organization/Activity: 35030 Airport Parking/Transportation
Department: 53
Project # **(CIP Only)**: **N/A**
Account: 530490 Armored Car Service
Amount: \$4,485.00

Fund: 4670 Development Service Fund
Organization/Activity: 12201 Building/Permit Division
Department: 56
Project # **(CIP Only)**: **N/A**
Account: 530490 Armored Car Service
Amount: \$4,485.00

Total Amount: \$37,980.00

RECOMMENDATION:

Staff recommends approval of this motion authorizing a five-year service agreement with the lowest and most responsible bidder, Rochester Armored Car Co. Inc., as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation
Service Agreement