



COLLIN COUNTY

ARMORED CAR SERVICES

IFB 2018-149

**Courtney Wilkerson
Jack Hatchell Administration Building
2300 Bloomdale Road, Ste. 3160
McKinney, TX 75071**

**(P) 972-548-4113 (F) 972-548-4694
cwilkerson@collincountytx.gov**

Collin County exclusively uses IonWave Technologies, Inc. ([Collin County eBid](#)) for the notification and dissemination of all solicitations. The receipt of solicitations through any other means may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid/proposal non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other means.

LEGAL NOTICE

By order of the Commissioners' Court of Collin County, Texas, bids will be received by the County Purchasing Agent until **2:00 P.M., Thursday, September 6, 2018** for **Armored Car Services (IFB 2018-149)**. Bidders may secure copies of the Bidding Documents at <https://collincountytx.ionwave.net> . Bids will be opened by the Purchasing Agent in the Purchasing Conference Room, Collin County Administration Building, 2300 Bloomdale Road, Suite 3160, McKinney TX, 75071 on **Thursday, September 6, 2018 at 2:00 P.M.** The Commissioners' Court reserves the right to reject any and all bids.

ATTENTION: CLASSIFIEDS

**BILL TO: ACCOUNT NO 06100315-000
COMMISSIONERS' COURT**

NOTICE TO PUBLISHERS: Please publish in your issue on **Thursday, August 23, 2018 and Thursday, August 30, 2018**. A copy of this notice and the publisher's affidavit must accompany the invoice when presented for payment.

**NEWSPAPER: Plano Star Courier
August 20, 2018**

Collin County, Texas

Bid Information

Bid Owner Courtney Wilkerson Senior Buyer
Email cwilkerson@co.collin.tx.us
Phone (972) 548-4113 x
Fax (972) 548-4694 x
Bid Number 2018-149
Title Armored Car Services
Bid Type IFB
Issue Date 08/21/2018
Close Date 9/6/2018 02:00:00 PM (CT)

Contact Information

Address 2300 Bloomdale Rd.
Ste. 3160
McKinney, TX 75071
Contact Courtney Wilkerson Senior Buyer
Department Purchasing
Building Admin. Building
Floor/Room Ste.3160
Telephone (972) 548-4113 x
Fax (972) 548-4694 x
Email cwilkerson@co.collin.tx.us

Ship to Information

Address
Contact
Department
Building
Floor/Room
Telephone
Fax
Email

Supplier Information

Company Name _____
Contact Name _____
Address _____

Telephone _____
Fax _____
Email _____

Supplier Notes

The undersigned hereby certifies the foregoing bid submitted by the company listed below hereinafter called "bidder" is the duly authorized agent of said company and the person signing said bid has been duly authorized to execute same. Bidder affirms that they are duly authorized to execute this contract; this company; corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder or other person or persons engaged in the same line of business; and that the contents of this bid as to prices, terms and conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

Signature _____ Date ____ / ____ / ____

Bid Notes

The intended purpose for the following specifications is to describe Armored Car Services needed by Collin County. Vendor shall be required to make scheduled deposit and change order pick-ups and deliveries, as stated in the specifications.

Bid Activities

Date	Name	Description
8/29/2018 05:00 PM (CT)	Deadline to Submit Questions	Deadline to Submit Questions is Wednesday, August 29, 2018 at 5:00 pm CST.
8/31/2018 05:00 PM (CT)	Intent to Submit Bid	Do you intend to submit a bid?

Bid Messages

Bid Attachments

The following attachments are associated with this opportunity and will need to be retrieved separately

#	Filename	Description
Header	Legal_Notice_2018-149.doc	Legal Notice

Header	General_Instructions_Bid.docx	General_Instructions_Bid
Header	Terms_of_Contract_Bid.docx	Terms_of_Contract_Bid
Header	3.0_Insurance_Requirements.doc	Insurance Requirements
Header	Conditions and Specifications Final_cw.doc	Specifications
Header	Attachment A Delivery Locations.pdf	Attachment A-Delivery Locations
Header	HB23_CIQ_-_Pur.docx	Information Regarding Conflict of Interest Questionnaire
Header	CIQ_113015.pdf	Conflict of Interest Questionnaire
Header	HB89 Verification.docx	HB89/Chapter 2270 Verification
Header	W9_2014.pdf	W-9

Bid Attachments Requested

The following attachments are requested with this opportunity

#	Required	Specified Attachment
1	YES	Proposed Pickup Schedule : Provide a proposed daily pickup schedule, per Section 4.15.1.
2	NO	Conflicting Holiday Schedule : If applicable, provide conflicting holiday dates and corresponding charges should pickups be needed on these dates, per Section 4.14.
3	YES	2270 Verification Form
4	YES	W9 : Provide current W9 stating legal business name.
5	NO	Conflict of Interest Questionnaire

Bid Attributes

Please review the following and respond where necessary

#	Name	Note	Response
1	Delivery	Delivery will be F.O.B. inside delivery at Collin County designated locations and all transportation charges are to be paid by the supplier to destination. Please state delivery in calendar days from date of order.	_____ (Required)
2	Exceptions	Do you take exceptions to the specifications. If so, by separate attachment, please state your exceptions. Valid Responses: [Please Select], Yes, No	_____ (Required)
3	Insurance	I understand that the insurance requirements of this solicitation are required and a certificate of insurance shall be submitted to the Purchasing department if I am awarded all or a portion of the resulting contract. Please initial.	_____ (Required)
4	Subcontractors	State the business name of all subcontractors and the type of work they will be performing under this contract. If you are fully qualified to self-perform the entire contract, please respond with "Not Applicable-Self Perform".	_____ (Required)

- 5 Reference No. 1 List a company or governmental agency where these same/like products /services, as stated herein, have been provided. _____ (Required)
- Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.
- 6 Reference No. 2 List a company or governmental agency where these same/like products /services, as stated herein, have been provided. _____ (Required)
- Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.
- 7 Reference No. 3 List a company or governmental agency where these same/like products /services, as stated herein, have been provided. _____ (Required)
- Include the following: Company/Entity, Contact, Address, City/State/Zip, Phone, and E-Mail.
- 8 Cooperative Contracts As permitted under Title 8, Chapter 271, Subchapter F, Section 271.101 and 271.102 V.T.C.A. and Title 7, Chapter 791, Subchapter C, Section 791.025, V.T.C.A., other local governmental entities may wish to also participate under the same terms and conditions contained in this contract. Each entity wishing to participate must enter into an inter-local agreement with Collin County and have prior authorization from vendor. If such participation is authorized, all purchase orders will be issued directly from and shipped directly to the local governmental entity requiring supplies/services. Collin County shall not be held responsible for any orders placed, deliveries made or payment for supplies/services ordered by these entities. Each entity reserves the right to determine their participation in this contract. _____ (Required)
- Would bidder be willing to allow other local governmental entities to participate in this contract, if awarded, under the same terms and conditions?
Valid Responses: [Please Select], Yes, No
- 9 Preferential Treatment The County of Collin, as a governmental agency of the State of Texas, may not award a contract to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Government Code, Title 10, V.T.C.A., Chapter 2252, Subchapter A). _____ (Required)
1. Is your principal place of business in the State of Texas?
2. If your principal place of business is not in Texas, in which State is your principal place of business?
3. If your principal place of business is not in Texas, does your state favor resident bidders (bidders in your state) by some dollar increment or percentage?
4. If your state favors resident bidders, state by what dollar amount or percentage.

