

Invitation For Bid
#RTC9-03PT
FOR ARMORED CAR SERVICES

For the
REGIONAL TRANSPORTATION COMMISSION
Reno, Nevada

DUE DATE: AUGUST 26th, 2009 2:00 P.M. PDT

Key Dates:

July 20th, 2009 – Advertisement

July 29th, 2009– Non-Mandatory Pre-Bid Meeting

August 26th, 2009– IFB Submissions Due

SUBMISSION REQUIREMENTS:

- One (1) Original
- Three (3) Copies

A Public Solicitation Made by the
Regional Transportation Commission

PUBLIC NOTICE

REGIONAL TRANSPORTATION COMMISSION INVITATION FOR BID (IFB) #RTC9-03PT

The Regional Transportation Commission (RTC) is soliciting bids for **Armored Car Services for Pass Vending Machines (PVM) and Ride Money Room.**

Solicitation documents may be obtained at no charge from RTC, 1105 Terminal Way, Suite 300, Reno, NV, 89502. For further information, contact Brad T. McKeachnie, Procurement Analyst at 775-332-2174 or email. bmckeachnie@rtcwashoe.com

A non-mandatory pre-bid conference will be held at RTC Centennial Plaza located at 1421 Victorian Blvd, scheduled for July, 29th, 2009 at 2:00 P.M. This time and place may have to change and will be confirmed prior to the meeting date.

All bids must be received by RTC no later than 2:00 pm (PDT), Wednesday August 26th, 2007 and should be addressed to: Elisa Rizzo, Procurement and Compliance Administrator, Regional Transportation Commission, 1105 Terminal Way, Suite 300, Reno, NV, 89502. **LATE BIDS WILL NOT BE CONSIDERED.**

Oral, electronic, faxed or telephone submittal of bids, or modification thereof, will not be accepted. Technical requirements, capacity, and delivery requirements, as well as other necessary information, shall be per RTC specifications provided.

RTC reserves the right to reject any or all bids, alternates or options, or any combination thereof, or accept the bid that is deemed by the RTC to be in the best interest of the RTC. The RTC also reserves the right to waive any irregularities and/or informalities with the bid submittals.

The RTC, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted Programs of the Department of Transportation Issued Pursuant to Such Act, hereby notifies all bidders that it will affirmatively ensure that in regard to any contact or procurement entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, religion, color, sex, age, disability, or national origin in consideration for an award.

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BID SUBMITTAL CHECK LIST

THE FOLLOWING FORMS SHALL BE SUBMITTED WITH EACH BID. FAILURE TO DO SO MAY RESULT IN THE BID BEING REJECTED AS NON-RESPONSIVE.

- Bid
- Cost sheet
- Armored Car Service Application
- Armored Car Services Coversheet

PROJECT DESCRIPTION AND OUTLINE

The RTC is soliciting bids for a one year period, with option to renew for two years.

The Regional Transit Commission of Reno Sparks and Washoe County was created through an interlocal cooperative agreement signed in May, 1978 by Washoe County, the City of Reno and the City of Sparks. It became the Regional Transportation Commission (RTC) in July 1979.

One of the responsibilities of RTC is to provide a local public transit system (RIDE). In an effort to provide enhanced customer service to its patrons, RTC has negotiated a purchase of Pass Vending Machines (PVM) from GFI Genfare, a unit of SPX Corporation.

The RTC is soliciting a **Firm Fixed Price, Invitation For Bid** for the Pass Vending Machines (PVM) installed at two locations, **CitiCenter**, located at 40 East 4th Street, Reno and **Centennial Plaza**, located at 1421 Victorian Avenue, Sparks, and, the bagging and removal of money from the **RIDE Money Room**, located at 2050 Villanova Drive, Reno Nevada.

The company selected must have the financial ability and bonding capacity to perform the requested work. For this bid, bonding capacity of \$2,000,000 will be required. General Liability Insurance will also be required, for this bid of \$1,000,000.00.

The company selected must staff the project with armed employees.

