

**April 5,2022**

**ADDENDUM 1 for (RFP) #NG2201**

**ARMORED CAR SERVICES**

**FOR THE DEPARTMENT OF FINANCE / TREASURY**

**ONE (1) ORIGINAL SIGNATURE HARD COPY AND TWO (2) USB DRIVES OF THE RESPONSE TO BE SUBMITTED**

All responses shall be addressed and returned to:

City Colleges of Chicago

Dawson Technical Institute

Procurement Services

3901 S. State Street, Room 102

Chicago, IL 60609

**Attn:** **Nick Gibb – Associate Director of Procurement**

***Proposals are now due no later than 12:00 pm CDT, on Monday, April 11, 2022***

**Part I - Questions, Responses and Clarification of Information**

1. Is there one pick-up point per location?  Yes Please describe where the pick-up point is located in each building. Pick-up locations are located within the business office for each site
2. Can a 2-week extension be given to the due-date, so we have time to compile our response and get it mailed after the questions are answered? Please see Addendum Item No. 2 below - Due to the slight delay in releasing these Q & A responses, CCC Procurement is extending the submission period by one day. Your submissions will now be due on Monday, April 11, 2022 by 12:00 pm CDT.
3. Are deposits being delivered to a JP Morgan Chase Cash Vault?  Please provide the address. *Chase Bank Vault in Downtown Chicago, IL*
4. Are checks included in the deposits?  Periodically If so, are they able to be reconstructed (identify the maker and amount of all checks in the deposit)? This would be a bank decision
5. Are there any weapon surrender requirements or security access restrictions at any of the locations? No
6. Are there any parking restrictions at any of the locations? No
7. What is the average number of items (bags) shipped in and out per service day? The number of bags varies, but please see Section II Intent and Scope of Services- regarding mnonthly deposits.
8. Are there any service time restrictions? Yes What are the location hours? Based on each business office hours of operation. Typical hours are Monday – Thursday 9am to 5pm and Friday 9am to 1pm.
9. When do you anticipate the restaurant locations reopening?  The RFP notes that they are on hold due to COVID. Re-opening dates have yet to be determined
10. Will City Colleges of Chicago (CCC) consider placing change orders directly with its armored carrier? Yes, please include pricing as a part of your proposal.
11. Does CCC currently receive invoices before or after services have been rendered? After service has been rendered
12. Will CCC agree to utilize clear, tamper-evident deposit bags with unique, pre-serialized barcodes supplied by Vendor, at cost to CCC? This service is currently provided by our bank.
13. What (if any) current service-related issues exist CCC seeks to remedy? (i.e. chronic missed collections, substandard customer service, missing orders, billing inconsistencies, unresolved claims, etc.) CCC is looking for vendors provide the services as set forth in the RFP
14. What are CCC’s current service level expectations? To what extent are they currently met? CCC is looking for a proposal to provide all professional services as set forth in the RFP.
15. Does CCC currently enjoy automated proof of pickup and/or delivery receipt, or is CCC required to manually request from vendor? Yes, CCC currently receives automated proof.
16. Does CCC require carriers to maintain a two-person minimum crew per vehicle? Yes
17. Has CCC experienced any force majeure-related armored car service disruptions during the pandemic period? Yes
18. Will CCC consider potential proposed revisions to its contract terms given the specialized and security-focused nature of armored car services? All contract terms are reviewed and negotiated by City Colleges of Chicago Legal Department.
19. Does CCC consider any Local Business Preference for respondents based in the Chicago metropolitan area? No. Please see evaluation criteria on page 16 of the RFP

**Part II – Modifications to the RFP document**

**ITEM NO. 1 – CURRENTLY READS:**

***Proposals must be received no later than 12:00 p.m. CDT, Friday, April 8th, 2022***

**CHANGE TO (Extending due date):**

***Proposals must be received no later than 12:00 p.m. CDT, Monday, April 11, 2022***

Procurement Services is extending the due date for both the “Letter of Intent” submission (originally due Wednesday, April 6, 2022) and the complete RFP submission (originally due, Friday, April 8, 2022).

**The new dates for submissions are as follows:**

**Letter of Intent: Due on or before – Thursday, April 7, 2022 by 12:00 p.m. CDT**

**Complete RFP submission package: Due on or before – Monday, April 11, 2022by 12:00 p.m. CDT**

**END OF ANNOUNCEMENT**

**Please acknowledge receipt of this announcement to** [**ngibb1@ccc.edu**](mailto:ngibb1@ccc.edu)