

SEPTEMBER 30, 2011

ADDENDUM NO. 1

For

REQUEST FOR PROPOSAL (RFP)

For

CASHIERING/ARMORED CAR SERVICES AT O'HARE AND MIDWAY INTERNATIONAL AIRPORTS

SPECIFICATION AND CONTRACT DOCUMENT NO.: 95579

For which Proposals are due in the office of the Chief Procurement Officer, Department of Procurement Services, Room 301, City Hall, 121 N. LaSalle Street, Chicago, IL 60602 **at 4:00 p.m., Local Chicago Time, on October 3, 2011.**

The following changes and/or revisions are incorporated into the above referenced RFP Document as noted. All other provisions and requirements as originally set forth remain in force and are binding.

THE RESPONDENT MUST ACKNOWLEDGE RECEIPT OF THE ADDENDUM IN THE COVER LETTER SUBMITTED WITH THEIR PROPOSAL.

1. **Proposal Due Date is postponed to October 13, 2011 at 4:00 P.M. Central Time.**
2. **Delete Exhibit 1, Section I – Schedule and Procedures at O'Hare, in its entirety and replace with the following:**

I. SCHEDULE AND PROCEDURES AT O'HARE

The parking facilities at O'Hare are operated on a twenty four (24) hour basis, three hundred sixty five (365) days per year. There are currently thirty (30) revenue collection booths. Although not all booths will be manned at all times, all booths may be manned during peak exiting hours. The Department may, at its discretion, add or delete booths during the term of the Agreement.

Respondent is responsible for armored car pick up of cash and check receipts from revenue collection booths in accordance with the shift schedule set forth below. The services described herein (the "Services") include deposit and transfer of funds. As such, the Respondent shall be or shall partner with a bank ("Respondent Bank"). Respondent Bank shall be an authorized municipal depository bank pursuant to Article V. of Title 2 of the Municipal Code of Chicago, having applied to become a municipal depository of the City of Chicago and Chicago Board of Education for the purpose of holding and paying interest on municipal deposits, and shall have satisfactorily filed with the City Comptroller the information required by Chapter 2, Sections 2-32-430, 2-32-440 and 2-32-450 of the Municipal Code of Chicago. Respondent Bank will also be responsible for reporting discrepancies between cash picked up and cash deposited. The Department may, at its discretion and without amending the Agreement, adjust this shift schedule to reflect changes in airport operations; however, any resulting change in armored car services rates shall be subject to approval by the Chief Procurement Officer.

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Pick Up Locations and Times at O'Hare

Pick Up Location	<u>Red Shift</u> 08:00 – 10:00 # of Booths	<u>Blue Shift</u> 16:30 – 18:30 # of Booths	<u>Black Shift</u> 24:00 – 02:00 # of Booths
Office (currency delivery only)	1	0	0
Valet @ Pedestrian Center 2	1	0	0
Valet @ Pedestrian Center 3	1	0	0
C Parking Lot	0	2	2
A Parking Lot	5	9	12
D Parking Lot	0	0	4
E Parking Lot	3	3	5
F Parking Lot	<u>1</u>	<u>1</u>	<u>2</u>
Total Stops	12	15	25

Respondent will make three (3) pick ups per day, seven (7) days per week with the exception of Thanksgiving and Christmas when service will only be rendered during the Blue Shift at specific times that shall be mutually agreed upon in advance. All shift times listed are Central Standard Time. Respondent employees who handle money at the Airports must wear pocketless uniforms.

Procedures at O'Hare

A representative from the Department will prepare a cash deposit by counting and placing cash in a security sealed plastic bag and filling out a Deposit Drop Summary Sheet. Respondent's messenger will present his/her copy of the safe key to the Department representative, who will then open the drop safe. The Department representative will verify the total number of plastic bags and sign the Deposit Drop Summary Sheet indicating the number of plastic bags to be deposited. After he or she signs the Deposit Drop Summary Sheet, the Department representative will then place the verified number of plastic bags and a copy of the Deposit Drop Summary Sheet(s) into a large, clear, plastic, trigon bag known as a Master Transit Bag; he/she will then seal the Master Transit Bag, stapling a copy of the Deposit Drop Summary Sheet to the Master Transit Bag Receipt located on the top portion of the Master Transit Bag and file these items in accordance with Department guidelines. The Department representative will complete the form located on the exterior portion of the Master Transit Bag which includes the following information:

1. Date of pickup;
2. Cash amount;
3. Check amount;
4. Total deposit amount;
5. Origin address (booth/shift/parking lot #);
6. Destination address.