- 10 Debarment Certification _____ (Required)
- I certify that neither my company nor an owner or principal of my company has been debarred, suspended or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension," as described in the Federal Register and Rules and Regulations.
- Please initial.
- 11 Immigration and Reform Act _____ (Required)
- I declare and affirm that my company is in compliance with the Immigration and Reform Act of 1986 and all employees are legally eligible to work in the United States of America.
- I further understand and acknowledge that any non-compliance with the Immigration and Reform Act of 1986 at any time during the term of this contract will render the contract voidable by Collin County.
- Please initial.
- 12 Disclosure of Certain Relationships _____ (Required)
- Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor's affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor.
- By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.
- Please send completed forms to the Collin County County Clerk's Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071.
- Please initial.
- 13 Anti-Collusion Statement _____ (Required)
- Bidder certifies that its Bid/Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid/Proposal for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud.
- No premiums, rebates or gratuities permitted; either with, prior to, or after any delivery of material or provision of services. Any such violation may result in Agreement cancellation, return of materials or discontinuation of services and the possible removal from bidders list.
- Please initial.
- 14 Disclosure of Interested Parties _____ (Required)
- Section 2252.908 of the Texas Government Code requires a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of

perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section.

Section 2252.908 applies only to a contract entered into on or after January 1, 2016.

Please initial.

15 Notification Survey

In order to better serve our offerors, the Collin County Purchasing Department is conducting the following survey. _____ (Required)
We appreciate your time and effort expended to submit your bid. Should you have any questions or require more information please call (972) 548-4165.

How did you receive notice of this request?
Valid Responses: [Please Select], Plano Star Courier, Plan Room, Collin County eBid Notification, Collin County Website, Other

16 Bidder Acknowledgement

Bidder acknowledges, understands the specifications, any and all addenda, and agrees to the bid terms and conditions and can provide the minimum requirements stated herein. Bidder acknowledges they have read the document in its entirety, visited the site, performed investigations and verifications as deemed necessary, is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in Bid submittal resulting from Bidder's failure to do so. Bidder acknowledges the prices submitted in this Bid have been carefully reviewed and are submitted as correct and final. If Bid is accepted, vendor further certifies and agrees to furnish any and all products upon which prices are extended at the price submitted, and upon conditions in the specifications of the Invitation for Bid. _____ (Required)

Please initial.

17 Proposer Acknowledgement

Proposer acknowledges, understands the specifications, any and all addenda, and agrees to the proposal terms and conditions and can provide the minimum requirements stated herein. Offeror acknowledges they have read the document in its entirety, visited the site, performed investigations and verifications as deemed necessary, is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in Proposal submittal resulting from Proposer's failure to do so. Proposer acknowledges the prices submitted in this Proposal have been carefully reviewed and are submitted as correct and final. If Proposal is accepted, vendor further certifies and agrees to furnish any and all products/services upon which prices are extended at the price submitted, and upon conditions in the specifications of the Request for Proposal. _____ (Required)

Please initial.

18 Qualification Acknowledgement

Offeror acknowledges, understands the specifications, any and all addenda, and agrees to the terms and conditions and can provide the minimum requirements stated herein. Offeror acknowledges they have read the document in its entirety, visited the site (if necessary), performed investigations and verifications as deemed necessary, is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in _____ (Required)

statement submittal resulting from Offeror's failure to do so.

Please initial.

- 19 Offeror Acknowledgment _____ (Required)
Offeror acknowledges that they understand the specifications, any and all addenda, agrees to the terms and conditions, and can provide the minimum requirements stated herein. Offeror acknowledges they have read the document in its entirety and is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in the statement submitted resulting from Offeror's failure to do so. If statement is accepted, offeror further certifies and agrees to furnish any and all services upon conditions in the specifications of the Statement of Qualifications. Please initial.
- 20 Cooperative Contract Name _____ (Required)
State the cooperative contract name this quote is offered under. (i.e. TX DIR, TXMAS, TCPN, National IPA, Buyboard, TIPS/TAPS, etc.) If none, answer N/A.
- 21 Cooperative Contract Number _____ (Required)
State the cooperative contract number this quote is offered under. If none, answer N/A.
- 22 Cooperative Contract Website _____ (Required)
Please provide the website URL for the cooperative contract this quote is offered under. If none, answer N/A.

Line Items

#	Qty	UOM	Description	Response
1	12	month	Next Day Service: McKinney - 4750 Community Ave - Animal Shelter	\$ _____ (Required) Price
Item Notes: ALL BANK DELIVERIES SHALL ARRIVE AT AMERICAN NATIONAL BANK IN ALLEN NO LATER THAN 12:00 PM THE NEXT BUSINESS DAY. ALL PICKUPS SHALL BE MADE ACCORDINGLY. American National Bank, 720 S. Greenville Ave., Allen, TX 75002.				
Supplier Notes: _____				
2	12	month	Next Day Service: McKinney - 2300 Bloomdale Rd, Ste 2302 - Tax Office	\$ _____ (Required) Price
Item Notes: ALL BANK DELIVERIES SHALL ARRIVE AT AMERICAN NATIONAL BANK IN ALLEN NO LATER THAN 12:00 PM THE NEXT BUSINESS DAY. ALL PICKUPS SHALL BE MADE ACCORDINGLY. American National Bank, 720 S. Greenville Ave., Allen, TX 75002.				
Supplier Notes: _____				
3	12	month	Next Day Service: McKinney - 4300 Community Ave - Detention Facility	\$ _____ (Required) Price
Item Notes: ALL BANK DELIVERIES SHALL ARRIVE AT AMERICAN NATIONAL BANK IN ALLEN NO LATER THAN 12:00 PM THE NEXT BUSINESS DAY. ALL PICKUPS SHALL BE MADE ACCORDINGLY. American National Bank, 720 S. Greenville Ave., Allen, TX 75002.				
Supplier Notes: _____				
4	12	month	Next Day Service: McKinney - 4690 Community Ave, Ste 200 - Development Services	\$ _____ (Required) Price
Item Notes: ALL BANK DELIVERIES SHALL ARRIVE AT AMERICAN NATIONAL BANK IN ALLEN NO LATER THAN 12:00 PM THE NEXT BUSINESS DAY. ALL PICKUPS SHALL BE MADE ACCORDINGLY. American National Bank, 720 S. Greenville Ave., Allen, TX 75002.				
Supplier Notes: _____				
5	12	month	Next Day Service: McKinney - 2100 Bloomdale Rd, Ste 12132 - District Clerk	\$ _____ (Required) Price
Item Notes: ALL BANK DELIVERIES SHALL ARRIVE AT AMERICAN NATIONAL BANK IN ALLEN NO LATER THAN 12:00 PM THE NEXT BUSINESS DAY. ALL PICKUPS SHALL BE MADE ACCORDINGLY. American National Bank, 720 S. Greenville Ave., Allen, TX 75002.				
Supplier Notes: _____				

6 12 month Next Day Service: McKinney - 2100 Bloomdale Rd, Ste 12262 - CSCD
\$ _____
(Required)
Price

Item Notes: ALL BANK DELIVERIES SHALL ARRIVE AT AMERICAN NATIONAL BANK IN ALLEN NO LATER THAN 12:00 PM THE NEXT BUSINESS DAY. ALL PICKUPS SHALL BE MADE ACCORDINGLY. American National Bank, 720 S. Greenville Ave., Allen, TX 75002.

