



Agenda Report

March 30, 2020

TO: Honorable Mayor and City Council

FROM: Department of Finance

**SUBJECT: CONTRACT AWARD TO BRINKS FOR ARMORED CAR AND
COURIER SERVICES NOT TO EXCEED \$300,000**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Section 21065 of CEQA and Sections 15060 (c)(2), 15060 (c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required for the project: and
2. Authorize the City Manager to enter into a contract with Brinks Incorporated, as the result of a competitive selection process pursuant to Pasadena Municipal Code section 4.08.047 for three years in an amount not to exceed \$180,000 with the option for two additional one-year terms in an amount not to exceed \$120,000 at the discretion of the City Manager, for a total of \$300,000 for five years.

BACKGROUND:

The Department of Finance, Municipal Services Division is the central location where cash, coins, and checks from various City departments are delivered on a daily basis. Armored car services with Brinks are currently utilizing an exemption purchase order to allow time to complete a formal solicitation process for a qualified contractor to provide pickups of cash, coin and checks from two locations in the City of Pasadena.

Prior to issuing the RFP, staff conducted research and outreach through the National Armored Car Association. Notifications and calls were made to Loomis, Garda Cash Logistics and Brinks Incorporated soliciting proposals and on August 20, 2019 a Request for Proposals (RFP) was posted on Planet Bids for the provision of armored

car and courier services for the Municipal Services division. On August 27, 2019, a pre-proposal meeting was scheduled and one vendor (Project 7 Security Group) joined the meeting. The solicitation was sent to 1,513 vendors via Planet Bids; thirteen vendors were prospective bidders, and one local vendor with security service experience downloaded the solicitation. There are no known local vendors for armored car services.

On September 16, 2019, one proposal was received from Brinks Incorporated. Prior to the evaluation, staff conducted outreach to the firms that downloaded the solicitation. One vendor provided feedback that internal timing affected their response. Dunbar was acquired by Brinks Incorporated, therefore they did not bid on this solicitation. There are two other competitors that could have bid but for unknown reason they did not. Brinks is our current vendor and has provided above satisfactory service to the City of Pasadena.

The proposal was evaluated by staff in the Department of Finance and the Department of Transportation and using the criteria outlined in the RFP the scores were as noted in the table below.

Criteria	Max Score	Brinks Incorporated
Adherence to City's Scope of Work	25	21
Qualifications, Experience, References	30	16
Background, Financial Health	15	12
Best Value/Cost Effectiveness	20	18
Local Pasadena Business	5	0
Small or Micro-Business	5	0
	100	67

The City awarded a purchase order in the amount of \$21,600 through June 30, 2020 as the existing vendor is performing satisfactorily.

COUNCIL POLICY CONSIDERATION:

This action is consistent with the City's Council's strategic planning goals of maintaining fiscal responsibility and stability.

ENVIRONMENTAL IMPACT:

The action proposed herein is not subject to the California Environmental Quality Act (CEQA) in accordance with Section 21065 of CEQA and State CEQA Guidelines Section 21065 of CEQA and Sections 15060 (c)(2), 15060 (c)(3), and 15378. The authorization to enter into a contract with Brinks for armored car and armed courier services for Municipal Services and the Transportation Division is a continuing administrative activity. This action would not cause either a direct physical change in the

environment or a reasonably foreseeable indirect physical change in the environment. Therefore the proposed action is not a "project" subject to CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

FISCAL IMPACT:

The maximum cost of this action will be \$300,000 over a five-year period. Sufficient funding for this action is available in the Fiscal Year 2020 Adopted Budget in both the Finance and Transportation Departments.

Respectfully submitted,


MATTHEW E. HAWKESWORTH
Director of Finance

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Approved by:


STEVE MERMELL
City Manager

Attachments: (1)

Attachment A – Taxpayer Protection Amendment