



ANOKA-HENNEPIN
SCHOOLS
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Request for Quotations
23069Q

Armored Car Services

Due by:
Tuesday, June 20, 2023
2:00 p.m. Local Time

Anoka-Hennepin Schools
Purchasing Department
2727 N Ferry St. Anoka, MN 55303
763-506-1300
purchquotes@ahschools.us

PART 1: GENERAL INSTRUCTIONS

1.01 INVITATION

Quotations will be received at the Purchasing Department of Anoka-Hennepin School District, 2727 North Ferry Street, Entrance #1, Anoka, MN, 55303 until **2:00 p.m. LT on Tuesday, June 20, 2023**, for the Armored Car Services in accordance with the specifications included in this document.

1.02 BACKGROUND AND OBJECTIVE

The District is seeking a Vendor that would act as a committed partner to work with the District by providing armored car services.

1.03 DEFINITIONS

The term:

- **District** refers to Anoka-Hennepin School District and any department, site, school, or board of the School District
- **Vendor** means the manufacturer of the products being submitted for consideration.
- **Contract Vendor** refers to the Vendor that has been awarded a contract as a result of this Quotation.
- **Contract** refers to an agreement, which will be prepared according to the terms and conditions contained in this document and any addenda issued, your response, and any negotiated terms. These documents will form the contract and will be a part of the contract as if they were attached.
- **LT** means local time.
- **RFQ** means Request for Quotation

1.04 INSTRUCTIONS

A. Response Preparation

Vendor to submit one (1) original response printed on standard copy paper, for reproduction for evaluation team, clearly labeled with:

Vendor Name

"23069Q" Armored Car Services

Attn: Tiffany Audette, CPPB / Purchasing

and a notation "Quote Enclosed – Do Not Open until **Tuesday, June 20, 2023, at 2:00 p.m. LT.**

The quotation must be signed by an officer or other employee authorized to submit the quote. Proof of authority of the person submitting the quotation must be made available upon request from the District.

Acceptable delivery methods are listed below:

US Postal Service

FedEx, Courier, UPS

Personally hand delivered*

Facsimile

E-mail

*If delivering in person, please check in with the receptionist at Entrance #1.

B. Multiple Submissions – Not Applicable

C. Delivery Response

Quotations must be received at the following address:

Anoka-Hennepin School District

Purchasing Department, Entrance #1

Attn: Tiffany Audette, CPPB

2727 North Ferry Street

Anoka, MN 55303

If delivering in person, please check in with the receptionist at Entrance #1.

D. Quotation Opening

Quotes will be due on **Tuesday, June 20, 2023, at 2:00 p.m. Local Time**. From the time the response is submitted until a contract is in place, each response is considered a working document.

In the event of an unforeseen closure at the Anoka-Hennepin School District site, that is designated in the solicitation for the receipt and opening of quotes and/or proposals, at the date and time of the scheduled opening, the Procurement Department postpones the receipt and opening of quotes, quotes and/or proposals as scheduled. The due date and time, specified for the receipt of quotes, quotes and/or proposals is deemed to be extended, to the same time of day specified in the solicitation and on the first subsequent operational business day, unless otherwise amended prior to the due date and time.

E. Late Quotation Submissions

The Vendor assumes the risk of any delay in the delivery of their quotation. Whether the quotation is sent by mail, fax, or email or by means of personal delivery, the Vendor assumes responsibility for having their quotation clocked in on time at the location specified above. All quotations received after the quotation opening time identified in Section 1.04 will remain unopened and be rejected.

F. Editing of this document

This document must be submitted without any alterations or edits to the terms and conditions. If your response submission is found to have any modifications, additions, or changes to the originally sent documents, your response may be considered fraudulent and be rejected.

Modifications, additions, or changes to the terms and conditions of this document maybe cause to reject the quotation. Vendors must submit all quotations on the District's forms. Quotations submitted on company forms may be rejected.

G. Withdrawal of Quotation

A quotation, once delivered to the formal custody of the District, may not be withdrawn until after the quotes are opened and acknowledged; and no response may be withdrawn for a period of sixty days from the opening. Once the District has received a quote, that document becomes property of the District.

H. Vendor Responsibility

It is the obligation of each Vendor to examine instructions, requirements and specifications before submitting a quotation. Submission of a quotation shall be proof that such examination has been made and that each Vendor has become thoroughly familiar with the requirements. The District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the Vendor.

I. Incurring Costs

Neither the District nor its representatives shall be liable for any expenses incurred in connection with the preparation of a quotation, whether or not it is the successful Vendor. These costs include but are not limited to:

- bonding
- legal costs for any reason
- visitation costs
- reproduction
- postage and mailing

J. Disclosure of Data

According to state law, the content of all quotations and related correspondence, which discloses any aspect of the quotation process, will be considered public information when the award decision is announced. This includes all documents received in response to this RFQ, both the selected quotation and the quotation(s) not selected. Therefore, the District makes no representation that it can or will maintain the confidentiality of such information.

K. Timeline

Listed below are the required dates and times by which actions must be completed and, where applicable, locations. If the District determines that it is necessary to change a date, time, or location it will issue an addendum to this quote.