Supplier Notes: _____

7 12 month Next Day Service: McKinney - 7117 CR 166 - Myers Park
\$ _____
(Required)
Price

Item Notes: ALL BANK DELIVERIES SHALL ARRIVE AT AMERICAN NATIONAL BANK IN ALLEN NO LATER THAN 12:00 PM THE NEXT BUSINESS DAY. ALL PICKUPS SHALL BE MADE ACCORDINGLY. American National Bank, 720 S. Greenville Ave., Allen, TX 75002.

Supplier Notes: _____

8 12 month Next Day Service: McKinney - 825 N. McDonald, Ste 145 - Healthcare
\$ _____
(Required)
Price

Item Notes: ALL BANK DELIVERIES SHALL ARRIVE AT AMERICAN NATIONAL BANK IN ALLEN NO LATER THAN 12:00 PM THE NEXT BUSINESS DAY. ALL PICKUPS SHALL BE MADE ACCORDINGLY. American National Bank, 720 S. Greenville Ave., Allen, TX 75002.

Supplier Notes: _____

9 12 month Next Day Service: Plano - 920 E. Park Blvd, Ste 100 - Tax Office
\$ _____
(Required)
Price

Item Notes: ALL BANK DELIVERIES SHALL ARRIVE AT AMERICAN NATIONAL BANK IN ALLEN NO LATER THAN 12:00 PM THE NEXT BUSINESS DAY. ALL PICKUPS SHALL BE MADE ACCORDINGLY. American National Bank, 720 S. Greenville Ave., Allen, TX 75002.

Supplier Notes: _____

10 12 month Next Day Service: Plano - 920 E. Park Blvd, Ste 210 - JP 3-2
\$ _____
(Required)
Price

Item Notes: ALL BANK DELIVERIES SHALL ARRIVE AT AMERICAN NATIONAL BANK IN ALLEN NO LATER THAN 12:00 PM THE NEXT BUSINESS DAY. ALL PICKUPS SHALL BE MADE ACCORDINGLY. American National Bank, 720 S. Greenville Ave., Allen, TX 75002.

Supplier Notes: _____

11 12 month Next Day Service: Plano - 920 E. Park Blvd, Ste 220 - JP 3-1

\$ _____
(Required)
Price

Item Notes: ALL BANK DELIVERIES SHALL ARRIVE AT AMERICAN NATIONAL BANK IN ALLEN NO LATER THAN 12:00 PM THE NEXT BUSINESS DAY. ALL PICKUPS SHALL BE MADE ACCORDINGLY. American National Bank, 720 S. Greenville Ave., Allen, TX 75002.

Supplier Notes: _____

12 12 month Next Day Service: Plano - 920 E. Park Blvd, Ste 230 - Constable #3

\$ _____
(Required)
Price

Item Notes: ALL BANK DELIVERIES SHALL ARRIVE AT AMERICAN NATIONAL BANK IN ALLEN NO LATER THAN 12:00 PM THE NEXT BUSINESS DAY. ALL PICKUPS SHALL BE MADE ACCORDINGLY. American National Bank, 720 S. Greenville Ave., Allen, TX 75002.

Supplier Notes: _____

13 12 month Next Day Service: Plano - 900 E. Park Blvd, Ste 140C - County Clerk

\$ _____
(Required)
Price

Item Notes: ALL BANK DELIVERIES SHALL ARRIVE AT AMERICAN NATIONAL BANK IN ALLEN NO LATER THAN 12:00 PM THE NEXT BUSINESS DAY. ALL PICKUPS SHALL BE MADE ACCORDINGLY. American National Bank, 720 S. Greenville Ave., Allen, TX 75002.

Supplier Notes: _____

14 12 month Next Day Service: Plano - 900 E. Park Blvd, Ste 140A - District Clerk

\$ _____
(Required)
Price

Item Notes: ALL BANK DELIVERIES SHALL ARRIVE AT AMERICAN NATIONAL BANK IN ALLEN NO LATER THAN 12:00 PM THE NEXT BUSINESS DAY. ALL PICKUPS SHALL BE MADE ACCORDINGLY. American National Bank, 720 S. Greenville Ave., Allen, TX 75002.

Supplier Notes: _____

15 12 month Next Day Service: Plano - 900 E. Park Blvd, Ste 210 - Juvenile Probation

\$ _____
(Required)
Price

Item Notes: ALL BANK DELIVERIES SHALL ARRIVE AT AMERICAN NATIONAL BANK IN ALLEN NO LATER THAN 12:00 PM THE NEXT BUSINESS DAY. ALL PICKUPS SHALL BE MADE ACCORDINGLY. American National Bank, 720 S. Greenville Ave., Allen, TX 75002.

Supplier Notes: _____

16 12 month Next Day Service: Plano - 900 E. Park Blvd, Ste 200 - CSCD

\$ _____
(Required)
Price

Item Notes: ALL BANK DELIVERIES SHALL ARRIVE AT AMERICAN NATIONAL BANK IN ALLEN NO LATER THAN 12:00 PM THE NEXT BUSINESS DAY. ALL PICKUPS SHALL BE MADE ACCORDINGLY. American National Bank, 720 S. Greenville Ave., Allen, TX 75002.

Supplier Notes: _____

17 12 month Next Day Service: Frisco - 8585 John Wesley Dr, Ste 100 - Constable #4

\$ _____
(Required)
Price

Item Notes: ALL BANK DELIVERIES SHALL ARRIVE AT AMERICAN NATIONAL BANK IN ALLEN NO LATER THAN 12:00 PM THE NEXT BUSINESS DAY. ALL PICKUPS SHALL BE MADE ACCORDINGLY. American National Bank, 720 S. Greenville Ave., Allen, TX 75002.

Supplier Notes: _____

18 12 month Next Day Service: Frisco - 8585 John Wesley Dr, Ste 130 - JP-4

\$ _____
(Required)
Price

Item Notes: ALL BANK DELIVERIES SHALL ARRIVE AT AMERICAN NATIONAL BANK IN ALLEN NO LATER THAN 12:00 PM THE NEXT BUSINESS DAY. ALL PICKUPS SHALL BE MADE ACCORDINGLY. American National Bank, 720 S. Greenville Ave., Allen, TX 75002.