The Department representative will log the following information into the Customer Receipt Book:

1. Date of pickup;
2. Consignee (destination point);
3. Total deposit amount;
4. Bag/seal number (preprinted control number on exterior portion of bag);
5. Number of items (bags) for pick up.

Respondent's messenger will then inspect the sealed plastic Master Transit Bag for signs of tampering, sign his/her name in the Customer Receipt Book and then proceed to the next teller booth. If the Master Transit Bag is not sealed or shows evidence of having been tampered with, the Respondent's messenger will not accept the bag for shipment or sign for the item.

Cashiering Procedures

Upon completion of each shift, the Respondent must take all deposits collected to an armored car facility that is equipped with a glass-walled money counting room equipped with sufficient controls and video surveillance to ensure proper accounting for all collected funds, including but not limited to glass cage, cameras, etc. The Respondent's counting facility must provide sufficient safeguards to detect any discrepancies that may exist. Discrepancies between the number of deposits in the security bag and the number appearing on the documentation for that bag signed by the Department representative and the armored car driver are the responsibility of the Respondent and will be deducted from future payments due to the Respondent based upon the reported deposit amount for the missing drop. If the Master Transit Bag arrives at the courier's facility sealed and in tact, discrepancies related to either the number of deposits in the Master Transit Bag, or variances within the plastic sealed bag (as taped by security cameras), will be the responsibility of the Department. If the plastic trigon bag has been tampered with en route (as recorded by security cameras), any variances will be the responsibility of the Respondent. Discrepancies in excess of \$50.00 per drop summary will be reported to the Department the same day Respondent Bank receives notification from its currency room.

Tuesdays through Fridays, the three (3) shift collections from the prior day must be transported from the armored car facility to the Respondent Bank for one daily deposit. On Monday, the collections from Friday, Saturday and Sunday must be transported and deposited at Respondent Bank. Deposits must be posted the same day as they are received, and a deposit report must be faxed and mailed to the Department, the City's Department of Revenue, and the City Treasurer that day. Notwithstanding the daily fax and mailed reports, account balances must be made available through immediate Internet access as directed by the City's Department of Revenue and the City Treasurer.

The City may also participate in any optional Respondent Bank services that provide reduced rates for wire transfers.

3. The following questions and requests for clarification were submitted in accordance with the instructions provided in Section I.D.1 (Communications between the City of Chicago and Respondents) of the RFP. The City's response (**in bold italics**) follows each question or request for clarification in the table below:

CLARIFICATIONS TO QUESTIONS

Question 1:	What firm(s) currently provides this service for the City?
Response:	<i>Cole Taylor Bank</i>
Question 2:	What is the City currently paying for this service?
Response:	<i>The current contract (P.O. # 14356) including pricing for this service is available on the Department of Procurement Services' website.</i>

