



## **AGENDA MEMORANDUM**

Future Item for the City Council Meeting of June 20, 2017

Action Item for the City Council Meeting of July 11, 2017

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**DATE:** June 13, 2017

**TO:** Margie C. Rose, City Manager

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<b>Armored Courier Services and Cash Manager Safe Service Agreement</b>
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### **CAPTION:**

Motion authorizing the City Manager or designee to execute a service agreement with Dunbar Armored of Hunt Valley, Maryland, for armored courier services and cash manager lease safe services, in response to Request for Bid (RFB) No. 151, based on lowest, responsive and responsible bid for a total bid amount not to exceed \$37,294.40 with an estimated expenditure of \$6,513.76 in FY2016-2017. The term of the agreement is for one year with option to extend for up to two additional one-year periods, subject to the sole discretion of the City.

### **PURPOSE:**

The purpose of this agenda item is to execute a contract with Dunbar Armored of Hunt Valley, Maryland, for armored courier services and cash manager safe services.

### **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.

An RFB for armored courier services was issued by the City of Corpus Christi. The RFB was advertised, posted on the City's Supplier Portal and 58 notifications were issued. One bid was received and was evaluated based lowest, responsive and responsible bid.

**ALTERNATIVES:**

No feasible alternatives

**OTHER CONSIDERATIONS:**

No feasible considerations

**CONFORMITY TO CITY POLICY:**

This purchase conforms to the City's purchasing policies and procedures and State Statutes regulating procurements.

**EMERGENCY / NON-EMERGENCY:**

Non-emergency

**DEPARTMENTAL CLEARANCES:**

Financial Services Department -Central Cashiering

**FINANCIAL IMPACT:**

X Operating      ☐ Revenue      ☐ Capital      ☐ Not applicable

<b>Fiscal Year: 2016-2017</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$168,739.69	\$30,780.64	\$199,520.33
Encumbered / Expended Amount	\$122,885.33	\$0.00	\$122,885.33
This item	\$6,513.76	\$30,780.64	\$37,294.40
BALANCE	\$39,340.60	\$0.00	\$39,340.60

Fund(s): General Fund

**Comments:** The initial contract term total is \$37,294.40, of which \$6,516.76 is funded in FY2016-17. The total contract value will be \$111,883.20 if all options years are executed.

**RECOMMENDATION:**

Staff recommends approval of the Motion.

**LIST OF SUPPORTING DOCUMENTS:**

Service Agreement  
Bid Tabulation