Supplier Notes: _____

19 12 month Next Day Service: Frisco - 6101 Frisco Square, Ste 2000 - Tax Office

\$ _____
(Required)
Price

Item Notes: ALL BANK DELIVERIES SHALL ARRIVE AT AMERICAN NATIONAL BANK IN ALLEN NO LATER THAN 12:00 PM THE NEXT BUSINESS DAY. ALL PICKUPS SHALL BE MADE ACCORDINGLY. American National Bank, 720 S. Greenville Ave., Allen, TX 75002.

Supplier Notes: _____

1.0 GENERAL INSTRUCTIONS

1.0.1 Definitions

1.0.1.1 Bidder: refers to submitter.

1.0.1.2 Vendor/Contractor/Provider: refers to a Successful Bidder/Contractor/Service Provider.

1.0.1.3 Submittal: refers to those documents required to be submitted to Collin County, by a Bidder.

1.0.1.4 IFB: refers to Invitation For Bid.

1.1 If Bidder does not wish to submit an offer at this time, please submit a No Bid.

1.2 Awards shall be made not more than ninety (90) days after the time set for opening of submittals.

1.3 Collin County is always conscious and extremely appreciative of your time and effort in preparing your submittal.

1.4 Collin County exclusively uses ionWave Technologies, Inc. (Collin County eBid) for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other company.

1.5 A bid may not be withdrawn or canceled by the bidder prior to the ninety-first (91st) day following public opening of submittals and only prior to award.

1.6 It is understood that Collin County, Texas reserves the right to accept or reject any and/or all Bids for any or all products and/or services covered in an Invitation For Bid (IFB), and to waive informalities or defects in submittals or to accept such submittals as it shall deem to be in the best interest of Collin County.

1.7 All IFB's submitted in hard copy paper form shall be submitted in a sealed envelope, plainly marked on the outside with the IFB number and name. A hard copy paper form submittal shall be manually signed in ink by a person having the authority to bind the firm in a contract. Submittals shall be mailed or hand delivered to the Collin County Purchasing Department.

1.8 No oral, telegraphic or telephonic submittals will be accepted. IFB's may be submitted in electronic format via Collin County eBid.

1.9 All Invitation For Bids (IFB) submitted electronically via Collin County eBid shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the IFB.

1.10 Time/date stamp clock in Collin County Purchasing Department shall be the official time of receipt for all Invitation for Bids (IFB) submitted in hard copy paper form. IFB's received in the Collin County Purchasing Department after submission deadline shall be considered void and unacceptable. Absolutely no late submittals will be considered. Collin County accepts no responsibility for technical difficulties related to electronic submittals.

1.11 For hard copy paper form submittals, any alterations made prior to opening date and time must be initialed by the signer of the IFB guaranteeing authenticity. Submittals cannot be altered or amended after submission deadline.

1.12 Collin County is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, the prices submitted shall not include taxes.

1.13 Any interpretations, corrections and/or changes to an Invitation For Bid, and related Specifications or extensions to the opening/receipt date will be made by addenda to the respective document by the Collin County Purchasing Department. Questions and/or clarification requests must be submitted no later than seven (7) days prior to the opening/receipt date. Those received at a later date may not be addressed prior to the public opening. Sole authority to authorize addenda shall be vested in Collin County Purchasing Agent as entrusted by the Collin County Commissioners' Court. Addenda may be transmitted electronically via Collin County eBid.

1.13.1 Addenda will be transmitted to all that are known to have received a copy of the IFB/RFQ/RFP/RFI/CSP and related Specifications. However, it shall be the sole responsibility of the Bidder/Quoter/Offeror to verify issuance/non-issuance of addenda and to check all avenues of document availability (i.e. **Collin County eBid** <https://collincountvtx.ionwave.net/>, telephoning Purchasing Department directly, etc.) prior to opening/receipt date and time to insure Bidder/Quoter/Offeror's receipt of any addenda issued. Bidder/Quoter/Offeror shall acknowledge receipt of all addenda.

1.14 All materials and services shall be subject to Collin County approval.

1.15 Collin County reserves the right to make award in whole or in part as it deems to be in the best interest of the County.

1.16 Any reference to model/make and/or manufacturer used in specifications is for descriptive purposes only. Products/materials of like quality will be considered.

1.17 Bidders taking exception to the specifications shall do so at their own risk. By offering substitutions, Bidder shall state these exceptions in the section provided in the IFB or by attachment. Exception/substitution, if accepted, must meet or exceed specifications stated therein. Collin County reserves the right to accept or reject any and/or all of the exception(s)/substitution(s) deemed to be in the best interest of the County.

1.19 Minimum Standards for Responsible Prospective Bidders: A prospective Bidder must meet the following minimum requirements:

1.19.1 have adequate financial resources, or the ability to obtain such resources as required;

1.19.2 be able to comply with the required or proposed delivery/completion schedule;

1.19.3 have a satisfactory record of performance;

1.19.4 have a satisfactory record of integrity and ethics;

1.19.5 be otherwise qualified and eligible to receive an award.

Collin County may request documentation and other information sufficient to determine Bidder's ability to meet these minimum standards listed above.

1.20 Vendor shall bear any/all costs associated with it's preparation of an IFB.

1.21 Public Information Act: Collin County is governed by the Texas Public Information Act, Chapter 552 of the Texas Government Code. All information submitted by prospective bidders during the bidding process is subject to release under the Act.

1.22 The Bidder shall comply with Commissioners' Court Order No. 2004-167-03-11, County Logo Policy.

1.23 Interlocal Agreement: Successful bidder agrees to extend prices and terms to all entities that has entered into or will enter into joint purchasing interlocal cooperation agreements with Collin County.

1.24 Bid Openings: All bids submitted will be read at the county's regularly scheduled bid opening for the designated project. However, the reading of a bid at bid opening should be not construed as a comment on the responsiveness of such bid or as any indication that the county accepts such bid as responsive.

The county will make a determination as to the responsiveness of bids submitted based upon compliance with all applicable laws, Collin County Purchasing Guidelines, and project documents, including but not limited to the project specifications and contract documents. The county will notify the successful bidder upon award of the contract and, according to state law; all bids received will be available for inspection at that time.

1.25 Bidder shall comply with all local, state and federal employment and discrimination laws and shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin or any other class protected by law.

2.0 TERMS OF CONTRACT

2.1 A bid, when properly accepted by Collin County, shall constitute a contract equally binding between the Vendor/Contractor/Provider and Collin County. No different or additional terms will become part of this contract with the exception of a Change Order.

2.2 No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All Amendments and/or Change Orders to the contract will be made in writing by Collin County Purchasing Agent.

2.3 No public official shall have interest in the contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

2.4 The Vendor/Contractor/Provider shall comply with Commissioners' Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County Employees.

2.5 Design, strength, quality of materials and workmanship must conform to the highest standards of manufacturing and engineering practice.

2.6 Bids must comply with all federal, state, county and local laws concerning the type(s) of product(s)/service(s)/equipment/project(s) contracted for, and the fulfillment of all ADA (Americans with Disabilities Act) requirements.

2.7 All products must be new and unused, unless otherwise specified, in first-class condition and of current manufacture. Obsolete products, including products or any parts not compatible with existing hardware/software configurations will not be accepted.

