



## AGENDA MEMORANDUM

Action Item for the City Council Meeting July 28, 2020

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**DATE:** July 21, 2020

**TO:** Peter Zanoni, City Manager

**FROM:** Heather Hurlbert, Director of Finance  
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<b>Armored Courier Service</b>
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**CAPTION:**

Motion authorizing a five-year service agreement with Rochester Armored Car Co., Inc. in the amount not to exceed \$183,600.00 for armored courier services for various departments and will be facilitated by the Finance Department, effective upon issuance of notice to proceed, with FY 2020 funding in an amount of \$6,120.00 available in various departments' funds as outlined in the funding detail.

**SUMMARY:**

This motion authorizes a service agreement with Rochester Armored Car Co., Inc for armored courier services for Corpus Christi Police Department, Finance, Municipal Courts, Solid Wastes Operations, Health Department, Corpus Christi International Airport and Development Services. The respective departments will fund the services, while Finance will be the Contract Administrator of the contract.

**BACKGROUND AND FINDINGS:**

The City has a continuous need for armored courier services at the Police, Central Cashiering, Municipal Court, Corpus Christi International Airport and Development Services Departments, as well as cash manager safe services at the Health Department. The present contract is due to expire upon the issuance of this new contract to a new Contractor.

The Contracts and Procurement Department conducted a competitive Request for Bid process and received three bids and is recommending award to the lowest, responsive, responsible bidder, Rochester Armored Car Co., Inc. This bid was \$72,180 lower than

the incumbent, Brinks's Inc, proposed five year contracted amount and will save the City approximately \$14,000 annually.

**ALTERNATIVES:**

An alternative would be not to secure this service agreement. This would cause the City not to have a licensed courier service picking up funds collected and depositing to the bank daily.

**FISCAL IMPACT:**

The fiscal impact in FY 2020 for the Corpus Christi Police Department is \$1,420.00; Finance Department is \$690.00; Municipal Courts is \$690.00; Solid Wastes Operations is \$890.00; Health Department is \$690.00; Corpus Christi International Airport is \$1,050.00; and, Development Services is \$690.00 for a combined amount of \$6,120.00 for a five-year service agreement for the Armored courier services, with the remaining cost of \$177,480.00 funded in future years through the annual budget process.

**FUNDING DETAIL:**

Fund: 1020 General Fund  
Organization/Activity: 11700 Police Administration  
Mission Element: 151 Respond to Law Enforcement Calls  
Project # (CIP Only): n/a  
Account: 530490 Armored Car Service  
Cost: \$1,420.00

Fund: 1020 General Fund  
Organization/Activity: 10840 Central Cashiering  
Mission Element: 184 Treasury for Debt & Cash Management  
Project # (CIP Only): n/a  
Account: 530490 Armored Car Service  
Cost: \$690.00

Fund: 1020 General Fund  
Organization/Activity: 10440 Municipal Court – Administration  
Mission Element: 231 Dockets Records Fine Coll  
Project # (CIP Only): n/a  
Account: 530490 Armored Car Service  
Cost: \$690.00

Fund: 1020 General Fund  
Organization/Activity: 12504 JC Elliot Transfer Station  
Mission Element: 033 Landfills  
Project# (CIP Only): n/a  
Account: 530490 Armored Car Service  
Cost: \$890.00

Fund: 1020 General Fund  
Organization/Activity: 12690 Nursing Health Services  
Mission Element: 102 Provide & Manage Medical Clinics  
Project #**(CIP Only)**: n/a  
Account: 530490 Armored Car Service  
Cost: \$690.00

Fund: 4610 Airport Fund  
Organization/Activity: 35030 Airport Parking/Transportation  
Mission Element: 272 Management of Airport Operations  
Project #**(CIP Only)**: n/a  
Account: 530490 Armored Car Service  
Cost: \$1,050.00

Fund: 4670 Development Service Fund  
Organization/Activity: 12201 Inspections Operations  
Mission Element: 281  
Project #**(CIP Only)**: n/a  
Account: 530490 Armored Car Service  
Cost: \$690.00

**RECOMMENDATION:**

Staff recommends approval of this motion authorizing a five-year service agreement with Rochester Armored Car Co., Inc. as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Bid Tabulation  
Service Agreement