Description	Date	Time
Quote #23069Q Released	Monday, June 5, 2023	
Questions due from Vendors	Thursday, June 8, 2023	4:00 p.m. LT
Addendum due	Monday, June 12, 2023	4:00 p.m. LT
Quote Due	Tuesday, June 20, 2023	2:00 p.m. LT

L. Quotation Security – Not Applicable

M. Affidavit of Non-Collusion

Collusion of Vendors is cause for rejection of Vendors involved. A completed Affidavit of Non-Collusion must be submitted with each quote. Please refer to Attachment A.

N. Pre-Quotation Meeting – Not Applicable

O. Inquiries Regarding Quote

All inquiries concerning this RFQ must be submitted via email to PurchQuotes@ahschools.us by **4:00 p.m. on Thursday, June 8, 2023**. The District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the Vendor. No phone or in person inquiries will be accepted. It is the Vendor's responsibility to bring all discrepancies, ambiguities, omissions, or matters that need clarification to the District's attention. Responses to inquiries will be emailed to Vendors **by 4:00 p.m. on Monday, June 12, 2023**.

P. Deviation from Specifications – Not Applicable

Q. Samples – Not Applicable

R. References

In Part 3, Vendors are required to list three customers with approximately the same service requirements and volume as described in this document. In addition, the responder must provide information for a company who has discontinued a contract within the last three years. The District will make all reasonable attempts to reach the specified references.

S. Uniformity

To provide uniformity and to facilitate comparison of responses, all submissions must be printed in ink, signed and submitted on the forms provided. When additional sheets are necessary, they must be submitted clearly referring to the page number, section, or other identifying reference in this document. All information submitted must be noted in the same sequence as it appears in this document.

T. Interpretations and/or Clarifications

Interpretations and/or clarifications shall not be binding on Vendors unless repeated in writing and distributed as an addendum. Any changes, clarifications, or other interpretations regarding this document will be sent by the District to each Vendor. These addenda will become part of the quote and will be included by reference in the final contract(s) between the Vendor(s) and the District.

U. Vendor Interviews

As part of the evaluation process, interviews may be conducted with selected Vendor(s).

1.05 BASIS OF AWARD

A. Award

Award shall be made to the qualified and responsible Vendor whose quote is responsive to this request. The District reserves the right to:

- Accept or reject any and all quotes or portions thereof, or to waive any irregularities or informalities in quotes.
- Reject nonconforming, nonresponsive, or conditional quotes
- Select a quote in the best interest of the District.
- Select the next best responsive quote.
- Award to more than one Vendor.
- Release a new quote.
- Take other action, as the District deems appropriate.

The District will be the sole and final authority in determining the successful Vendor.

1.06 CONTRACT

A. Contract Period

The initial Contract resulting from this bid will be for a one-year term commencing upon receipt of signed contract and continuing through June 30, 2025.

B. Contract Pricing

Contract pricing resulting from this request must remain firm for the initial contract period. During the contract term, the successful Vendor must pass on to the District all discounts and price reductions made available to other customers using similar services or products. At no point will the Vendor be allowed to raise cost above the stated contract price. All contract pricing must include freight and all other costs associated with the purchase of these items or services. No additional fees will be allowed, unless noted on quotation sheet Part 3.

C. Escalation Clause

Vendors must provide the maximum escalation percentage for each year of the contract (Part 3). Price increases must be accompanied with documentation and CPI reference for this industry and region. Any price increases will be negotiated between the District and the Vendor annually, during the month of April.

D. Contract Review

The District and/or Contract Vendor may request to meet annually, or as needed, to review the contract resulting from this quotation.

E. Contract Renewal

The District reserves the right to renew the contract for three (3) additional years (12-month increments) at the same terms and conditions upon mutual agreement of the contracting parties.

F. Contract Assignment

The Contract Vendor will not assign this contract, in whole or in part, or any monies due or that would become due hereunder, without written consent of the District. If the District consents to the Contract Vendor assigning this contract, in whole or in part, or any monies due or that would become due, the instrument of assignment will contain a clause that states what the right of assignee is and that any monies due to the Contract Vendor will be subject to prior liens of all persons, firms and corporations for the services rendered or materials supplied for the performance of this contract.

G. Vendor Performance

The Contract Vendor shall make every reasonable effort to maintain staff to deliver the service purchased by the District. The Contract Vendor shall immediately notify the District in writing whenever it is unable to, or reasonably believes it is going to be unable to, provide the agreed-upon quality and quantity of services. Upon such notification, the District shall determine whether such inability requires a modification or cancelation of the contract.

The District shall not be liable for any Contract Vendor inventory in the event that this award is terminated by either party or in the event that renewal options are not exercised.

H. Reimbursement of Liquidated Damages

If the Contract Vendor fails to meet the specifications, terms and conditions in this document, for any reason, the District may deduct as liquidated damages from any money due or coming due to the Vendor the cost of purchase by the District on the open market. Any monies deducted are not to be construed as a penalty, but as liquidated damages to compensate for the additional costs and inconvenience incurred by the District.

I. Vendor Financial Stability

The District may request a copy of the Vendor's financial records prior to contract award or during the Contract period.