2.8 Vendor/Contractor/Provider shall provide any and all notices as may be required under the Drug-Free Work Place Act of 1988, 28 CFR Part 67, Subpart F, to its employees and all sub-contractors to insure that Collin County maintains a drug-free work place.

2.9 Vendor/Contractor/Provider shall defend, indemnify and save harmless Collin County and all its officers, agents and employees and all entities, their officers, agents and employees who are participating in this contract from all suits, claims, actions, damages (including personal injury and or property damages), or demands of any character, name and description, (including attorneys' fees, expenses and other defense costs of any nature) brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of Vendor/Contractor/Provider's breach of the contract arising from an award, and/or any negligent act, error, omission or fault of the Vendor/Contractor/Provider, or of any agent, employee, subcontractor or supplier of Vendor/Contractor/Provider in the execution of, or performance under, any contract which may result from an award. Vendor/Contractor/Provider shall pay in full any judgment with costs, including attorneys' fees and expenses which are rendered against Collin County and/or participating entities arising out of such breach, act, error, omission and/or fault.

2.10 Expenses for Enforcement. In the event either Party hereto is required to employ an attorney to enforce the provisions of this Agreement or is required to commence legal proceedings to enforce the provisions hereof, the prevailing Party shall be entitled to recover from the other, reasonable attorney's fees and court costs incurred in connection with such enforcement, including collection.

2.11 If a contract, resulting from a Collin County IFB is for the execution of a public work, the following shall apply:

2.11.1 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Payment Bond if the contract is in excess of \$25,000.00. Such bond

shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.11.2 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Performance Bond if the contract is in excess of \$100,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.12 Purchase Order(s) shall be generated by Collin County to the vendor. Collin County will not be responsible for any orders placed/delivered without a valid purchase order number.

2.13 The contract shall remain in effect until any of the following occurs: delivery of product(s) and/or completion and acceptance by Collin County of product(s) and/or service(s), contract expires or is terminated by either party with thirty (30) days written notice prior to cancellation and notice must state therein the reasons for such cancellation. Collin County reserves the right to terminate the contract immediately in the event the Vendor/Contractor/Provider fails to meet delivery or completion schedules, or otherwise perform in accordance with the specifications. Breach of contract or default authorizes the County to purchase elsewhere and charge the full increase in cost and handling to the defaulting Vendor/Contractor/Provider.

2.14 Collin County Purchasing Department shall serve as Contract Administrator or shall supervise agents designated by Collin County.

2.15 All delivery and freight charges (FOB Inside delivery at Collin County designated locations) are to be included as part of the bid price. All components required to render the item complete, installed and operational shall be included in the total bid price. Collin County will pay no additional freight/delivery/installation/setup fees.

2.16 Vendor/Contractor/Provider shall notify the Purchasing Department immediately if delivery/completion schedule cannot be met. If delay is foreseen, the Vendor/Contractor/Provider shall give written notice to the Purchasing Agent. The County has the right to extend delivery/completion time if reason appears valid.

2.17 The title and risk of loss of the product(s) shall not pass to Collin County until Collin County actually receives and takes possession of the product(s) at the point or points of delivery. Collin County shall generate a purchase order(s) to the Vendor/Contractor/Provider and the purchase order number must appear on all itemized invoices.

2.18 Invoices shall be mailed directly to the Collin County Auditor's Office, 2300 Bloomdale Road, Suite 3100, McKinney, Texas 75071. All invoices shall show:

2.18.1 Collin County Purchase Order Number;

2.18.2 Vendor's/Contractor's/Provider's Name, Address and Tax Identification Number;

2.18.3 Detailed breakdown of all charges for the product(s) and/or service(s) including applicable time frames.

2.19 Payment will be made in accordance with V.T.C.A., Government Code, Title 10, Subtitle F, Chapter 2251.

2.20 All warranties shall be stated as required in the Uniform Commercial Code.

2.21 The Vendor/Contractor/Provider and Collin County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

- 2.22 The Vendor/Contractor/Provider agree to protect Collin County from any claims involving infringements of patents and/or copyrights.
- 2.23 The contract will be governed by the laws of the State of Texas. Should any portion of the contract be in conflict with the laws of the State of Texas, the State laws shall invalidate only that portion. The remaining portion of the contract shall remain in effect. The contract is performable in Collin County, Texas.
- 2.24 The Vendor/Contractor/Provider shall not sell, assign, transfer or convey the contract, in whole or in part, without the prior written approval from Collin County.
- 2.25 The apparent silence of any part of the specification as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of the specification shall be made on the basis of this statement.
- 2.26 Vendor/Contractor/Provider shall not fraudulently advertise, publish or otherwise make reference to the existence of a contract between Collin County and Vendor/Contractor/Provider for purposes of solicitation. As exception, Vendor/Contractor/Provider may refer to Collin County as an evaluating reference for purposes of establishing a contract with other entities.
- 2.27 The Vendor/Contractor/Provider understands, acknowledges and agrees that if the Vendor/Contractor/Provider subcontracts with a third party for services and/or material, the primary Vendor/Contractor/Provider (awardee) accepts responsibility for full and prompt payment to the third party. Any dispute between the primary Vendor/Contractor/Provider and the third party, including any payment dispute, will be promptly remedied by the primary vendor. Failure to promptly render a remedy or to make prompt payment to the third party (subcontractor) may result in the withholding of funds from the primary Vendor/Contractor/Provider by Collin County for any payments owed to the third party.
- 2.28 Vendor/Contractor/Provider shall provide Collin County with diagnostic access tools at no additional cost to Collin County, for all Electrical and Mechanical systems, components, etc., procured through this contract.
- 2.29 Criminal History Background Check: If required, ALL individuals may be subject to a criminal history background check performed by the Collin County Homeland Security prior to access being granted to Collin County. Upon request, Vendor/Contractor/Provider shall provide list of individuals to Collin County Purchasing Department within five (5) working days.
- 2.30 Non-Disclosure Agreement: Where applicable, vendor shall be required to sign a non-disclosure agreement acknowledging that all information to be furnished is in all respects confidential in nature, other than information which is in the public domain through other means and that any disclosure or use of same by vendor, except as provided in the contract/agreement, may cause serious harm or damage to Collin County. Therefore, Vendor agrees that Vendor will not use the information furnished for any purpose other than that stated in contract/agreement, and agrees that Vendor will not either directly or indirectly by agent, employee, or representative disclose this information, either in whole or in part, to any third party, except on a need to know basis for the purpose of evaluating any possible transaction. This agreement shall be binding upon Collin County and Vendor, and upon the directors, officers, employees and agents of each.
- 2.31 Vendors/Contractors/Providers must be in compliance with the Immigration and Reform Act of 1986 and all employees specific to this solicitation must be legally eligible to work in the United States of America.
- 2.32 Certification of Eligibility: This provision applies if the anticipated Contract exceeds \$100,000.00 and as it relates to the expenditure of federal grant funds. By submitting a bid or proposal in response to this solicitation, the Bidder certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors. In the event of placement on the list between the time of bid/proposal submission and time of award, the Bidder will notify the Collin County Purchasing Agent. Failure to do so may result in terminating this contract for default.