PROJECT DESCRIPTION

The Vendstar-II has modules that will need to be filled with currency

- Coin Tekpak – accepts nickels, dimes, quarters, dollar coins. Provides change through 4 recirculation tubes and 2 added capacity tubes. Locked coin cashbox – 300 cubic inch capacity.
- Bill Tekpak – accepts \$1, \$5, \$10, \$20 old and new styles – 4-way insertion. Escrow up to 10 bills for return on cancel. Cashbox capacity: 1,000 bills.
- Pass Issue Modules – Encode/Print 10 mil polymer passes, 1,500 pass capacity; encode/Print 10 mil paper passes, 3,000 pass capacity (All passes are 2 1/8” x 3 3/8”)

Filling with currency will consist of insuring that adequate supplies of coin are stocked in each machine, as well as removal and safeguarding of paper bills and coin for deposit into the RTC account, currently At Wells Fargo

OUTLINE

The machines are currently located in two separate locations: Reno CitiCenter bus transfer station and Sparks Centennial Plaza bus transfer station. Three machines are located at CitiCenter and one machine is at Centennial Plaza.

At present, each PVM has a different schedule for service:

- 2 fillings per month
- 1 filling per week
- 2 fillings per week

This filling with currency, is subject to fluctuation and therefore the bid should reflect the cost to load coin and paper bills and to remove, count and deposit the coin and paper bills based on a flat rate per \$1,000.00. The pre-bid meeting will demonstrate the method of removal and stocking of coin and paper bills in the PVM, as well as the method of bagging the coin and paper bills at the RIDE Money room. **Every effort should be made to attend this meeting as it will detail the method of opening and servicing the Pass Vending Machines, as well as the detail of bagging the coin and currency at the RIDE Money Room**

The filling and removal of currency in the Pass Vending Machines will be under the direction of an RTC or RTC RIDE employee. The winning Bidder will contact the person responsible for opening the front of the PVM. The individual assigned to opening the machines, will stay and observe the removal of coin and paper bills and, the restocking of coin and paper bills. Once the machine has been opened, a second set of keys will be used to open the hoppers to gain access to the coin and paper bills. A receipt will be placed on each bag and a duplicate will be given to the person assigned by the RTC to open the front of the PVM. There is a card reader on each machine, this card reader reports to a source under contract with the RTC, the amount of Debit/Credit card dollars used for a period of time. **The Debit/credit card reader is not a part of this bid.** There is also a **Thermal Paper Receipt** that details the coin and paper bills placed in the machine. This **Thermal Paper Receipt**, will be removed and taken with the bagged currency, both coin and paper bills and will be attached to the two-part deposit slip, furnished by the RTC. **The Bidder will replace the roll of Thermal Paper Receipt, as required and the rolls are furnished by the RTC.** The two-part deposit slip will be used to make the deposit at the bank of the RTC's choosing, currently Wells Fargo. The original will be left with the currency, the second part will have the Thermal Paper Receipts attached and the duplicate deposit slip and the Thermal Paper receipts will be sent to RTC-Finance.

In addition to the Pass Vending Machines, The RTC will also require the bagging and removal of coin and paper bills from the RIDE "Money Room" Located at 2050 Villanova Drive, Reno Nevada. On Monday, Wednesday and Friday, The winning bidder will make contact with appointed RIDE personal to gain access into the money room. Appointed RIDE Personal will stay and witness the process, and will provide labels to be applied to the poly bags that are used for bagging the paper bills. This service will entail hand loading the paper bills into poly bags, labeling them with labels furnished and repeating this process with the coin, in special bags specific for that purpose. The money located in this facility is under constant video surveillance. The Money Room is located within a secure environment, at 2050 Villanova. Access is restricted however the driveway is constructed to allow Public buses access to the Money Room depository where the fare boxes are placed and the money removed automatically. There is ample room for an armored car at this location. The tally from the fare boxes is sent electronically to the RTC Finance department. The tally from the money removed from the Money Room should match this electronic tally.

GENERAL DISCLAIMER

It is the responsibility of each respondent to carefully examine the contents of this Invitation For Bid (IFB) and any related documents. Any ambiguities or inconsistencies shall be brought in writing to the attention of:

Brad T. McKeachnie,
Procurement/Compliance Analyst
RTC-Finance Department)

SCOPE OF SERVICES/OUTLINE OF PROCESS

This IFB is for the purpose of selecting an outside Armored Car Service to maintain the PVM's, currently in service by the Regional Transportation Commission, and to bag the coin and paper bills from the RIDE Money Room.

