

*First Judicial District of Pennsylvania's ("FJD")*

*Request for Proposal ("RFP")*

*For*

*Armed Money Carrier Services*

*Dated May 3, 2016*

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**VENDOR'S QUESTIONS AND ANSWERS ("Q&A")**

<http://courts.phila.gov>

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**Please be advised that pursuant to Provision F of the above referenced RFP, Additional Conditions Governing the Procurement Process, the following provision is hereby referenced and incorporated as Provision W, Insurance, of the said RFP:**

*Throughout the term of any subsequent Agreement as a result of this solicitation, the Selected Vendor shall maintain with a reputable and qualified insurance company all requisite coverage as required by applicable law and acceptable to the FJD inclusive of a comprehensive general liability insurance policy in the amount of at least \$1,000,000 per claimant and \$1,000,000 per incident. Such insurance policies shall name the FJD as an additional insured and Vendor shall provide the FJD with appropriate certificates evidencing such coverage at the execution of an Agreement and at the beginning of any renewal term thereof. Such insurance policies shall contain a provision whereby the FJD shall be notified of any failure by Vendor to pay any premium thereon and of any intention by the insurer to cancel such insurance policies at least thirty (30) days in advance. The FJD may, but is not obligated to, pay such delinquent premium or other amounts necessary to maintain the insurance policies in full force and effect. If any such payment is made by the FJD on behalf of the Vendor, the amount of such payment shall be deducted from the payment due the Vendor hereunder.*

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**NOTWITHSTANDING ANY/ALL STATEMENTS HEREIN, PLEASE BE ADVISED THAT THE DEADLINE FOR THE ABOVE REFERENCED RFP HAS BEEN EXTENDED TO**

**THURSDAY, JUNE 30, 2016, BY 3:00 P.M.**

**ALL OTHER TERMS AND CONDITIONS OF THE RFP REMAIN IN FULL FORCE AND EFFECT.**

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**Q1. What are the addresses of the 7 locations that require service?**

1. 1501 Arch St., 10<sup>th</sup> Floor, 19102
2. 1401 Arch St., 1<sup>st</sup> Floor, 19102
3. 1339 Chestnut St., 6<sup>th</sup> Floor, 19107
4. 1501 Arch St., 11<sup>th</sup> Floor, 19102
5. 1301 Filbert St., B-01, Fines and Fees Unit, 19103
6. City Hall, Rm 296, 19107
7. 1301 Filbert St., B-01, Bail Unit, 19103

**Q2. What are the requested service days?**

Bail (#7 above) requires pick-up service six days each week, Monday through Saturday. All other referenced locations above (#1 - #6) require pick-up service five days each week, Monday through Friday.

**Q3. Is there a designated time window for pick-ups?**

10:00 a.m. – 4:00 p.m.

**Q4. Are there any time restrictions for pick-ups?**

Never before 9:00 a.m. or after 4:00 p.m.

**Q5. What is the holiday schedule?**

As identified below, the FJD's 2016 holiday schedule is:

NEW YEAR'S DAY	Friday, January 01, 2016
MARTIN LUTHER KING, JR. DAY	Monday, January 18, 2016
PRESIDENT'S DAY	Monday, February 15, 2016
GOOD FRIDAY	Friday, March 25, 2016
MEMORIAL DAY	Monday, May 30, 2016
INDEPENDENCE DAY	Monday, July 04, 2016
LABOR DAY	Monday, September 05, 2016
COLUMBUS DAY	Monday, October 10, 2016
VETERANS DAY	Friday, November 11, 2016
THANKSGIVING DAY	Thursday, November 24, 2016
Day after THANKSGIVING DAY	Friday, November 25, 2016
CHRISTMAS DAY (Observed)	Monday, December 26, 2016

**Q6. Should billing invoices be issued monthly?**

Yes, on a post monthly basis.

**Q7. What is the average pick-up amount?**

The Bail Unit (#7) averages \$50,000. All other locations (#1-6) average \$4,000.

**Q8. Do pick-ups include both cash and checks?**

All locations (#1-7) include cash pick-ups. Only 1401 Arch St. (#2) includes checks.

**Q9. Does the deposit need to be made same day or next day?**

Next day.

**Q10. Who is responsible for providing consumables such as cash bags etc.?**

The respective banking institution will provide these items.

**Q11. Will a District employee retrieve the funds from the safe and provide them to the armored carrier at the time of the pick-up?**

Yes, the only exception will be an electronic safe in the Bail Unit (#7) where the selected vendor's representative will be required to empty the safe.

**Q12. What, if any, are the insurance limits the vendor must carry?**

See above statement

**Q13. Is the cost from the current providers, listed in the RFP on page 2, a monthly cost?**

Yes.

**Q14. What is the average CURRENCY liability shipped IN per location?**

N/A

**Q15. What is the average CURRENCY liability shipped OUT per location?**

This amount varies between \$5,000 -\$50,000 consistent with Q7's response above.

- Q16. What is the average COIN liability shipped IN per location?**  
N/A
- Q17. What is the average COIN liability shipped OUT per location?**  
\$20.00
- Q18. What is the average number of items shipped IN and OUT per location?**  
8
- Q19. Are there any weapons surrender requirements?**  
Notwithstanding any implemented security procedures/protocol within each of the above referenced facilities (Q1), at this time, there are no imposed weapon surrender requirements for this type of service.
- Q20. Are there any security access restrictions?**  
Yes, details of which will be provided to the Selected Vendor upon full execution of an Agreement.
- Q21. Are there any parking restrictions?**  
Yes, details of which will be provided to the Selected Vendor upon full execution of an Agreement.
- Q22. Who is the depository and what is their address?**  
The FJD presently utilizes two separate depositories whose close proximity is located within a five-mile radius of the pick-up locations. Requisite details will be provided to the Selected Vendor upon full execution of an Agreement.
- Q23. Page 1 of the RFP states that the District has in its possession safes in each location that will retain the funds until ready for pick-up. In one location, the District is seeking the use of one electronic safe, with dual bulk note validators and side car with integrated keyboard and printer:**
- a. What is the Address of the location where this electronic safe is located?**  
See Q11 above.
  - b. Do you currently have the electronic safe or do you require one?**  
See Q11 above. The Selected Vendor will be required to provide a new replacement.
  - c. If required, what are the volume requirements for the electronic safe?**  
The electronic safe must have a minimum of four canisters (with dual bulk validators) and a drop off section. Each of the four canisters must have a minimum capacity of 1,250 notes, totaling 5,000 notes or approximately \$50,000 in currency for the entire safe.
- Q25. Does the prevailing wage requirement on page 6 of the RFP apply to this particular service since our personnel only spend approximately 15 minutes at each location?**  
Yes, the Prevailing Wage Requirement is an obligation for all FJD contracts.
- Q26. Are the checks capable of being reconstructed by identifying the maker and amount of all checks?**  
No.

*~End~*