J. Contract Reports – Not Applicable

1.07 ADDITIONAL CONTRACT TERMS

A. Bonds and Insurance

Performance Bond: All Vendors entering into a contract with the District for \$10,000.00 or more may be required to provide a Performance Bond for 100% of the contract. Performance Bond must be furnished within 10 days of award notice of the contract.

Commercial General Liability Insurance: Vendor will maintain insurance with limits of at least \$1,500,000 each occurrence for commercial general liability including bodily injury, property damage, personal injury, product liability and contractual liability through the effective period of the contract. Policies will name the District as an additional insured on a primary basis with respect to the operations of the Vendor using form CG2026 or its equivalent.

Commercial Automobile Liability Insurance: The Vendor may be required to maintain insurance protecting it from bodily injury claims and property damage claims which may arise from operations of vehicles under the contract whether such operations were by the Vendor, a subcontractor or by anyone directly or indirectly employed under the contract. The minimum insurance amounts will be \$2,000,000.00 per occurrence Combined Single Limit (CSL).

The Vendor shall provide the District with a certificate of insurance in a form acceptable to the District prior to commencement of the contract. The certificates and insurance policies required in the above paragraphs shall contain a provision that coverage afforded under the policies cannot be canceled, materially altered, or allowed to expire until at least 30 days prior written notice has been given to the District.

Errors and Omissions (E & O) Insurance: The Vendor may be required to maintain insurance protecting it from claims the Vendor may become legally obligated to pay resulting from any actual or alleged negligent act, error or omission related to the Vendor's professional services required under this contract.

The minimum insurance amounts will be:
\$2,000,000.00 per occurrence
\$2,000,000.00 annual aggregate

The Vendor may be required to submit certified financial statement providing evidence the Vendor has adequate assets to cover any applicable E & O policy deductible.

Vendor will notify District of any changes in insurance coverage or carrier by Vendor or any subcontractor.

B. Access to Records and Audit

Vendor's books, records, documents, and accounting procedures and practices relevant to the contract are subject to examination by the District and either the Legislative or State Auditor, as authorized by Minnesota Statute 16A.055. Such data are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under the contract. The vendor agrees to maintain such data for a period of 3 years from the date services or payment was last provided or made, or longer if any audit in progress requires a longer retention period.

C. District Support

The Vendor must provide their company contact information for key personnel providing support under this contract in Part 3.

The Contract Vendor must notify the District immediately of any changes in support staff.

D. Permission to Proceed - Not Applicable

E. Independent Contractors

Vendors, in performing these services, will be acting in the capacity of an independent contractor, and will not be an agent, servant, partner, or employee of the District. Vendor will have control over the performance of the services and will be solely responsible for payment of its federal and local taxes, salary for its employees, social security payments, and any and all other expenses incurred by Vendor in the performance of the Contract. None of the benefits provided by the District to its employees, including, but not limited to, workers' compensation insurance, disability insurance, medical insurance, and employment insurance would be provided by the District to any of Vendor's employees. Vendor will not have authority to assume or create any obligation or responsibility, expressed or implied, on behalf or in the name of the District or to bind the District in any way whatsoever. The District requires all background checks for any/all delivery drivers that delivers to any District sites.

F. Responsible Contractor – Not Applicable

G. Prevailing Wage - Not Applicable

H. OSHA

All Vendors must comply with OSHA regulations where applicable to this quote in that the seller warrants that the product sold or service rendered to the buyer shall conform to the standards and/or regulations promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970 (29V.X.C. 651, PL 91-596).

I. Safety

The Vendor will comply with all state and federal laws as they relate to employee safety.

J. District Policies and Procedures

The Vendor will follow the District's policies and procedures while providing services in the school setting. District policies may be found on the District's website

K. Security Compliance on District Property

All work performed on District property shall be in compliance with District security policies, e.g., each person who needs to enter a District building shall sign in on the designated visitor log in the

building office. The log shall include a date of entry, employee name, contractor name, time entering the building and time leaving the building.

The vendor will keep personnel screening records on file for any personnel under the resulting quotation. This will include records of Criminal Background Screening.

L. Hold Harmless

The Vendor shall indemnify, hold harmless, and defend the District and its employees against any and all liability, loss, costs, damages, expenses, claims, or actions, including attorney fees that the District and its employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the Vendor or its agents, servants, or employees, in execution, performance, or failure to adequately perform the Vendor's obligations pursuant to this contract. The District shall also be indemnified for any attorney's fees it incurs to enforce this indemnification provision or any other indemnification provision in the contract.

The Contract Vendor liability for the loss of any shipment or deposit shall not exceed \$200,000.00, or the declared value of said shipment, whichever is less. The Contract Vendor's maximum liability for the loss of reconstructable checks and/or any other reconstructable items shall not exceed the declared value of said reconstructable checks and/or reconstructable items, whichever is less.