An optional pre-Bid meeting will be held to acquaint interested parties with the PVM and the scope of services required for the PVM and the RIDE Money Room. This session shall be conducted at 1421 Victorian Avenue on 7/29/2009 at 2:00 P.M PDT. **Bidders are strongly encouraged to attend.**

Additional questions and requests for clarification should be sent in writing to the attention of Brad T. McKeachnie, no later than 3:00 P.M. on Monday, August 10th, 2009. Written Response will be issued and any necessary addendums will be sent by August 17th, 2009. The Return of any addendums, signed as part of this IFB is required and failure to do so will qualify as non-responsive, negating the entire Bid.

The RTC will respond to questions posed and to any requests for clarification. Such responses will be posted to the Regional Transportation Commission website (<http://www.rtcwashoe.com>) to be viewed by potential bidders by 8/17/2009. In addition, hard copies of the addendums will be sent to the bidders that are present at the pre-bid meeting.

All bids must be in possession by the RTC no later than 2:00 P.M. PDT on August 26th, 2009. All Bids are to be in opaque sealed envelopes, clearly detailing the company name. One (1) original and three (3) copies are required. Failure to submit the required information may, at the discretion of the RTC, result in disqualification.

OUTLINE-

Certain factors warrant special attention.

Insurance

Proof of sufficient Liability insurance coverage is required.

Bonding Capacity

Proof of sufficient bonding capacity is required.

References

References will be checked.

Cost

The winning bidder will provide a firm fixed price based on the filling and removal of currency, as outlined in the IFB.

For filling and removal of currency in the Pass Vending Machines:

The winning bidder will pick up the coin made available at Wells Fargo the day needed. Both rolls of Quarters (about \$150.00) and rolls of Dollars (about \$500.00) will be picked up by the winning bidder and brought to the location of the Pass Vending Machines. The filling and

removal of currency will be to a schedule that varies for each of the 4 machines. There are currently 3 machines located at CitiCenter and 1 machine located at Centennial Plaza.

This bid clearly states that the winning bidder will fill and remove currency as needed, for both the Pass Vending Machines and the RIDE Money room, in compliance with all terms of the bid for a dollar figure per \$1,000.00 on ALL CURRENCY, both coin and paper bills to be bagged, counted and deposited at the bank of our choosing. Currently this bank is Wells Fargo however during the term of this contract the bank may, at the discretion of the RTC, change.

TIMELINE

The following represents the timeline for this IFB for solicitation of Armored Car Services for the Regional Transportation Commission:

7/20/2009 – IFB advertised

7/29/2009 – Pre-Bid 1421 Victorian Avenue, 2:00 P.M. PDT

8/10/2009 – Requests for clarifications, 3:00 P.M. PDT

8/26/2009 – Bids Due, 2:00 P.M. PDT

No Bids will be accepted after the published dates and times. The RTC shall not be responsible for misdirected or lost submissions.

The Regional Transportation Commission is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The RTC is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities.

IFB Released	July 20 th 2009
Non-Mandatory Pre-Bid Conference	July 29 th , 2009
Deadline for Submission of Clarifications, Changes and Approved Equals	August 10 th , 2009
RTC's Response to Requests for Clarifications, Changes and Approved Equals	August 17 th , 2009
IFB Due	August 26 th , 2009
RTC Recommended Award	September 9 th , 2009

COMMUNICATION PROTOCOL

Any inquiries regarding the IFB should be directed SOLELY to:

Regional Transportation Commission
P.O. Box 30002
Reno, Nevada 89520-3002
ATTN: Brad T. McKeachnie
(775) 332-2174 Direct
(775)-348-1066 Fax

Bids are to be sealed in an opaque envelope, containing 1 original and 3 copies and are to be sent to:

Regional Transportation Commission
1105 Terminal Way, Suite 300
Reno, NV 89502
ATTN: Elisa Rizzo

In addition, the RTC has installed a sealed Bid Box for bids at the above location.

IMPORTANT NOTE: . The bids are to be clearly labeled, “Original” and “Copy”.

