SUMMARY STATEMENT

ITEM NO. PATCO-12-024        SUBJECT:  PATCO Revenue Collection and Armored Car Transport Services

COMMITTEE: Operations and Maintenance

COMMITTEE MEETING DATE: November 21, 2012

BOARD ACTION DATE: December 12, 2012

PROPOSAL: That the Board authorizes staff to negotiate a contract with Dunbar Armored whereby Dunbar will service PATCO Ticket Vending Machines and parking meters by collecting coins and bill vaults from devices and transporting from PATCO Stations to PATCO Money Room.

Amount: Year 1 (FY 2013-2014): $175,802*
Year 2 (FY 2014-2015) $181,076*
Year 3 (FY 2015-2016) $186,499*
Year 4 (FY 2016-2017) $192,152*
Year 5 (FY 2017-2018) $197,796*

Total 5 Year Contract: $933,325*

Firm: Dunbar Armored
Huntsville, MD

PURPOSE: To contract with Dunbar Armored to collect revenue currency and coin from PATCO’s TVMs and parking meters, replenish TVMs with currency and coin for customer change, and deliver coin/cash vaults to PATCO Money Room.

BACKGROUND: The Automated Fare Collection Ticket Vending Machines (TVMs) contain coin and cash vaults to collect fare money and vend change. Currently, in-house fare collection staff use revenue trains to collect the sealed bins from the TVMs and bring them back to the PATCO Money Room for processing. At many of the stations, the revenue staff is required to carry the coin vaults, each weighing 35 pounds, up and down steps from the platform level to the lobby area. The carrying of weights up and down steps has caused injuries to personnel.

PATCO seeks to limit injuries of personnel and the use of revenue trains for transporting fare money by using an armored carrier to service vending machines. The armored service will relieve Transit
Police of money escort service and allow police to be reassigned to other duties.

A Request for Qualifications (RFQ) was submitted to all contractors identified through various sources as providers of these services in the area. Also, the RFQ was placed on the Authority website. Two of the contractors responding to the RFQ met the performance requirements of these services, and therefore received an Invitation For Bid (IFB). The two contractors responding and their respective bids to provide TVM servicing and delivery for PATCO over a five (5) year period were:

Dunbar Armored, $855,984*
Garda CL, Inc. $1,758,823*

The contractors were asked to bid on servicing PATCO parking meters in four (4) NJ stations: Ashland, Haddonfield, Westmont, and Collingswood. The two contractors responding and their respective bids to provide parking meter servicing and delivery for PATCO over a five (5) period were:

Dunbar Armored, $77,340*
Garda CL, Inc. $656,000*

Based on the above, staff recommends negotiating a contract with Dunbar Armored to provide Ticket Vending Machine, parking meter servicing and money delivery for PATCO.

*Amounts indicated are based on current average volume. The actual cost may vary based on fluctuating cash usage and ridership.

SUMMARY:

<table>
<thead>
<tr>
<th>Amount:</th>
<th>$933,325* (Total for 5 year contract)</th>
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<tbody>
<tr>
<td>Source of Funds:</td>
<td>PATCO Operating Budget</td>
</tr>
<tr>
<td>Capital Project #:</td>
<td>N/A</td>
</tr>
<tr>
<td>Master Plan Status:</td>
<td>N/A</td>
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<tr>
<td>Other Fund Sources:</td>
<td>N/A</td>
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<tr>
<td>Duration of Contract:</td>
<td>5 year contract</td>
</tr>
<tr>
<td>Other Parties Involved:</td>
<td>N/A</td>
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<tr>
<td>General Fund:</td>
<td>$933,325*</td>
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RESOLUTION

RESOLVED: That the Board of Commissioners of the Delaware River Port Authority authorizes staff to negotiate a contract with Dunbar Armored whereby Dunbar will service PATCO Ticket Vending Machines and parking meters by collecting coin and bill vaults from devices and transporting from stations to PATCO Money Processing Room in the amount of $933,325 for a period of five years as per the attached Summary Statement; and be it further

RESOLVED The Chair, Vice Chair and the President must approve and are hereby authorized to approve and execute all necessary agreements, contracts, or other documents on behalf of PATCO. If such agreements, contracts, or other documents have been approved by the Chair, Vice Chair and President and if thereafter either the Chair of Vice Chair is absent or unavailable, the remaining Officer may execute the said document(s) on behalf of PATCO along with the President. If both the Chair and Vice Chair are absent or unavailable, and if it is necessary to execute the said document(s) while they are absent or unavailable, then the President shall execute such documents on behalf of PATCO.

SUMMARY: Amount: $933,325*(Total for 5 year contract)
Source of Funds: PATCO Operating Budget
Capital Project #: N/A
Master Plan Status: N/A
Other Fund Sources: N/A
Duration of Contract: 5 years
Other Parties Involved: N/A
General Fund: $933,325*