2.33 Notice to Vendors/Contractors/Providers delivering goods or performing services within the Collin County Detention Facility: The Collin County Detention Facility houses persons who have been charged with and/or convicted of serious criminal offenses. When entering the Detention Facility, you could: (1) hear obscene or graphic language; (2) view partially clothed male inmates; (3) be subjected to verbal abuse or taunting; (4) risk physical altercations or physical contact, which could be minimal or possibly serious; (5) be exposed to communicable or infectious diseases; (6) be temporarily detained or prevented from immediately leaving the Detention Facility in the case of an emergency or “lockdown”; and (7) subjected to a search of your person or property. While the Collin County Sheriff’s Office takes every reasonable precaution to protect the safety of visitors to the Detention Facility, because of the inherently dangerous nature of a Detention Facility and the type of the persons incarcerated therein, please be advised of the possibility of such situations exist and you should carefully consider such risks when entering the Detention Facility. By entering the Collin County Detention Facility, you acknowledge that you are aware of such potential risks and willingly and knowingly choose to enter the Collin County Detention Facility.

2.34 Delays and Extensions of Time when applicable:

2.34.1 If the Vendor/Contractor/Provider is delayed at any time in the commence or progress of the Work by an act or neglect of the Owner or Architect/Engineer, or of an employee of either, or of a separate contractor employed by the Owner, or by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Vendor/Contractor/Provider's control, or by delay authorized by the Owner pending mediation and arbitration, or by other causes which the Owner or Architect/Engineer determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Owner/Architect may determine.

2.34.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time and could not have been reasonably anticipated, and that the weather conditions had an adverse effect on the scheduled construction.

2.35 Disclosure of Certain Relationships: Chapter 176 of the Texas Local Government Code requires that any vendor considering doing business with a local government entity disclose the vendor’s affiliation or business relationship that might cause a conflict of interest with a local government entity. Subchapter 6 of the code requires a vendor to file a conflict of interest questionnaire (CIQ) if a conflict exists. By law this questionnaire must be filed with the records administrator of Collin County no later than the 7th business day after the date the vendor becomes aware of an event that requires the statement to be filed. A vendor commits an offense if the vendor knowingly violates the code. An offense under this section is a misdemeanor. By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. Please send completed forms to the Collin County, County Clerk’s Office located at 2300 Bloomdale Rd., Suite 2104, McKinney, TX 75071.

2.36 Disclosure of Interested Parties: Section 2252.908 of the Texas Government Code requires a business entity entering into certain contracts with a governmental entity to file with the governmental entity a disclosure of interested parties at the time the business entity submits the signed contract to the governmental entity. Section 2252.908 requires the disclosure form (Form 1295) to be signed by the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury. Section 2252.908 applies only to a contract that requires an action or vote by the governing body of the governmental entity before the contract may be signed or has a value of at least \$1 million. Section 2252.908 provides definitions of certain terms occurring in the section. Section 2252.908 applies only to a contract entered into on or after January 1, 2016.

2.37 Vendors/Contractors/Providers must be in compliance with the provisions of Section 2270.001 of the Texas Government Code which states a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and, (2) will not boycott Israel during the term of the contract. By submitting a response to a Collin County

solicitation, the vendor will be required to sign the Chapter 2270 Verification form prior to a recommendation of the contract. This Act is effective September 1, 2017.

2.38 Vendors/Contractors/Providers must be in compliance with the provisions of Section 2252.152 and Section 2252.153 of the Texas Government Code which states, in part, contracts with companies engaged in business with Iran, Sudan, or Foreign Terrorist Organizations are prohibited. A governmental entity may not enter into a contract with a company that is listed on the Comptroller of the State of Texas website identified under Section 806.051, Section 807.051 or Section 2253.253 which do business with Iran, Sudan or any Foreign Terrorist Organization. This Act is effective September 1, 2017.

NOTE: All other terms and conditions (i.e. Insurance Requirements, Bond Requirements, etc.) shall be stated in the individual IFB Solicitation documents as Special Terms, Conditions and Specifications.

3.0 INSURANCE REQUIREMENTS

3.1 Before commencing work, the vendor shall be required, at its own expense, to furnish the Collin County Purchasing Agent with certified copies of all insurance certificate(s) indicating the coverage to remain in force throughout the term of this contract.

3.1.1 **Commercial General Liability** insurance including but not limited to the coverage indicated below. Coverage shall not exclude or limit Products/Completed Operations, Contractual Liability, or Cross Liability. Coverage must be written on occurrence form.

- Each Occurrence: \$1,000,000
- Personal Injury & Adv. Injury: \$1,000,000
- Products/Completed Operation Aggregate: \$1,000,000
- General Aggregate: \$3,000,000

3.1.2 **Workers Compensation** insurance as required by the laws of Texas, and Employers' Liability.

Employers' Liability

- Liability, Each Accident: \$500,000
- Disease-Each Employee: \$500,000
- Disease – Policy Limit: \$500,000

3.1.3 **Commercial Automobile Liability** insurance which includes any automobile (owned, non-owned, and hired vehicles) used in connection with the contract.

- Combined Single Limit – Each Accident: \$1,000,000

3.1.5 **Armored Car Cargo Liability** to cover currency, coin, bullion, stocks, negotiable and non-negotiable securities, checks and other properties against all risk of physical loss of or damage to the insured property including any act or omission of the assured or any of its employees.

- Each Occurrence/Aggregate: \$60,000,000

3.2 With reference to the foregoing insurance requirement, the vendor shall endorse applicable insurance policies as follows:

3.2.1 A waiver of subrogation in favor of Collin County, its officials, employees, volunteers and officers shall be provided for General Liability, Commercial Automobile Liability, and Workers' Compensation.

3.2.2 The vendor's insurance coverage shall name Collin County as additional insured under the General Liability policy.

3.2.3 All insurance policies shall be endorsed to require the insurer to immediately notify Collin County of any decrease in the insurance coverage limits.

3.2.4 All insurance policies shall be endorsed to the effect that Collin County will receive at least thirty (30) days notice prior to cancellation, non-renewal or termination of the policy.

3.2.5 All copies of Certificates of Insurance shall reference the project/contract number.

3.3 All insurance shall be purchased from an insurance company that meets the following requirements:

3.3.1 A financial rating of A-VII or higher as assigned by the BEST Rating Company or equivalent.

3.4 Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent, and shall contain provisions representing and warranting the following:

3.4.1 Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.