1.0 INSTRUCTIONS TO BIDDERS

- 1.1 For a Bid to be considered, the bid must be in accordance with these "Instructions to Bidder's".
- 1.2 Bids must be made upon the forms provided therefore, and all the blank spaces shall be filled; the signature shall be longhand; and the completed form shall be without interlineations, alteration, or erasure.
- 1.3 A non-mandatory pre-bid conference will be held at 2:00 P.M. PDT on July 29th 2009 at the RTC Centennial Plaza, located at 1421 Victorian Avenue, Sparks Nevada.
- 1.4 Bids shall be addressed to Elisa Rizzo, Procurement and Compliance Administrator, Regional Transportation Commission, and delivered to the office located at 1105 Terminal Way Suite 300, Reno, Nevada 89502, or mailed to the above address **no later than** 2:00 pm PDT, on August 26th 2009. There is also a bid box located at 1105 terminal Way, Suite 300 in the lobby area. This box will be opened on 8/26/2009 at 2:00 P.M. PDT, any and all bids removed and no further bids will be received.
- 1.5 Bids shall be delivered sealed in one opaque envelope. The outside of the envelopes shall be marked plainly referencing the Bid #. **No late Bids will be considered.**
- 1.6 The RTC confirms that there is no state or local taxes applicable to this Bid. The RTC certificate number is 88-91-0617K.
- 1.7 A Bidder who fails or refuses to complete and return the applicable enclosures shall be deemed non-responsive and will not be awarded the contract. Please refer to the Bidder Submittal Check List found in this section of the Solicitation Documents.
- 1.8 Should a Bidder find discrepancies in, or omissions from, the documents, or should the Bidder be in doubt as to their meaning, the Bidder shall at once notify the RTC.
- 1.9 No increase in cost or extension in performance time will be considered for failure to know the conditions to be encountered as to the character, quality, and quantity of work to be performed, and the materials to be furnished, and as to the requirements of the Specifications.
- 1.10 Any addenda issued during the time of proposing shall become part of the Bid. Signed copies of all addenda and/or bulletins issued to prospective Bidder's shall be enclosed with the Bid. Failure to enclose said addenda and/or bulletins may be considered grounds for rejection of the Bid.
- 1.11 Only written Bids will be accepted. No oral, telephonic, fax or electronic Bids or modifications to Bids will be considered. The Bidder shall assume all responsibility for the accuracy of any bids and modifications.
- 1.12 Bidder's may withdraw Bids before the time fixed for submittal of Bids. No Bids may be withdrawn within a period of ninety (90) calendar days after Bid due date and then only in case the award of the contract has not been made. The Regional Transportation

Commission reserves the right to hold the Bids for sixty (60) calendar days before awarding the contract.

- 1.13 **RTC reserves the right to reject any or all Bids or options or any portion or combination thereof, or accept the Bid deemed by the Regional Transportation Commission to be in the best interest of the Regional Transportation Commission. The Regional Transportation Commission also reserves the right to waive any irregularities and/or informalities with the Bid submittals. The RTC reserves the right to not award a contract.**
- 1.14 No Contract shall be considered effective until it has been finally executed by all parties thereto.
- 1.15 All product information, explanations, comments, calculations, or descriptions must be in sufficient detail to allow the RTC to understand the nature of the topic without excessive use of “jargon” or industry-specific terms.
- 1.16 No compensation will be provided for Bid preparation.
- 1.17 Audited Financial Statements will be provided to the RTC upon request.

BREACHES AND DISPUTE RESOLUTION

Disputes

Disputes arising in the performance of this Contract that are not resolved by agreement of the parties shall be decided in writing by the authorized representative of RTC's Contracting Officer. This decision shall be final and conclusive unless within ten (10) days from the date of receipt of its copy, the Contractor mails or otherwise furnishes a written appeal to the Contracting Officer. In connection with any such appeal, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the Contracting Officer shall be binding upon the Contractor and the Contractor shall abide by the decision.

Performance During Dispute

Unless otherwise directed by RTC, Contractor shall continue performance under this Contract while matters in dispute are being resolved.

Remedies

Unless this contract provides otherwise, all claims, counterclaims, Disputes and other matters in question between the RTC and the Contractor arising out of or relating to this agreement or its breach will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State in which the RTC is located.

Rights and Remedies

The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. No action or failure to act by the RTC, or Contractor shall constitute a waiver of any right or duty afforded any of them under the Contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing

PROTEST PROCEDURES

1.1 General. Protests may be made by prospective bidders or proposers whose direct economic interest would be affected by award of a contract or by failure to award a contract. RTC will consider all protests requested in a timely manner regarding the award of a contract, whether submitted before or after an award. All protests are to be submitted in writing to : Regional Transportation Commission, P.O. Box 30002, Reno, Nevada 89520-3002. Protest submissions should be concise, logically arranged, and clearly state the grounds for protest. A protest must include at least the following information:

- (a) name, address and telephone number of protestor;
- (b) identification of contract solicitation number;
- (c) a detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and
- (d) a statement as to what relief is requested.

