



Request for Proposal Armored Courier Services

**Issued: November 24, 2021
Proposals Due: December 10, 2021**

Description

The Town of Rolesville is seeking proposals for armored courier services in accordance with this Request for Proposal (RFP).

Background

In addition to accepting payments on behalf of the Town, the Town of Rolesville is also a satellite payment hub for the Wake County Tax Administration. The monetary value of daily deposits varies from day to day and season to season, typically peaking in Q4 of each calendar year.

Scope of Services

The scope of services for this contract will include:

- Daily deposit or on-call pick-ups for Town Hall (502 Southtown Circle, Rolesville)
- Guaranteed safe delivery to Truist Bank (3001 Leland Drive, Raleigh), unopened and untampered, the same business day as the deposit is picked up
- All services, labor, materials, transportation and equipment needed to perform the work described above

Proposal

Format

Submitted proposals should conform to the following format and be organized as outlined below.

A) Letter of Intent to include:

- 1) Signature of an officer of the company authorized to bind the vendor to the proposal.
- 2) Company name, address, telephone number, and website.
- 3) Name, title, email address, and telephone number of the proposal contact person(s) who are authorized to represent the firm and to whom correspondence should be directed.
- 4) A statement indicating the period, not less than 90 days from the bid date, during which the proposal will remain valid

B) Company Background to include:

- 1) Location of main offices and any technical support centers.
- 2) Number of years in business.
- 3) Number of staff in primary functional areas (e.g. customer support, programing, etc).
- 4) Names of North Carolina municipal customers, total number of North Carolina clients.

Term

The proposal will be for an initial 12-month period starting from the effective date of the negotiated and executed contract.

The award will be based on contract price and whether services provided meet or exceed minimum requirements. This option can be cancelled by the Town upon 30 days written notice.

If the term of this contact extends into fiscal years subsequent to that in which it is approved, such continuation of the contact is subject to the appropriation of funds by the Town Board. If sufficient funds are not authorized, the parties mutually agree that the contract may be terminated or amended. If the contact is terminated, vendor agrees to terminate any services and relieve the Town of any further obligation.

Pricing

Vendors shall provide pricing for daily deposit pick-up. If on-call services are available, provide pricing for each pick-up as well.

Timeline & Submission

Date of advertisement: November 24, 2021

Proposal due date: December 10, 2021

Responses may be submitted by mail, in person, or via email to:

Amy Stevens, Finance Director
Town of Rolesville
PO Box 250
502 Southtown Circle
Rolesville, NC 27571
amy.stevens@rolesville.nc.gov

Selection Process

Proposals will be evaluated based on:

1. Demonstration of the firm's ability to complete all of the requirements
2. Cost of services

Staff in the Finance Department will review all submitted proposals.

General Requirements

This solicitation and any subsequent contract shall be awarded consistent with and governed by the laws of the State of North Carolina.

Proposals submitted shall not be subject to public inspection until a contract is awarded.

The Town reserves the right to reject any or all proposals and to waive any informalities as may be permitted by law.

The Town reserves the right to request oral interviews or request additional information from any or all vendors.

The Town reserves the right to award a contract based on proposals received without further discussion or negotiation.

The RFP does not commit the Town to award, nor does it commit the Town to pay any cost incurred in the submission of a proposal, or in making necessary studies or designs for the preparation thereof, no procure or contract for service or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract or award.