Question 3:	Is the City currently paying a fuel surcharge?
Response:	No.
Question 4:	Will the City waive the requirement for 15 CDs of the respondent's response?
Response:	No.
Question 5:	Can the City provide a copy of the RFP in Word format to facilitate preparation of a response by the respondent?
Response:	<i>The City will not provide a copy of the RFP in Word format.</i>
Question 6:	Will the City consider a waiver of the MBE/WBE requirements?
Response:	<i>Refer to Exhibit 3, Section V, Regulations Governing Reduction or Waiver of MBE/WBE of the RFP.</i>
Question 7:	Will the City consider a reduction in the percentage of MBE/WBE participation?
Response:	<i>Refer to Exhibit 3, Section V, Regulations Governing Reduction or Waiver of MBE/WBE of the RFP.</i>
Question 8:	What is the average number of notes in each of the individual deposit bags?
Response:	<i>For Midway, approximately 50 and for O'Hare, approximately 165.</i>
Question 9:	What is the average dollar value of each of the individual deposit bags?
Response:	<i>For Midway, approximately \$850 and for O'Hare, approximately \$725.</i>
Question 10:	Are there bank deposit tickets in each of the individual deposit bags? Or, is there one deposit ticket for each Master Transit Bag?
Response:	<i>Deposit tickets are in each bag.</i>
Question 11:	Is coin included in the deposit bags? If so, what is the average amount of coin deposited in each bag?
Response:	<i>Coin is occasionally included in deposit bags. Our parking rates are rounded off, but sometimes coins are used for all or a portion of payment.</i>
Question 12:	Through our partner bank, credit will be issued each day, for the deposits that were picked up the previous day. As such, what would be the reason for a wire transfer on Mondays?
Response:	<i>Per this Addendum #1, Monday wire transfer to a municipal depository bank is no longer required because respondent will be required to be a municipal depository bank.</i>
Question 13:	What is the average premise time per booth?
Response:	<i>Approximately 3 minutes per booth on average.</i>
Question 14:	Does the carrier have to service unmanned booths?
Response:	No.
Question 15:	Will the City consider waiving the requirement for Blue Shift pick-up on Christmas Day and Thanksgiving Day?
Response:	Yes.

Question 16:	What is the relevance of the Travel Reimbursement information provided in the RFP package?
Response:	<i>The City of Chicago Travel Guidelines are for reference only. The City does not anticipate requesting any travel associated with this service and would consider any travel on the part of Consultant's employees or subconsultants to be part of Consultant's overhead.</i>
Question 17:	Can you provide a copy of the bid tabulation from the prior bid for this service?
Response:	<i>Refer to the City of Chicago website. Any information that is not on the City's website can be requested through the Freedom of Information Act.</i>
Question 18:	What bank do you use?
Response:	<i>Please see the answer to Question 1 above.</i>
Question 19:	Can the carrier deliver the Fri, Sat and Sun deposits on Monday to the designated Bank?
Response:	<i>Yes.</i>
Question 20:	What time do you require that Friday, Saturday and Sunday deposits be delivered to the Bank?
Response:	<i>By the end of the business day either the same day or the next day.</i>
Question 21:	Will the respondent bank account be used as an operating account or a pass through account (funds are deposited and sent out the next day)?
Response:	<i>The Respondent Bank account will be used as an operating account. Respondent Bank shall be an authorized municipal depository bank pursuant to Article V. of Title 2 of the Municipal Code of Chicago, having applied to become a municipal depository of the City of Chicago and Chicago Board of Education for the purpose of holding and paying interest on municipal deposits, and shall have satisfactorily filed with the City Comptroller the information required by Chapter 2, Sections 2-32-430, 2-32-440 and 2-32-450 of the Municipal Code of Chicago.</i>
Question 22:	If a pass through account is requested, how will the funds be transferred (ACH, Wire or Check)? How often will the funds be transferred?
Response:	<i>Please see the answer to Question 21 above.</i>
Question 23:	What is the average dollar amount of deposits?
Response:	<i>See response to Question 9</i>
Question 24:	Is the City willing to accept alternative suggestions on products/services?
Response:	<i>No.</i>
Question 25:	How many accounts will be required at the Respondent Bank by the City?
Response:	<i>Deposits collected from Midway and O'Hare must be deposited in separate accounts. The City currently maintains three accounts and pays a fee for the main account plus an additional fee for each additional account. However, the City will consider any proposal that achieves the objectives outlined in Exhibit 1 using a smaller or greater number of accounts as long as there are at least two accounts (one for Midway and one for O'Hare).</i>

Question 26:	What type of banking services are the City requesting (i.e. internet banking, wire transfers, ach capabilities, remote deposit, zero balance accounts, etc.)?
Response:	<i>The City is requesting ingoing and outgoing wire transfer capabilities, depository services, coin and currency orders and disbursement services including wire transfers and check drawn/debit services.</i>
Question 27:	Does the City require from the Respondent Bank financial information and information that is requested in the executive summary and company profile?
Response:	<i>Yes. See also the answer to Question 21 above.</i>

END OF ADDENDUM NO.1

**CITY OF CHICAGO
DEPARTMENT OF PROCUREMENT SERVICES**

**JAMIE L. RHEE
CHIEF PROCUREMENT OFFICER**