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ADOPTED - BOARD OF TRUSTEES COMMUNITY COLLEGE
DISTRICT NO. 508
MARCH 1, 2012

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS

ELECTRONIC SAFES AND ARMORED CAR SERVICES
GARDA CASH LOGISTICS
OFFICE OF FINANCE
DISTRICT - WIDE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an agreement with Garda Cash Logistics to provide electronically programmed safes to be installed at each of the seven colleges for the period from July 1, 2012 through June 30, 2017 at a total cost not to exceed \$226,356.

VENDOR: Garda Cash Logistics
2100 West 21st Street
Broadview, Illinois 60155

USERS: Daley College; AVI Westside Technical Institute
Harold Washington College
Kennedy King College; WYCC; Buckingham Fountain Café; The Parrot Cage
Malcolm X College
Olive Harvey College
Truman College
Wright College

TERM:

The term of this agreement shall commence July 1, 2012 and shall end on June 30, 2017.

SCOPE OF SERVICES:

Garda Cash Logistics will provide electronically programmed safes that will transmit cash deposited totals to JPMorgan Chase with provisional funds available for use the next business day. Each safe holds up to 2,400 bills, electrically counts cash and detects counterfeit bills. The electronic safes have two compartments – the upper compartment, which holds cash deposited throughout the day by cashiers and is accessible only by Garda and the lower compartment which is accessible to the College and can store cash and coins needed for day-to-day transactions. Electronic safe services include weekly armored car transportation for College, satellite and restaurant locations as needed as well as coin and currency for the restaurants and certain Colleges.

To accommodate clients and meet bank requirements, Garda has also agreed to sell and buy back the safes and lease them to City Colleges of Chicago (CCC) for one dollar each. At the end of the contract term, CCC will repurchase the safes for one dollar each.

Each college will be charged a one-time fee of \$5,908. The one-time fee includes: 1) purchase of the safe (\$5,333); 2) installation: (\$395); and 3) freight: (\$180) for a total of \$41,356 in addition to the annual service fee of \$37,000.

BENEFITS TO CITY COLLEGES OF CHICAGO:

- Electronic safes provide a secure and convenient way to deposit cash, verify funds and optimize cash flow by electronically transmitting cash totals to J.P. Morgan Chase. The bank will provide provisional credit for use the next business day.
- Web reporting allows each College to view, print or generate reports by cashier id. Software upgrades are included.
- Counterfeit bills can be detected when presented.
- Safe and secure transportation of cash and coin deposits to/from the bank’s vault.
- No cost for the maintenance of the safes for the life of the contract.
- 24-Hour Service Response Time (Monday-Saturday).

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement staff and publicly advertised on October 3, 2011 as Request for Proposal (RFP) DT1114 –Electronic Safes and Armored Car Services. Said RFP was sent to 5 firms and a pre-proposal conference was conducted on October 11, 2011. Submittals were received on October 26, 2011 from two (2) vendors: Garda Cash Logistics, and Loomis Armored US. LLC.

The evaluation committee reviewed the responses and recommends Garda based on the criteria set forth in the RFP including:

- Responsiveness to the RFP
- Qualification of the Firm and Project Team
- Past Experience
- Proposed Plan of Action
- Internal Security Controls & Reporting
- Price/Cost/Fees (Proposed Cost of Services)

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above proposal and Garda, based on the nature of the requested service is unable to subcontract for additional direct services from certified firms and has requested a waiver from direct participation. However, Garda does work with certified MBE and WBE firms nationwide on other projects for indirect participation in compliance with the Board Approved Participation Plan.

MBE Vendor:

Commercial Printing Services 815 N. Central Ave. Connersville, IN 47331	Indirect Participation	MSDC
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WBE Vendor:

C.A. Riley Electrical	Indirect Participation	WBDC
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911 Lee St.
Elk Grove Village, IL 60007

GENERAL CONDITIONS:

Inspector General – It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General’s authority under Article 2, Section 2.7.4(b) of the Board Bylaws.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board’s Ethics Policy adopted January 7, 1993, and an amended by the Board.

FINANCIAL:

Total: \$226,356

Electronic Safes and Armored Car Pick-up Services

Colleges would be charged a one-time fee of \$5,908. Fees include: Purchase of Safe: \$5,333; Installation: \$395; and Freight: \$180.00. The all-in one-time cost is \$41,356.

Charge to: Office of Finance

Source of Funds: Education Fund

Unrestricted Fund

FY13: 00003- xx70100-00082-00000-0000000-530000: \$78,356

FY14: 00003- xx70100-00082-00000-0000000-530000: \$37,000

FY15: 00003- xx70100-00082-00000-0000000-530000: \$37,000

FY16: 00003- xx70100-00082-00000-0000000-530000: \$37,000

FY17: 00003- xx70100-00082-00000-0000000-530000: \$37,000

xx= Various College Departments

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

March 1, 2012 – Office of Finance