The responsibility of the Contract Vendor shall commence when said deposits or shipments have been properly locked and/or sealed and delivered into its possession and said responsibility shall terminate when said deposits or shipments have been delivered into the possession of the said designated depository or consignee and further, that the delivery of the deposits or shipments with lock or seal intact shall be evidence of safe delivery and the Contract Vendor shall have no liability for any claims for shortage or contents of any package or container, unless the package or container has been broken into while in the custody of Contract Vendor. It is the sole responsibility of the District to properly seal or lock shipment bags and/or containers prior to delivery into the possession of the Contract Vendor. The Contract Vendor shall not be liable for shortages or losses due to, or presumed to be due to, the failure of the District to lock and/or seal shipment bags and/or containers giving rise to claims for alleged differences in the amount said to have been contained and the amount actually received by the consignee. The District agrees to use tamper evident, bar-coded, serialized, disposable plastic deposit bags. Notwithstanding any other provisions in this Agreement, it is agreed that the Contract Vendor shall not be liable for any loss caused by or resulting from shortages claimed in the contents of the sealed or locked shipments. No waiver by the Contract Vendor or the District of any breach of any provision herein shall constitute a waiver of any other breach or of such provision.

M. Force Majeure

Neither party shall be held responsible for delay, nor could failure, to perform when such delay or failure is due to any of the following unless the act or occurrence could have been foreseen and reasonable action have been taken to prevent the delay or failure:

- Fire, Flood, or Epidemic
- Strikes
- Wars
- Acts of God
- Unusually severe weather
- Acts of public authorities
- Delays or defaults caused by public carriers

Provided the defaulting party to give notice as soon as possible to the other party regarding the inability to perform.

N. Duties to Mitigate

The contract between the District and the successful Vendor shall be governed by the laws of the State of Minnesota. Both parties shall use their best efforts to mitigate any damages that might be suffered by reason of any event giving rise to remedy hereunder. Attorney's fees If suit is brought by either party to this quote to enforce any of its terms (including all component parts of the Quote documents), and the District prevails in such suit, the Vendor shall pay all litigation expenses incurred by the District, including attorney's fees, court costs, expert witness fees, and investigation expenses.

O. Discrimination

During the performance of this contract, the Vendor shall not unlawfully discriminate against any employee or applicant for employment because of race, color, creed, religion, gender, national origin, disability, age, marital status, sexual orientation, or public assistance status. The Vendor will take affirmative action to ensure that applicants are employed and that employees are treated equally during employment, without unlawful discrimination because of their race, color creed, religion, gender, national origin, disability, age, marital status, sexual orientation, or public assistance status. The Vendor shall also comply with any applicable federal or state laws regarding nondiscrimination. The following list includes, but is not meant to limit, laws that may be applicable:

- Minnesota Statute 363A.37
- The Equal Employment Opportunity Act of 1972
- Executive Order 11246
- The Rehabilitation Act of 1973
- The Age Discrimination in Employment Act of 1967
- The Equal Pay Act of 1963
- Minnesota Statute 181.59
- The Job Training Partnership Act of 1982
- OSHA Requirements

This contract may be canceled or terminated by the School Board and all money due, or to become due under the contract may be forfeited for any subsequent violation of the terms or conditions of this contract.

P. Infringement on Adjoining Property - Not Applicable

Q. Temporary Facilities - Not Applicable

R. Utility Clearances - Not Applicable

S. Use of the District Facilities - Not Applicable

T. Cleanup - Not Applicable

U. Special Controls - Not Applicable

V. Publicity and Advertising

Vendor shall not use in its external advertising, marketing programs, or other promotional efforts, any data, pictures or other representation of the District except on the specific, written authorization, in advance, of the Districts Department of Public Relations.

W. Prohibition against conflicts of interest, gratuities, and kickbacks

Any employee or any official of the District, elected or appointed, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate percentage of contract, money, or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for, or to or from any person, partnership, firm, or corporation offering, submitting pricing for, or in open market seeking to make sales to the District shall be deemed guilty of a felony and

upon conviction such person or persons shall be subject to punishment of a fine in accordance with state and/or federal laws.

X. Damage to District Property - Not Applicable

Y. Material and Quality of Work - Not Applicable

Z. After hours Costs- Not Applicable

AA. Third Party Acquisition of Company

The Contractor shall notify the District in writing should the Contractor's business or all its assets be acquired by a third party. The Contractor further agrees that the contract's terms and conditions, including any and all license rights and related services, shall not be affected by the acquisition. Prior to completion of the acquisition, the Contractor shall obtain for the District's benefit and deliver thereto the assignee's agreement to fully honor the terms of the contract.

1.08 ORDERING PROCESS AND PAYMENT

A. Work Orders/Purchase Orders – Not Applicable

B Quantities

The District reserves the right to increase or decrease the number of sites to receive service under the resulting contract.

C. Compliance with Laws and Debarment

The Vendor certifies that all goods or services furnished under this Contract shall comply with all applicable federal, state, and local laws or ordinances, and all applicable rules, regulations, and standards established by any agency of such governmental units, which are now or hereafter promulgated insofar as they relate to the Vendor's performance of the provisions of this Agreement, as well as District policies and procedures, regardless of whether such laws and regulations are specifically set forth in this Contract. It shall be the obligation of the Vendor to apply for, pay for and obtain all permits and/or licenses required by any governmental agency for the provision of those services contemplated herein.

Vendor represents that it is not currently debarred or suspended by any federal agency from doing business with the federal or state government. Vendor shall notify District if it becomes debarred or suspended during the term of this Contract. District may immediately terminate this Contract in the event of such termination or suspension and Vendor shall be responsible for any costs incurred by District in connection therewith.