3.4.2 Sets forth the notice of cancellation or termination to Collin County.

4.0 SPECIAL CONDITIONS AND SPECIFICATIONS

- 4.1 Authorization: By order of the Commissioners' Court of Collin County, Texas sealed bids will be received for **Armored Car Services, IFB 2018-149.**
- 4.2 Purpose: The intended purpose for the following specifications is to describe Armored Car Services needed by Collin County. Vendor shall be required to make scheduled deposit and change order pickups and deliveries, as stated in the specifications.
- 4.3 Term: Provide for a one (1) year term contract commencing on October 1, 2018 and continuing through and including September 30, 2019, with the option to renew for an additional two (2) one (1) year terms.
- 4.4 Transitional Period: Upon normal completion of this contract, not to include termination for default, and in the event that no new contract has been awarded by the original expiration date of the existing contract including any extension thereof, it shall be incumbent upon the Vendor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the original expiration date of the existing contract and any extension thereof.
- 4.5 Funding: Funds for payment have been provided through the Collin County budget approved by the Commissioners' Court for this fiscal year only. State of Texas statutes prohibit the County from any obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current Collin County fiscal year shall be subject to budget approval.
- 4.6 Price Reduction: If during the life of the contract, the vendor's net prices to its customers for the same product(s) and/or services shall be reduced below the contracted price, it is understood and agreed that the County shall receive such price reduction.
- 4.7 Price Redetermination: A price redetermination may be considered by Collin County only at anniversary date of the contract. All requests for price redetermination shall be in written form and shall include documents supporting price redetermination such as Manufacturer's direct cost, postage rates, Railroad Commission rates, Federal/State minimum wage law, Federal/State unemployment taxes, F.I.C.A; Insurance Coverage Rates, etc. The bidder's past experience of honoring contracts at the bid price will be an important consideration in the evaluation of the lowest and best bid. Collin County reserves the right to accept or reject any/all of the price redetermination as it deems to be in the best interest of the County.
- 4.8 Approximate Expenditure: The approximate expenditure by Collin County for this project is \$60,000.00. Estimated expenditure does not constitute an order, but only implies the probable quantity the County will use.
- 4.9 Evaluation and Award: Bids will be awarded to the overall low bidder meeting specifications. Pickup and delivery schedule is an important consideration in the evaluation of the lowest and best bid.
- 4.10 Delivery/Completion/Response Time: Refer to Attachment A: Delivery Locations for details pertaining to each pickup location, such as hours of operation and frequency of pickups.

ALL BANK DELIVERIES SHALL ARRIVE AT AMERICAN NATIONAL BANK IN ALLEN NO LATER THAN 12:00 P.M. THE NEXT BUSINESS DAY, ALL PICKUPS SHALL BE MADE ACCORDINGLY.

Location of the depository:

PRIMARY DEPOSITORY
American National Bank in Allen
720 S. Greenville Ave
Allen, TX 75002

- 4.10.1 Collin County reserves the right to change, add or delete pick up or delivery locations as it deems to be in the best interest of the County.
- 4.11 Transport Vehicles: All transport vehicles shall be properly armored and equipped for the service to be performed. Only armored transport vehicles meeting standards of the accepted definition of such vehicles will be accepted. No standard street vehicles such as unarmored automobiles, vans, light trucks, etc. shall be used. Collin County shall not be responsible for the condition, maintenance or operation of any vehicle.
- 4.12 Bid Prices: Bid prices must include pickup, transfer and delivery of shipments specified. Collin County will not pay fuel surcharge fees, excess bag fees, premise time fees, or any other fees to the Vendor to perform services under this contract. The vendor must provide and deliver receipt books at no additional charge for all departments receiving services.
- 4.13 No Shows: In the event that Vendor does not show up for the scheduled pick-up, Vendor agrees to a prorated credit based on the average daily price, per occurrence, deducted from monthly invoice. Awarded Vendor will be provided with a contact list for each location, which will be updated upon request. Vendor is expected to contact the affected Collin County department(s) if they will be unable to provide services due to unforeseen circumstances. If Collin County is contacted prior to the scheduled pick-up time and, agrees that the missed pick-up could not be avoided then the charge will be waived.
- 4.14 Collin County Holidays: Services will not be required by Collin County on Saturday or Sunday, bank holidays, or Collin County recognized holidays, which generally include New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day. A Collin County holiday schedule will be provided upon request up to 60 days before the New Year, for each calendar year. In the event that Collin County's holiday schedule conflicts with the vendor's holiday schedule, the County may request service on a Vendor holiday. Vendor shall submit a list of anticipated conflicting holiday dates as an attachment to this invitation for bid. In addition, any additional charges for providing services on those dates shall be included.
- 4.15 Specifications:
- 4.15.1 Vendor shall submit a proposed daily pickup schedule with bid.
- 4.15.2 Vendor must provide armored vehicles and armed guards to make scheduled pick-up and delivery of deposits and change orders.
- 4.15.2.1 Deposits are defined as and shall include all or any combination thereof, but not limited to the following: cash, currency, coin, checks, drafts, notes, etc.
- 4.15.2.2 Change orders are a change of large denomination cash collected over a day. Vendor shall exchange this fund at the bank for small denomination cash and return to the

pickup location(s) the following day with the previous day's deposit receipt. This service must be provided at no additional charge to the County.

- 4.15.3 Deposits and change orders will be packaged in such a manner as to be securely closed and fastened with revenues encased, and firmly fixed inside bank security bag using an instrument that cannot be altered, removed or refastened to the revenue packaging without leaving a visible, external sign of tampering.
 - 4.15.3.1 Vendors are requested to return bank security bags on a rotating basis to ensure that one (1) bag may be used for revenues if another bag(s) is in the cycle. These bags shall be locking and will be provided by depository for use by Collin County.
- 4.15.4 Vendor is responsible for providing log books to locations (Refer to Attachment A for delivery locations).
- 4.15.5 Collin County shall declare the value of all sealed deposits to be transported by vendor. Vendor shall not be responsible for determining and/or confirming the amount of declared value to be picked up, or for any deviation between actual value and declared value due to errors made prior to pick up by vendor provided that all sealed deposits have remained sealed from the time vendor's liability became effective.
- 4.15.6 Vendor or their authorized representative shall sign for all deposits picked up and shall be responsible for obtaining a signed receipt from an authorized representative at the depository(ies) as designated by Collin County.
- 4.15.7 Liability of vendor shall begin when sealed deposits and/or cash fund are properly signed for and picked up at each designated location. Vendor's liability shall continue through and including time of delivery and acceptance of properly signed receipt for sealed deposits at the County's designated depository(ies). Collin County reserves the right to designate authorized representatives at both the County's pick up locations and delivery locations as it deems to be in the best interest of the County.
- 4.15.8 Vendor shall not be held responsible for delays or nonperformance due to fault of the County. Vendor shall otherwise be totally responsible for the safety and security of Collin County sealed deposits while in vendor's possession.
- 4.15.9 In the event of sealed deposit loss or damage the vendor shall submit written reports stating the type and amount of loss within twenty-four (24) hours after such loss or damage. Salvage, reclamation and/or reparation shall begin as soon as possible following submission of the above reports. Collin County will assist in the proper identification of any such sealed deposits lost or damaged and will make every effort to minimize costs and/or further loss or damage.