Protests must be submitted to RTC in accordance with these procedures and time requirements, must be complete and contain all issues that the protestor believes relevant.

1.2 Protests Before Bid Opening. Bid protests alleging restrictive specifications or improprieties which are apparent prior to bid opening or receipt of proposals must be submitted in writing to the Contracting Officer at the address above and must be received at least seven (7) days prior to bid opening or closing date for receipt of bids or proposals. If the written protest is not received by the time specified, bids or proposals may be received and award made in the normal manner unless the Contracting Officer determines that remedial action is required. Oral protests not followed up by a written protest will be disregarded. The Contracting Officer may request additional information from the appealing party and information or response from other bidders, which shall be submitted to the Contracting Officer not less than ten (10) days after the date of RTC's request. So far as practicable, appeals will be decided based on the written appeal, information and written response submitted by the appealing party and other bidders. In failure of any party to timely respond to a request for information, it may be deemed by RTC that such party does not desire to participate in the proceeding, does not contest the matter, or does not desire to submit a response, and in such a case, the protest will proceed and will not be delayed due to the lack of a response. Upon receipt and review of written submissions and any independent evaluation deemed appropriate by RTC, the Contracting Officer shall either (a) render a decision, or (b) at the sole election of the Contracting Officer, conduct an informal hearing at which the interested parties will be afforded opportunity to present their respective positions and facts, documents, justification, and technical information in support thereof. Parties may, but are not required to, be represented by counsel at the informal hearing, which will not be subject to formal rules of evidence or procedures. Following the informal hearing, if one is held, the Contracting Officer will render a decision, which shall be final, and notify all interested parties thereof in writing but no later than ten (10) days from the date of informal hearing.

1.3 Protests After Bid Opening/Prior to Award. Bid protests against the making of an award by the RTC must be submitted in writing to the Contracting Officer and received within seven (7) days of the award by the RTC. Notice of the protest and the basis therefore will be given to all bidders or proposers. In addition, when a protest against the making of an award by the RTC is received and it is determined to withhold the award pending disposition of the protest, the bidders or proposers whose bids or proposals might become eligible for award shall be requested, before expiration of the time for acceptance, to extend or to withdraw the bid. Where a written protest against the making of an award is received in the time period specified, award will not be made prior to seven (7) days after resolution of the protest unless RTC determines that:

- (a) the items to be purchased are urgently required;
- (b) delivery or performance will be unduly delayed by failure to make award promptly; or
- (c) failure to make award will otherwise cause undue harm to RTC or the federal government.

1.4 Protests After Award. In instances where the award has been made, the contractor shall be furnished with the notice of protest and the basis therefore. If the contractor has not executed the contract as of the date the protest is received by RTC, the execution of the contract will not be made prior to seven (7) days after resolution of the protest unless RTC determines that:

- (a) the items to be purchased are urgently required;
- (b) delivery or performance will be unduly delayed by failure to make award promptly, or
- (c) failure to make award will otherwise cause undue harm to RTC or the federal government.

Appeals and requests for reconsideration of the determination of the Contracting Officer of protests under sections 6.8.2 and 6.8.3 must be submitted to the Executive Director of RTC and received within seven (7) days after the date of written determination by the Contracting Officer. The Executive Director may request additional information of the appealing party and information or a response from other bidders, which shall likewise be submitted in writing to the Executive Director not later than ten (10) days from the date of RTC's request. So far as practicable, appeals will be decided upon the basis of the written appeal, information, and written response submitted by the appealing party and other bidders. In failure of any party to timely respond to a request for information, it may be deemed by RTC that such party does not desire to participate in the proceeding, does not contest the matter, or does not desire to respond, and, in such event, the appeal will proceed and will not be delayed by lack of a response. Upon receipt and review of written submissions and any independent investigation deemed appropriate by RTC, the Executive Director shall either (a) render a decision, or (b) at the sole election of the Executive Director, conduct an informal hearing at which the interested participating parties will be afforded an opportunity to present their respective positions and facts, documents, justification, and technical information in support

thereof. Parties may, but are not required to, be represented by counsel at the informal hearing, which will not be subject to formal rules of evidence or procedures. Following the informal hearing, the Executive Director shall render a decision, which will be final, and advise all interested parties thereof in writing, but not later than ten (10) days after the informal hearing

GENERAL PROVISIONS

1. Nevada Law Applies

The provisions of this Agreement shall be governed and construed in accordance with the laws of the State of Nevada and the parties hereto select the United States District Court, Northern District of Nevada, and submit to the jurisdiction of said court to resolve any dispute or differences arising hereunder.