E. Warranty – Not Applicable

F. Delivery and Pick-ups

Refer to Part 2.01 for more specific details on delivery and pickups.

G. Contract Vendor Personnel/Vehicles

All Contract Vendor personnel performing work on District property must wear a clearly visible company name badge that is easily recognizable by school/site staff, and have a criminal background screening that clearly shows no crimes have been committed against children. The Contract Vendor will keep Employee Screening records on file for any personnel delivering merchandise or performing service under this contract. The District reserves the right to audit these records at any time.

Vehicles used by the Contract Vendor shall be identified in accordance with state and local regulations and shall be operated in a safe manner on District property. Vehicles must meet Minnesota Department of Transportation requirements.

H. Taxes

Minnesota Taxes: Instrumentalities of the State of Minnesota are not subject to the State of Minnesota Sales Tax pursuant to Minnesota Laws of 1967, Extra Session, Chapter 32, Article XIII, Section 25, Subd. 1, Para. (J).

Telecommunication Excise Tax: The district falls under the category of State and Local Governments thus under regulations prescribed by the IRS, no tax shall be imposed under section 4251 upon any payment received for services or facilities furnished to the government of any State, or any political subdivision thereof, or the District of Columbia.

Excise Taxes: Instrumentalities of the State of Minnesota are not subject to Federal Excise Taxes. Individual exemption certificates will be furnished upon request if needed by the successful Vendor to reclaim such charges.

I. Payment

The District will pay undisputed invoices within 35 days of receipt. "Date of Receipt" means the completed delivery of the goods or services or the satisfactory installation, assembly, or specified portion thereof, or the receipt of the invoice for the delivery of the goods or services, whichever is later (MN Statute 471.425).

All questions regarding invoices and payment must go through the Accounting Manager, Briana Volkers, at (763) 506-1042.

J. Progress Payments – Not Applicable

K. Non-Appropriation

The District reasonably believes that budgeted funds will be obtained sufficient to make all payments. Continuation of any agreements beyond June 30th of any year is contingent upon appropriation of budgeted funds for payment of that contract. In the event that adequate funds are not so appropriated, the District shall notify the vendor as soon as possible prior to the necessary cancellation and no penalty in any form shall be levied against the District because cancellation of any part or all of the equipment required by failure of appropriation.

L. Data Privacy

Vendor agrees that any information it creates, collects, receives, stores, uses, or disseminates during the course of its performance, which concerns the personal, financial, or other affairs of the District, its Board, officers, employees or students shall be kept confidential and in conformance with all state and federal laws relating to data privacy, including, without limitation, the Minnesota Government Data Practices Act, Minnesota Statute, Chapter 13. Vendor must comply with any applicable requirements as if it were a governmental entity. The remedies in Minn. Stat. § 13.08 apply to the Contractor. The Vendor will report immediately to the District any requests from third parties for information related to this Contract. The District will respond to such data requests. All subcontracts, if allowed, shall contain the same or similar data practices compliance requirements.

M. Return of Data

Within fifteen (15) days of the completion or earlier termination of this Contract, or upon earlier request of the District, Vendor shall return all documents, data and other information provided by the District to Vendor, or Vendor's employees or agents in connection with this Contract. Additionally, the Vendor, upon the request of the District, shall destroy all copies of such District provided data, documents, or information in Vendor's possession or control, and provide District with proof of such destruction.

1.09 JOINT PURCHASING – Not Applicable

PART 2: DETAILED SPECIFICATIONS

2.01 ARMORED CAR SERVICE SCHEDULE

The successful Vendor will provide secured transportation of monies and securities for the **2023-2024 school year** in accordance with the following specifications and instructions. The pick-up schedules may vary from time to time, but for quote purposes, the District is listing the approximate number of pick-ups required each week on the Quotation Form, Part 3, 3.01.

- **Pickups must be completed between the following hours:**

- High Schools 7:30 am-4:00 pm
- Middle Schools 7:30 am -4:00 pm
- Elementary Schools 8:00 am -4:30pm

- Sites may contact the Vendor directly to request additional deposit pick-ups. If the vendor accepts the request, the pick-up rates must stay the same as listed on quote.

- **Delivery to all banks MUST be made on the same day as the pick-up of funds.** Bank Location US Bank 1200 Energy Park Drive St. Paul, MN 55108

See Attachment “B” for names, addresses, and pick-up schedules of sites.

See Attachment “C” for 23-24 school calendar.

2.02 COMMUNICATION

For the purpose of communication with the District in regard to pick-up schedules and other operational problems, the successful Vendor will communicate with the Anoka-Hennepin School District, Director of Purchasing, Tiffany Audette, CPPB at (763) 506-1306 or Accounting Manager, Briana Volkers, at (763) 506-1042, and/or any other designated representative of the District.

2.03 SERVICE CONDITIONS

It is incumbent upon the successful Vendor to strictly conform to all established schedules and all acts of service as described herein and as directed during the life of the contract. Failure to perform on the part of the successful Vendor may result in the forfeiture of the performance bond in the manner prescribed by law.