Attachment A- Delivery Locations

Location	Hours of Operation	Avg # of deposit bags	Cash Vs. Checks	Change Order Needs	Daily Pickup Needs
McKinney Locations					
Collin County Animal Shelter 4750 Community Ave McKinney, TX 75071	Monday- Closed Tuesday-Friday 9am-	2	Cash 95% Checks 5%	None	4 pickups- daily Tuesday - Friday
Collin County Administration Building-Tax Office Department 2300 Bloomdale Road, Suite #2302, McKinney, TX 75071	Monday - Friday 8am-5pm Thursday Only 8am-7pm	35-40	Cash 40% Checks 60%	Daily	5 pickups- daily Monday - Friday
Collin County Detention Center, Bonds Division 4300 Community Ave McKinney, TX 75071	Monday - Friday 8am-5pm	6	Cash 70% Checks 30%	None	5 pickups- daily Monday - Friday
Collin County Development Services 4690 Community Ave, Suite #200, McKinney, TX 75071	Monday - Friday 7:30am-4pm	3	Cash 60% Checks 40%	None	5 pickups- daily Monday - Friday
Collin County District Clerk 2100 Bloomdale Rd Suite #12132 McKinney, TX 75071	Monday - Friday 8am-4pm	3	Cash 75% Checks 25%	None	5 pickups- daily Monday - Friday
Collin County Courthouse, Probation Department (CSCD) 2100 Bloomdale Road, Suite #12262 McKinney, TX 75071	Monday - Friday 7am-6pm	10	Cash 35% Checks 65%	None	5 pickups- daily Monday - Friday
Collin County Myers Park & Event Center 7117 CR 166 McKinney, TX 75071	Monday - Friday 7:30am-4pm	1	Cash 45% Checks 55%	None	5 pickups- daily Monday - Friday
Collin County Health Care Services 825 N. McDonald Street, Suite #145, McKinney, TX 75069	Monday-Friday 7:30am-11am; 1pm-4pm	1	Cash 80% Checks 20%	None	5 pickups- daily Monday - Friday
Plano Locations					
Collin County Sub-Courthouse 920 E. Park Blvd Plano, TX 75074 (See Suite Numbers and Departments below)					
Tax Assessor Collector, Suite #100	Monday - Friday 8am-5pm	25-30	Cash 25% Checks 75%	Daily	5 pickups- daily Monday - Friday
Justice of the Peace, Precinct 3-2, Suite #210	Monday-Friday 8:30am-12pm; 1pm-4pm	1	Cash 60% Checks 40%	None	5 pickups- daily Monday - Friday
Justice of the Peace, Precinct 3-1, Suite #220	Monday-Friday 8:30am-12pm; 1pm-4pm	1	Cash 25% Checks 75%	None	5 pickups- daily Monday - Friday
Constable, Precinct 3, Suite #230	Monday-Friday 8am-4:30pm	1	Cash 25% Checks 75%	None	5 pickups- daily Monday - Friday
Collin County Sub-Courthouse 900 E. Park Blvd Plano, TX 75074 (See Suite Numbers and Departments below)					
County Clerk, Suite #140C	Monday-Friday 8am-4:30pm	3	Cash 80% Checks 20%	None	5 pickups- daily Monday - Friday
District Clerk, Suite #140A	Monday-Friday 8:30am-4pm	1	Cash 60% Checks 40%	None	5 pickups- daily Monday - Friday
Juvenile Probation, Suite #210	Monday-Friday 7am-6pm	1	Cash 100%	None	5 pickups- daily Monday - Friday

Attachment A- Delivery Locations

CSCD, Suite #200	Monday-Friday 7am-6pm	1	Cash 30% Checks 70%	None	5 pickups- daily Monday - Friday
Frisco Locations					
Collin County Sub-Courthouse 8585 John Wesley Drive Frisco, TX 75034 (See Suite Numbers and Departments below)					
Constable, Precinct 4, Suite #100	Monday-Friday 8am-4pm	1	Cash 10% Checks 90%	None	5 pickups- daily Monday - Friday
Justice of the Peace, Precinct 4, Suite #130	Monday-Friday 8am-4pm	1	Cash 1% Checks 99%	None	5 pickups- daily Monday - Friday
Collin County, Tax Assessor-Collector 6101 Frisco Square Blvd, Suite #2000, Frisco, TX 75034	Monday - Friday 8am-5pm Wednesday Only 8am-7pm	9	Cash 75% Checks 25%	Daily	5 pickups- daily Monday - Friday

INFORMATION REGARDING **CONFLICT OF INTEREST QUESTIONNAIRE**

During the 79th Legislative Session, House Bill 914 was signed into law effective September 1, 2015, which added Chapter 176 to the Texas Local Government Code. Recent changes have been made to Chapter 176 pursuant to HB23, which passed the 84th Legislative Session. Chapter 176 mandates the public disclosure of certain information concerning persons doing business or seeking to do business with Collin County, including family, business, and financial relationships such persons may have with Collin County officers or employees involved in the planning, recommending, selecting and contracting of a vendor for this procurement.

For a copy of Form CIQ and CIS:

http://www.ethics.state.tx.us/filinginfo/conflict_forms.htm

The vendor acknowledges by doing business or seeking to do business with Collin County that he/she has been notified of the requirements under Chapter 176 of the Texas Local Government Code and that he/she is solely responsible for complying with the terms and conditions therein. Furthermore, any individual or business entity seeking to do business with Collin County who does not comply with this practice may risk award consideration of any County contract.

For a listing of current Collin County Officers:

<http://www.collincountytx.gov/government/Pages/officials.aspx>

The following County employees will be involved in the planning, recommending, selecting, and contracting for the attached procurement:

County Auditor:

Jeff May – County Auditor

Purchasing:

Michalyn Rains – Purchasing Agent, CPPO, CPPB

Michelle Charnoski – Assistant Purchasing Agent, CPPB

Courtney Wilkerson – Senior Buyer

Commissioners' Court:

Keith Self – County Judge

Susan Fletcher – Commissioner Precinct No. 1

Cheryl Williams – Commissioner Precinct No. 2

John Thomas – Commissioner Precinct No. 3

Duncan Webb – Commissioner Precinct No. 4

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

CHAPTER 2270 VERIFICATION

I, _____, the undersigned representative of
(PRINT NAME)

(COMPANY)

do hereby verify that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

- 1. Does not boycott Israel currently; and
- 2. Will not boycott Israel during the term of the contract.

Pursuant to Section 2270.001, Texas Government Code:

- 1. *“Boycott Israel” means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
- 2. *“Company” means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.*

DATE

SIGNATURE OF COMPANY REPRESENTATIVE

TITLE

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
	6 City, state, and ZIP code		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)																																																													
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.																																																													
	<table border="1" style="margin: auto;"> <tr> <th colspan="10" style="text-align: center;">Social security number</th> </tr> <tr> <td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td> </tr> <tr> <td colspan="3" style="text-align: center;">-</td> <td colspan="4" style="text-align: center;">-</td> <td colspan="3"></td> </tr> </table> <p style="text-align: center; margin: 5px 0;">or</p> <table border="1" style="margin: auto;"> <tr> <th colspan="10" style="text-align: center;">Employer identification number</th> </tr> <tr> <td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td> </tr> <tr> <td colspan="3" style="text-align: center;">-</td> <td colspan="7"></td> </tr> </table>	Social security number																				-			-							Employer identification number																				-									
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Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.																																																													

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.	

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.