2. Exclusive Agreement

There are no verbal agreements, representations or understandings affecting this Agreement, and all negotiations, representations and undertakings are set forth herein with the understanding that this Agreement constitutes the entire understanding by and between parties.

3. Amendments

No alteration, amendment or modification of this Agreement shall be effective unless it is in writing and signed by both parties.

4. Attorneys' Fees

In the event any party files suit to enforce the terms of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees and costs of suit.

5. Regulatory Compliance

Bidder shall comply with all applicable federal, state and local government laws, regulations and ordinances.

6. Time is of the Essence

It is understood and agreed that all times stated and referred to herein are of the essence. The times stated and referred to may be extended by the RTC Executive Director for such additional periods as the RTC Executive Director may approve. No extension of time shall be valid unless reduced to writing and signed by the Executive Director.

7. Non-Transferability

This Agreement is for Bidder's professional services, and Bidder's rights and obligations hereunder may not be assigned without the prior written consent of the RTC.

8. Unavoidable Delays

If the acceptable completion of this Bid should be unavoidably delayed, the RTC shall extend the time for completion of the Bid not less than the number of days Bidder was excusably delayed. A delay is unavoidable only if the delay is not reasonably expected to occur in connection with or during Bidder's performance, is not caused directly or substantially by acts, omissions, negligence, or mistakes of Bidder, is substantial and in fact causes Bidder to miss specified completion dates, and cannot adequately be guarded against by contractual or legal means.

9. Notification of Delay

Bidder shall notify the RTC as soon as Bidder has, or should have, knowledge that an event has occurred that will delay contract completion. Within five (5) calendar days, Bidder shall confirm such notice to the RTC in writing, furnishing as much detail as is available.

10. Request for Extension

Any request for an extension of time to complete the Bid shall be made in writing to the RTC's representative(s) identified in the Solicitation documents. Bidder shall supply to the RTC, upon request, documentation to substantiate the justification for additional time needed for Project completion. The RTC shall provide Bidder with notice of its decision within five (5) days.

11. Payments to Bidder

Compensation. Except as otherwise provided herein, within thirty (30) calendar days after final acceptance of product or service or receipt of invoice (whichever occurs later), the RTC shall pay the Bidder such amounts as required by the "Bid" attached hereto and incorporated herein by reference. Acceptance shall occur after any and all defects have been corrected to RTC's satisfaction.

12. Hold Harmless

The Bidder agrees to save and hold harmless and fully indemnify the RTC and all its employees or agents from and against all damages, costs or expenses in law or equity that may at any time arise, or be set up, by any person or persons as a consequence of the use by the RTC or by any of its employees or agents of articles supplied under this Bid to the extent such damages, costs or expenses are caused by defects in the design, marketing or manufacturing of the articles, or by the Bidder's negligence. The Bidder further agrees to save, hold harmless, and fully indemnify the RTC from and against all suits, claims, and demands, including attorney's fees, based upon any alleged damage to property or any alleged injury to persons (including death) which may occur or be alleged to have occurred by or on account of any negligent act or omission on the part of the said Bidder, its subcontractors, or any of their servants, employees, or agents. The Bidder, at its own option and expense, will be associated with the RTC in the settlement or defense of any claims or litigation arising out of the performance of this Bid. Further, the Bidder shall defend all suits or claims for infringement of any patent rights and shall save and hold the RTC, its agents, and assigns harmless from loss on account thereof resulting from the use by the RTC or any of its employees or agents of articles supplied under this Bid. This patent infringement provision shall not apply to any infringement or alleged infringement which is the result of or arises out of the RTC, its employees or agents modifying or altering any part or component, alone or in combination with any other part or component, except as consented to by the Bidder.

NOTE: IF THIS CONTRACT IS FTA FUNDED, THE BIDDER SHALL ALSO DEFEND THE FEDERAL GOVERNMENT.

