**Armored Car Service Specifications**

**Purpose:**

The Louisiana Department of Revenue (LDR) is seeking to establish armored car service for pick-up of cash deposits and delivery to JP Morgan Chase bank for next day banking. The service is needed 5 days a week, Monday through Friday between 8:30 AM and 2:00 PM, excluding state closures or holidays. The pick-up location is LDR’s headquarters located at 617 N 3rd Street, Baton Rouge, LA 70802. Deposits consist of cash only and average $4,000 per day. Each pickup will consist of no more than two clear deposit bags. Maximum liability for the deposit will not exceed $50,000.

**Required Criteria:**

1. Awarded vendor must have armored vehicle and armed guard(s) to transport the deposit.
2. Vendor is required to submit proof of insurance prior to award.
3. Awarded vendor shall be required to have proof of insurance in their vehicles at all times.
4. LDR will need size “A” clear deposit bags to be furnished by the vendor.
5. The quantity will be 100 per bundle and will be separately listed on the monthly invoice.
6. LDR estimates 3 bundles are needed.
7. No sales tax shall be charged to LDR on the purchase of these bags because of its exemption as a state agency.
8. Deposits will be delivered to JP Morgan Chase’s central money vault in Baton Rouge, LA.
9. The vendor’s bid price shall be outlined as follows and include the following pricing requirements:
10. The flat monthly rate for the services provided, including all charges for fuel and insurance.
11. The charge per minute for any excess time spent on the premise over the normal 7 minutes allowed.
12. The awarded vendor must give details on the monthly invoice for each excess premise time charge to include the date(s), times, and totals.
13. LDR estimates no more than 300 minutes for the excess premise time charge.
14. The charge for the excess liability fee for each $1,000 or fraction thereof for any singular deposit amounts over $50,000.
15. Any charge for excess liability must be detailed on the monthly invoice.
16. LDR estimates a total of $20,000 for the excess liability for deposits over $50,000.
17. The charge per hour for research of aged documents or receipts, unless error was due to vendor fault.
18. Any charge for a research fee must be detailed on the monthly invoice.
19. LDR estimates 10 hours for research.
20. The excess item handling fee charged when any singular deposit has more than 10 items.
21. The fee must be listed on the monthly invoice.
22. LDR estimates 10 for the excess item handling.
23. The holiday service fee charge per day for any days LDR is open but the Federal Reserve Bank is closed.
24. Any holiday service charges must be listed on the monthly invoice.
25. LDR estimates 4 occurrences for this situation.
26. The non-scheduled/off day service fee charge per trip for any trips LDR needs that are not scheduled to be delivered to JP Morgan Chase’s central money vault in Baton Rouge, LA.

i. The fee must be separately detailed and listed on the monthly invoice.

ii. LDR estimates 2 occurrences for this situation.

**Additional Criteria:**

In addition to the bid instructions issued with the ITB, bidders must also adhere to the following insurance requirements.

1. Late Payments: Interest due by the State Agency for late payments shall be in accordance with R.S. 39:1695 and 13:4202.
2. Remedies for Default: Any claim or controversy arising out of this service agreement shall be resolved by the provisions of LSA - R.S. 39:1672.2 - 1672.4.