2.04 QUALIFIED VENDOR

A qualified Vendor will be considered as one who has had at least five years’ continuous experience in the transportation of monies and securities. Should a Vendor have less than five years’ experience they will supply as references a listing of establishments now being serviced and a listing of institutions serviced in the past.

- The successful Vendor will maintain during the life of the contract such insurance coverage appropriate to hold harmless all the District and its personnel and students from any suits, liabilities or encumbrances resulting from negligence or accident in the performance of the said service, personal assault, defamation, or any other legal impediment.
- The successful Vendor will furnish and maintain during the life of the contract worker’s compensation for the protection of their employees in the amount required by law.
- The successful Vendor agrees to assume the entire liability for loss of any money pickup or any part of said money pick up. The successful Vendor will carry an insurance policy covering the conveyance of coin and currency with no exclusions or exceptions. The policy will be set up for direct payment to the District in the event of loss. The insurance will be for not less than \$200,000 per pick-up.

2.05 FUEL SURCHARGE

Due to the significant fluctuation of the cost of diesel fuel, the District agrees to accept a fuel escalator using a sliding scale that addresses both a declining and an increasing market based on the average Diesel (On Highway) All Types Prices in the Midwest furnished by the Federal Energy Information Administration as viewed at www.eia.doe.gov, on the last Monday of each calendar month. There will be no fuel surcharge adjustment accepted for diesel fuel price within the base range of \$3.81 to \$4.10 per gallon. The District will accept a fuel surcharge adjustment for every \$.29 per gallon rise or fall in the average diesel (ON Highway) All Types Price in the Midwest above or below the base range. Prices above \$4.11 shall increase the fee and prices below \$3.81 shall decrease the fee and that adjusted fee shall be in effect for the entire following calendar month. Vendors are instructed to show fuel surcharges based on increases and decreases on the quotation form in Part 3. This surcharge will be evaluated in the award process.

2.06 HOLIDAYS

The district shall not be responsible for overtime pay due to any contract vendor holidays that do not correspond to the district calendar. In addition, the district shall not be obligated to pay contracted vendor for district holidays that fall on a regularly scheduled pick up day.

2.07 LOSSES

The District agrees in case of loss to make all reasonable efforts to reconstruct any reconstructable items. The Contract Vendor agrees to pay reasonable cost for reconstruction of any said items up to the actual value of said items. In the event of reconstruction, The Contract Vendor will reimburse the District for actual costs of reconstruction or amount of reconstructable items lost, not to exceed face value of said items or declared value of said shipment, due to inability to reconstruct, whichever is less. The Contract Vendor shall not be liable for any reconstructable items that the District does not make all reasonable efforts to reconstruct.

The Contract Vendor will reimburse the District for the total of the loss or the total loss, less any amount recovered as a result of reconstruction or other means plus the costs of reconstruction, not to exceed the declared value of said loss.

2.08 CHANGE ORDER / DELIVERY SYSTEM OPTION

Standard Fee Schedule - Item Charge

1. Order Processing Fee - per change order
2. Late or Manual Order Fee - additional per order
3. Restocking Fee - additional per order

PART 3 - QUOTATION FORM

3.01 One (1) Year Contract (August 1, 2023, through July 31, 2024)

CHANGE ORDER / DELIVERY SYSTEM STANDARD FEE OPTION		
Order Processing Fee	Per order	\$ _____
Late or Manual Order Fee	Per order	\$ _____
Restocking Fee	Per order	\$ _____

ATTACH ADDITIONAL SHEETS IF NECESSARY TO EXPLAIN SCHEDULE AND

SCHEDULE		
SERVICE – YEAR AROUND	DAY OR DATE	RATES
<ul style="list-style-type: none">Educational Service Center Deliver To: US Bank Energy Park (same day)1200 Energy Park Drive St. Paul, MN 55108	2 times per week	\$ _____ PER PICK UP
SERVICE – SCHOOL YEAR ONLY	DAY OR DATE	RATES
<ul style="list-style-type: none">All (46) forty-six locations as outlined in Attachment B Deliver To: US Bank Energy Park (same day)1200 Energy Park Drive St. Paul, MN 55108	1 time per week	\$ _____ PER PICK UP

3.02 Maximum Escalation Percentage for Pick-up Rates:

2024-25 _____ 2025-26 _____ 2026-27 _____

3.03 FUEL SURCHARGE

Indicate the fuel surcharge increase (or decrease) per delivery for the prices per gallon shown below as described in paragraph 2.05 of this quotation document.

Price/gallon	Surcharge or Credit/Delivery
Below \$3.10	
\$3.11 - \$3.40	
\$3.41 - \$3.80	
\$3.81 - \$4.10	No fuel adjustment
\$4.11 - \$4.40	
\$4.41 - \$4.80	

Price/gallon	Surcharge or Credit/Delivery
\$4.81 - \$5.10	
\$5.11 - \$5.40	
\$5.41 - \$5.70	
\$5.71 - \$6.00	
\$6.01 - \$6.30	
\$6.31 -	

3.04 PROMPT PAYMENT DISCOUNT

Prompt Payment Discount If Offered (i.e. 2% 10, net 30)

Indicate prompt payment discount _____

3.05 ALTERNATE PAYMENT OPTIONS

Will your company accept payment by credit card (P-Card)
at no additional cost to the District?

