

# Agenda Report

December 6, 2021

**TO:** Honorable Mayor and City Council  
**FROM:** Finance Department  
**SUBJECT: AUTHORIZATION TO AWARD CONTRACT TO BRINKS  
INCORPORATED 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, which includes the base contract amount of \$165,000 and a contingency of \$15,000 to provide for any necessary change orders at the discretion of the City Manager. The option for two additional one-year terms in an amount not-to-exceed \$120,000, which includes the base contract amount of \$110,000 and a contingency of \$10,000 to provide for any necessary change orders, 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. The Finance Department issued a Request for Proposal (RFP) on August 20, 2019 for Armored Car and Courier Services. Brinks was the only company to submit a proposal. On March 30, 2020, Brinks was awarded the contract; however, they refused to sign the City's contract. The City is operating under an active Brink's contract recognized by the City in March 2004 that continues from year-to-year until cancelled. On July 01, 2021, the City awarded Brinks an exemption purchase order agreement, in the amount of

\$24,999 that ends on June 30, 2022, for armored car services. This action allowed additional time for staff to complete a formal solicitation process for a qualified contractor.

On August 26, 2021, an RFP was posted on Planet Bids for the provision of armored car and courier services for the Municipal Services Division. 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. The solicitation was sent to 3,206 vendors via Planet Bids, fifteen vendors were prospective bidders and two local vendors with security service and surveillance experience downloaded the solicitation. There are no known local vendors for armored car services.

On September 20, 2021, a proposal was received from Brinks Incorporated. Prior to the evaluation, staff conducted outreach to the firms that downloaded the solicitation. Dunbar was acquired by Brinks Incorporated; therefore, they did not bid on the solicitation. Garda declined due to the extensive nature of the RFP documentation requirements and the resources it would require to complete it. Loomis did not submit a bid, the reason is unknown. Brinks is our current vendor and has provided above satisfactory service to the City of Pasadena.

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

<b>Criteria</b>	<b>Max Score</b>	<b>Brinks Incorporated</b>
Adherence to City's Scope of Work	25	20
Experience	20	15
Cost Proposal	30	30
Local Pasadena Business	5	0
Small or Micro-Business	5	0
Background, Financial Health	15	13
	<b>100</b>	<b>78</b>

**COUNCIL POLICY CONSIDERATION:**

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

**ENVIRONMENTAL ANALYSIS:**

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 contact with Brinks Incorporated for professional collection services for the Municipal 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.

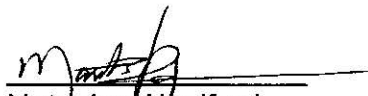
**FISCAL IMPACT:**

The maximum cost of this action will be approximately \$300,000 over a five-year period. Sufficient funding for this action is available in the Fiscal Year 2022 Adopted Budget in the Finance and Transportation Department. Future funding will be budgeted in the appropriate fiscal year.

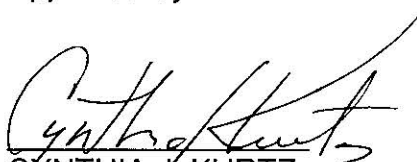
Respectfully submitted,

  
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CYNTHIA J. KURTZ  
Interim City Manager *sm*