SUMMARY STATEMENT

ITEM NO.: PATCO-18-027  SUBJECT: PATCO Revenue Collection and Armored Car Transport Services

COMMITTEE: Finance

COMMITTEE MEETING DATE: August 8, 2018

BOARD ACTION DATE: August 15, 2018

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 Processing Room.

Amount:

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-2019</td>
<td>$138,168</td>
</tr>
<tr>
<td>2019-2020</td>
<td>$143,002</td>
</tr>
<tr>
<td>2020-2021</td>
<td>$147,999</td>
</tr>
<tr>
<td>2021-2022</td>
<td>$153,162</td>
</tr>
<tr>
<td>2022-2023</td>
<td>$158,517</td>
</tr>
<tr>
<td>Total 5 Year Contract:</td>
<td>$740,847</td>
</tr>
</tbody>
</table>

Firm: Dunbar Armored
Hunt Valley, 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 the PATCO Money Processing Room.

BACKGROUND: The Automated Fare Collection Ticket Vending Machines (TVMs) contain coin and cash vaults used when collecting fare money and vend change. In 2013, PATCO contracted out the cash collection and transport of the sealed bins from the TVMs to the PATCO Money Room. The contract decision was based on the high injury rate due to staff carrying coin vaults weighing 35 pounds up and down station steps.

PATCO aims to limit employee injuries and the use of revenue trains for transporting fare money by using an armored carrier to service vending machines. The armored service relieves Transit Police of escorting the money containers in the stations.
A Request for Qualifications (RFQ) was submitted to armored service providers in the area (Brinks, Dunbar, Garda and Eastern). Also, the RFQ was placed on the Authority website. One contractor, Dunbar responded with a bid.

Staff has reviewed and evaluated Dunbar’s proposal and determined it to be fair and reasonable.

Dunbar has been PATCO’s revenue collection and transport carrier for the past 5 years. PATCO is happy with the level of service previously provided.

Staff recommends reappointment of Dunbar Armored Car, as the provider of armored car transport services.

SUMMARY:

Amount: $740,847
Source of Funds: General Fund
Capital Project #: N/A
Operating Budget: PATCO Budget- Contractual Services - Commitment #710000
Master Plan Status: N/A
Other Fund Sources: N/A
Duration of Contract: 5 years
Other Parties Involved: N/A
RESOLUTION

RESOLVED: That the Board of Commissioners of the Port Authority Transit Corporation authorizes staff to negotiate a contract with Dunbar Armored whereby Dunbar will provide PATCO revenue collection and armored transport services in an amount not to exceed $740,847 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 or 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: $ 740,847
Source of Funds: General Fund
Capital Project #: N/A
Operating Budget: PATCO Budget- Contractual Services - Commitment #710000
Master Plan Status: N/A
Other Fund Sources: N/A
Duration of Contract: 5 Years
Other Parties Involved: N/A