Yes ____ No ____

3.06 VENDOR SUPPORT STAFF

The Vendor must provide a dedicated sales representative, customer service representative, and accounts receivable representative to assure continuity of service and success of the quotation. The Vendor must notify the District immediately of any changes in support staff.

Name

Email

Phone

SALES REPRESENTATIVE: _____

CUSTOMER SERVICE REP: _____

ACCTS. RECEIVABLE REP: _____

3.07 REFERENCES (If this portion is not completed the District may request this information before any award.)

List three (3) customers with approximately the same volume as this contract including the customer name, address, phone number and contact person. List one (1) customer with approximately the same volume who has discontinued a contract with you in the last three (3) years. Include the same information as above and in addition list the rationale for canceling the contract. Attach additional sheets if necessary.

Customer Name and Address	Contact Person and Phone Number
1)	
2)	
3)	

Customer Name and Address (for a customer who has discontinued a contract)	Rationale for Canceling

PART 4: ACCEPTANCE

I, the undersigned, hereby certify that I am a duly authorized agent of _____ to submit this quote for consideration and acknowledge that all 22 pages of the **Request for Quotation 23069Q** for Armored Car Services have been received and agree to the terms contained therein.

SIGNED: _____

NAME: _____

TITLE: _____

VENDOR NAME: _____

ADDRESS: _____

E-MAIL: _____ PHONE: _____

ADDENDA

Receipt of the following Addenda to the Quotation documents and their costs being incorporated in the quote is acknowledged:

Addendum No. _____ Date _____

Addendum No. _____ Date _____

**A COMPLETE QUOTATION SUBMISSION
MUST INCLUDE THE FOLLOWING**

___ Quote Form (Part 3)

___ Signed Acceptance (Part 4)

___ Affidavit of Non-Collusion (Attachment A)

ATTACHMENT A

AFFIDAVIT OF NON-COLLUSION

I hereby swear (or affirm) under the penalty of perjury:

That I am the Vendor (if the Vendor is an individual), a partner in the company (if the Vendor is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Vendor is a corporation);

That the attached response has been arrived at by the Vendor independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with any other Vendor designed to limit fair or open competition.

That the contents of the Request for Quote response have not been communicated by the Vendor or its employees or agents to any person not an employee or agent of the Vendor and will not be communicated to any such persons prior to the official opening of the Quote; and

I certify that the statements in this affidavit are true and accurate.

Authorized Signature: _____

Date: _____

Firm Name: _____

ATTACHMENT B – Site Names, Addresses and Pick-up Schedules

LINE #	SITE NAME	ADDRESS	PHONE	TYPE	PICK UP DAYS
1	Adams Elementary School	8989 Sycamore St NW Coon Rapids, MN 55433-5799	763-506-1600	Elementary School	SCHOOL YEAR
2	Andover Elementary School	14950 Hanson Blvd NW Andover, MN 55304-3455	763-506-1700	Elementary School	SCHOOL YEAR
3	Brookside Elementary School	17003 Nowthen Blvd NE Ramsey, MN 55303-6196	763-433-5200	Elementary School	SCHOOL YEAR
4	Champlin-Brooklyn Park Academy for Math and Environmental Science	6100- 109 Avenue Champlin, MN. 55316-3471	763-506-3900	Elementary School	SCHOOL YEAR
5	Crooked Lake Elementary School	2939 Bunker Lake Blvd NW Andover, MN 55304-3898	763-506-2100	Elementary School	SCHOOL YEAR
6	Dayton Elementary School	12000 S Diamond Lake Rd Dayton, MN 55327-9652	763-506-2200	Elementary School	SCHOOL YEAR
7	Eisenhower Elementary School	151 Northdale Blvd NW Coon Rapids, MN 55448-3359	763-506-2300	Elementary School	SCHOOL YEAR
8	Evergreen Park World Studies Elementary School	7020 Dupont Ave N Brooklyn Center, MN 55430-1299	763-506-2500	Elementary School	SCHOOL YEAR
9	Hamilton Elementary School	1374 111th Ave NW Coon Rapids, MN 5543-34299	763-506-2700	Elementary School	SCHOOL YEAR
10	Hoover Elementary School	2369 109th Ave NW Coon Rapids, MN 55433-4194	763-506-2800	Elementary School	SCHOOL YEAR
11	Jefferson Elementary School	11331 Jefferson St NE Blaine, MN 55434-1899	763-506-2900	Elementary School	SCHOOL YEAR
12	Johnsville Elementary School	991 125th Ave NE Blaine, MN 55434-3198	763-506-3000	Elementary School	SCHOOL YEAR
13	River Trail Learning Center at L.O. Jacob	1700 Coon Rapids Blvd NW Coon Rapids, MN 55433-4789	763-506-3200	Learning Center	SCHOOL YEAR
14	Lincoln Elementary School	540 South St Anoka, MN 55303-5208	763-506-3100	Elementary School	SCHOOL YEAR
15	Madison Elementary School	650 Territorial Rd NE Blaine, MN 55434-2699	763-506-3300	Elementary School	SCHOOL YEAR
16	McKinley Elementary School	1740 Constance Blvd NE Ham Lake, MN 55304-5697	763-506-3400	Elementary School	SCHOOL YEAR

