

Council Meeting of
August 23, 2011

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the Council:

SUBJECT: Transit and City Treasurer – Approve agreement to provide cash processing and bank deposit services.

Expenditure: Not to exceed \$60,000.

RECOMMENDATION:

Recommendation of the Transit Director and the City Treasurer that City Council approve a ten-month contract services agreement with GARDA Cash Logistics for the processing and bank deposit of Transit System revenue and the City of Torrance daily revenue deposits (B2011-13) for the term of September 1, 2011 to June 30, 2012 at a cost not to exceed \$60,000.

FUNDING: Funding is available in the Transit Department's FY2011-2012 Operating Budget.

BACKGROUND/ANALYSIS:

On April of 2011, a formal bid (B2011-13) was released for the Processing and Bank Deposit of Transit System Revenue and the City of Torrance Daily Revenue Deposits. On May 19, 2011, the Transit Department received two proposal applications in response to the bid. Listed below are the proposers and their respective annual fee for providing the requested service for the City Treasurer's Office and Transit Department:

Agency	Proposed Annual Cost	Difference from Low Bid
GARDA Cash Logistics	\$54,477.40	N/A
Dunbar	\$89,700.10	\$35,222.70

A rating panel was formed to score the proposals. The Criteria for the evaluation of this bid was listed within the bid itself as follows:

"SECTION 22.1.4. – LOWEST RESPONSIBLE BIDDER

(Added by O-3493)

The lowest responsible bidder will be determined after a consideration of the following factors:

- a) The lowest cost to the City;
- b) The ability, capacity, facilities and skill of the bidder to perform the contract;
- c) The ability of the bidder to perform the contract within the time specified, without delay;
- d) The character, integrity, trustworthiness and reputation of the bidder;

- e) The competence, reputation and record of performance and experience of the bidder for the successful recent completion of similar work of comparable magnitude;
- f) The previous and existing compliance by the bidder with laws and ordinances relating to the type of work to be performed under the contract;
- g) The sufficiency of the bidder's financial resources as they relate to the ability of the bidder to perform the contract;
- h) The quality, availability and adaptability of the supplies and equipment to the particular use required;
- i) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
- j) The number and scope of conditions and exceptions attached to the bid by the bidder."

The following panel reviewed each bid proposal.

1. Dana Cortez – City Treasurer
2. Scott McDonough – Finance Department
3. Jim Mills – Transit Department
4. James Lee – Transit Department

The panel reviewed each bidder's proposed cost for revenue counting and processing, transactions fees, etc. ATTACHMENT A of this document is the panel's final cost projection for both bidders, after all costs and fees have been accounted for.

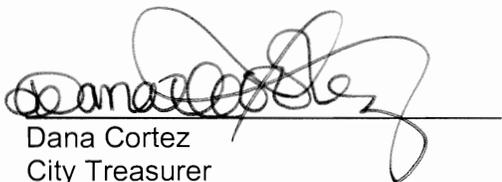
Based upon this, the rating panel has chosen to recommend GARDA Cash Logistics for contract award. GARDA has extensive experience in providing revenue and cash pickup, processing and deposit service. GARDA previously held contracts with the City of Torrance as AT Systems West and ATI GARDA, providing the same type of service for six years.

The attached agreement is for the term of September 1, 2011 to June 30, 2012, (with the option for two, one year extensions) at a not to exceed amount of \$60,000 annually.

Respectfully submitted,



 Kim Turner
 Transit Director



 Dana Cortez
 City Treasurer

CONCUR:



 LeRoy J. Jackson
 City Manager

Attachment: A) Final Cost Projects for Bid B2011-13
 B) Contract Services Agreement GARDA Cash Logistics

FINAL PROJECT COSTS FOR BID B2011-13

City Treasurer Cash Pickups Required:	104
Transit Cash Pickups Required:	147
Average Fuel Price	\$ 4.00
Transit Currency (67%)	\$ 2,000,000.00
Transit Coins (33%)	\$ 1,000,000.00
Transit Annual Fare Revenue	\$ 3,000,000.00
MTA (25%)	25000
Torrance (75%)	75000
Transit Tokens	100000

Agency:**ATI/GARDA**

Monthly Base Fee	\$ 2,000.00
Annual Base Fee	\$ 24,000.00
Bin Pickup Charge @ \$60 x 147	\$ 8,820.00
Bill Counting Fee (per \$1,000)	\$ 9.00
Annual Bill Counting Fee	\$ 18,000.00
Coin Counting Fee (per \$1,000)**	\$ -
Annual Coin Counting Fee**	\$ -
Token Counting Fee (per \$1,000)**	\$ -
Annual Token Counting Fee**	\$ -
Deposit Ticket Fee	\$ 2.20
Annual Deposit Fee @ \$2.20 x 147	\$ 323.40
Monthly Reports	\$ 45.00
Annual Report Fee @ \$45 x 12	\$ 540.00
Fuel Surcharge (% of Base Fee)	3.00%
@ \$4 per gallon	\$ 720.00
Transit Annual Cost	\$ 52,403.40
City Treasurer Annual Cost	\$ 2,074.00
TOTAL CONTRACT:	\$ 54,477.40

Agency:**DUNBAR**

Monthly Base Fee	\$ 1,950.00
Annual Base Fee	\$ 23,400.00
Bin Pickup Charge**	\$ -
Bill Counting Fee (per \$1,000)	\$ 25.00
Annual Bill Counting Fee	\$ 50,000.00
Coin Counting Fee (per \$1,000)	\$ 10.00
Annual Coin Counting Fee	\$ 10,000.00
Token Counting Fee (per \$1,000)	\$ 10.00
Annual Token Counting Fee	\$ 1,000.00
Deposit Ticket Fee**	\$ -
Annual Deposit Fee**	\$ -
Monthly Reports**	\$ -
Annual Report Fee**	\$ -
Fuel Surcharge (% of Base Fee)	12.65%
@ \$4 per gallon	\$ 2,960.10
Transit Annual Cost	\$ 87,360.10
City Treasurer Annual Cost	\$ 2,340.00
TOTAL CONTRACT:	\$ 89,700.10

** - Agency did not list a separate fee for this service.

MATERIALS AVAILABLE MONDAY