13. Written Change Orders

Oral change orders are not permitted. No change in this Bid shall be made unless the RTC gives prior written approval therefore. The Bidder shall be liable for all costs resulting from, and/or for satisfactorily correcting, any specification change not properly ordered by written modification to the Bid and signed by the RTC.

COST SHEET

PRICE PER \$1,000.00 FOR ALL SERVICES, AS OUTLINED IN THIS IFB.

\$ _____

(for example \$XX.XX per \$1,000.00)

This sheet must be filled out and signed by an Officer of the firm placing the bid.

SIGNED _____

Date _____

ARMORED CAR SERVICE APPLICATION
REGIONAL TRANSPORTATION COMMISSION

1. Federal Employer ID Number/SSN: _____
2. Is your business a non-profit organization? Yes (if yes, attach copy of 501c(3))
 No
3. Is your business a:
 - a. Sole Proprietorship (Individual)
 - b. Partnership
 - c. Joint Venture
 - d. Corporation (Type of Corporation) _____
4. # of years in business in Nevada _____
5. # of years in business in Reno area _____
6. Has your business operated under a different name at any time? If so, list name(s)

7. How many years has your business operated under its current name? _____
8. If your organization is a corporation, answer the following:
Date of incorporation: _____
State of incorporation: _____
President's name: _____
Vice-president's name(s): _____
Secretary's name: _____
Treasurer's name: _____
9. If your organization is a partnership, answer the following:
Date of organization: _____
Type of partnership: _____
Name(s) of general partner(s) _____
10. If your organization is a sole proprietorship (individually owned), answer the following:
Date of organization: _____
Name of owner: _____
11. Is your business REGISTERED AS: MBE WBE DBE SET ASIDE. Have you been certified by the State of Nevada as such?
 Yes No.
12. It is mandatory that the company be legally qualified to do business in Nevada. Are you legally qualified to do business in Nevada? Yes No
13. Are your Drivers and Guards armed? Yes No
14. Please provide the address of your Nevada office and indicate whether it constitutes your home office, branch office, one of your principal places of business or otherwise, and state the number of years you have maintained that office.

References:

15. List three or more references with whom you have worked within the past five (5) years: _____

Applicant's bonding company must be licensed to do business in the State of Nevada

16. Name of bonding company: _____

17. Name and address of agent: _____

18. Maximum bonding for this project is \$2,000,000.00. An attached copy of the bond is required.

19. Attach a sample copy of your General Liability Certificate. For this project \$1,000,000.00 is required.

20. Place here, the cost per \$1,000.00 of all currency collected, both coin and paper bills from the PVM and the RIDE Money room, counted and deposited:

Cost per \$1,000.00 _____

SIGNATURE

Dated this _____ day of _____, 2009

Name of Organization: _____

By: _____

Title: _____

_____, being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this _____ day of _____, 2009.

Notary Public:

My Commission Expires:

ARMORED CAR SERVICES COVERSHEET

REGIONAL TRANSPORTATION COMMISSION

TO: Elisa Rizzo
Finance Department
Regional Transportation Commission
1105 Terminal Way, Suite 300
Reno, NV 89502
Phone: 775-348-0400 x4321

To Whom It May Concern:

The undersigned hereby applies and consents to the terms and conditions as listed in the Invitation For Bid, as drafted by the Regional Transportation Commission. The completed and signed Application and attachments are attached.

Submitted:

Date: _____

(Signature of Official)

(Telephone Number)

(Fax Number)

(Print Name and Title of Official)

(Email/Web Address)

Valid until: _____
(date)

(Name of Firm)

(Business Address)

(City, State, Zip Code)

AWARD

(COMPLETED BY PROCURING AGENCY)

By execution below, Procuring Agency accepts offer indicated above.

Contracting Officer _____
Signature

(Print name/Title)

Date of Award: _____

Approved as to Legality and Form

A. Stanyan Peck, RTC Chief Legal Counsel

State of Nevada
County of Washoe

This instrument was acknowledged before me on _____, 2007 by A. Stanyan Peck,
Chief Legal Counsel of the Regional Transportation Commission of Washoe County, Nevada.

Notarial Officer

STATE OF _____)
)SS:
COUNTY OF _____)

This instrument was acknowledged before me on _____ (Date) _____
by _____ (Name(s) of persons) _____
as _____ (Type of authority, e.g., Officer, trustee, etc.) _____
of _____ (Name of party on behalf of whom instrument was
executed).

(Seal, if any)

(Signature of notarial Officer)