ATTACHMENT B – Site Names, Addresses and Pick-up Schedules

LINE #	SITE NAME	ADDRESS	PHONE	TYPE	PICK UP DAYS
17	Mississippi Elementary School	10620 Direct River Drive NW Coon Rapids, MN 55433-3800	763-506-3500	Elementary School	SCHOOL YEAR
18	Monroe Elementary School	901 Brookdale Drive N Brooklyn Park, MN 55444-2199	763-506-3600	Elementary School	SCHOOL YEAR
19	Morris Bye Elementary School	11931 Crooked Lake Blvd NW Coon Rapids, MN 55433-1799	763-506-3700	Elementary School	SCHOOL YEAR
20	Oxbow Creek Elementary School	6505 109th Ave N Champlin, MN 55316-3471	763-506-3800	Elementary School	SCHOOL YEAR
21	Ramsey Elementary School	15000 Nowthen Blvd NW Ramsey, MN 55303-6196	763-506-4000	Elementary School	SCHOOL YEAR
22	Rum River Elementary School	16950 Verdin St NW Andover, MN 55304-2027	763-506-8200	Elementary School	SCHOOL YEAR
23	Sand Creek Elementary School	12156 Olive St NW Coon Rapids, MN 55448-2148	763-506-4300	Elementary School	SCHOOL YEAR
24	Sunrise Elementary School	12576 Lever Street NE Blaine, MN 55449	763-433-5000	Elementary School	SCHOOL YEAR
25	University Avenue Elementary School	9901 University Ave NW Blaine, MN 55434-8050	763-506-4500	Elementary School	SCHOOL YEAR
26	Wilson Elementary School	1025 Sunny Lane Anoka, MN 55303-1495	763-506-4700	Elementary School	SCHOOL YEAR
27	Anoka Middle School for the Arts - Washington Campus	2171 - Sixth Avenue N Anoka, MN 55303-2399	763-506-4600	Middle School	SCHOOL YEAR
28	Anoka Middle School for the Arts - Fred Moore Campus	1523 - 5th Avenue S Anoka, MN 55303-2799	763-506-5000	Middle School	SCHOOL YEAR
29	Coon Rapids Middle School	11600 Raven St NW Coon Rapids, MN 55433-3096	763-506-4800	Middle School	SCHOOL YEAR
30	Jackson Middle School	6000 109th Ave N Champlin, MN 55316-3499	763-506-5200	Middle School	SCHOOL YEAR
31	Northdale Middle School	11301 Dogwood St NW Coon Rapids, MN 55448-2408	763-506-5400	Middle School	SCHOOL YEAR
32	Oak View Middle School	15400 Hanson Blvd NW Andover, MN 55304-2648	763-506-5600	Middle School	SCHOOL YEAR
33	Roosevelt Middle School	650 125th Ave NE Blaine, MN 55434-3199	763-506-5800	Middle School	SCHOOL YEAR

ATTACHMENT B – Site Names, Addresses and Pick-up Schedules

LINE #	SITE NAME	ADDRESS	PHONE	TYPE	PICK UP DAYS
34	Andover High School	2115 Andover Blvd NW Andover, MN 55304-3407	763-506-8400	High School	SCHOOL YEAR
35	Anoka High School	3939 7th Ave N Anoka, MN 55303-1299	763-506-6200	High School	SCHOOL YEAR
36	Blaine High School	12555 University Ave NE Blaine, MN 55434-2199	763-506-6500	High School	SCHOOL YEAR
37	Champlin Park High School	6025 109th Ave N Champlin, MN 55316-3488	763-506-6800	High School	SCHOOL YEAR
38	Coon Rapids High School	2340 Northdale Blvd NW Coon Rapids, MN 55433-3097	763-506-7100	High School	SCHOOL YEAR
39	Anoka-Hennepin Regional High School	1313 Coon Rapids Blvd NW Coon Rapids, MN 55433-5362	763-506-7400	Alternative High School	SCHOOL YEAR
40	STEP High School	1353 W Highway 10 Anoka, MN 55303 - 1261	763-433-4000	Alternative High School	SCHOOL YEAR
41	Blaine Early Childhood	13001 Central Avenue NE Blaine, MN 55434	763-506-1275	Additional sites	SCHOOL YEAR
42	Educational Service Center (ESC)	2727 - North Ferry Street Anoka, MN. 55303-1698	763-506-1260	Additional sites	ALL YEAR ROUND
43	Compass Program at Bell Center	1374 Northdale Blvd, Coon Rapids, MN. 55448-3143	763-506-3200	Additional Sites	SCHOOL YEAR
44	Bridges Program	13735 Round Lake Blvd, Suite #110 Andover, MN 55304-3650	763-506-7500	Additional sites	SCHOOL YEAR
45	Sandburg Education Center	1902 2 nd Ave S Anoka, MN 55303	763-506-1350	Additional sites	SCHOOL YEAR
46	TEAM Program - Steven Chrisnagels	13735 Round Lake Blvd, Suite #101 Andover, MN 55304-3650	763-506-7590	Additional sites	SCHOOL YEAR

School Year - September thru June**All year - 12 months**