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AMENDMENT NO. 001

TO: ALL PROSPECTIVE BIDDERS

**AMENDMENT
ISSUE DATE: December 06, 2021**

**SUBJECT: Solicitation No. DCSC-22-RFP- 32
Armored Car Services**

**PROPOSAL
SUBMISSION
DATE: Wednesday, December 15, 2021, by 3:00 pm,
Eastern Standard Time**

The following is incorporated to this Solicitation:

- 1- Question and Answers Round – 1 Attachment A

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

One (1) copy of this amendment is being sent to all prospective Offerors. The prospective Offeror shall sign below and attach a signed copy of this amendment to each proposal to be submitted to the Courts in response to the subject solicitation or otherwise acknowledge this amendment with the signed offer as stated in the original solicitation documents. Proposals shall be delivered in accordance with the instructions provided in the original solicitation documents.

Geoffrey Mack
Contracting Officer

Acknowledgement of this Amendment, together with the Offeror's proposal, must be received by the District of Columbia Courts as stated in the solicitation no later than the closing date and time specified above for the receipt of proposals.

Failure by the Offeror to properly acknowledge receipt of this Amendment Number #01 may be cause for rejection of the proposal submitted by the Offeror in response to the subject solicitation.

This Amendment Number #1 is acknowledged and is considered a part of the proposal for Solicitation Number DCSC-22-RFP-032 Armored Car Services.

Signature of Authorized Representative

Date

Name of Authorized Representative

Title of Authorized Representative

Name of Offeror

Please remember to check the DC Courts Website daily for posting of Amendment updates

<https://www.dccourts.gov/about/procurement-contracts-branch>

From: Flor Rivera	Q & A Round: 1
Program: Budget and Finance Division	Date: Dec 2, 2021
Email: maria.rivera@dccsystem.com	Pages: 4

cc:	DC Courts
cc:	

This Document includes the following:

-Solicitation Questions & Answers Round: 01

SOLICITATION QUESTIONS & ANSWERS: ROUND 01

1. What is the maximum liability shipped in and out per location, per service day? Please provide the liability breakdown by cash, coin and checks. **See below:**

Daily Deposits Per Location			
Location	Cash	Coins	Checks
B&F	\$ 5,000.00	\$ 1,500.00	\$ 5,000.00
Civil	\$ 20,000.00	\$ 100.00	\$ 5,000.00
COA	\$ 5,000.00	\$ 100.00	\$ 5,000.00
Public Office	\$ 5,000.00	\$ 100.00	\$ 5,000.00
Child Care	\$ 2,500.00	\$ 100.00	\$ 5,000.00
Court Reporter	\$ 5,000.00	\$ 100.00	\$ 5,000.00
Criminal	\$ 20,000.00	\$ 100.00	\$ 5,000.00
Family-CIC	\$ 10,000.00	\$ 100.00	\$ 5,000.00
Family Tax	\$ 10,000.00	\$ 100.00	\$ 5,000.00
Family P&S	\$ 10,000.00	\$ 100.00	\$ 5,000.00
Landlord and Tenant	\$ 30,000.00	\$ 100.00	\$ 5,000.00
Small Claims	\$ 20,000.00	\$ 100.00	\$ 5,000.00
Probate	\$ 20,000.00	\$ 100.00	\$ 5,000.00

2. What is the average number of items (bags) shipped in and out per location, per service day? **If picked up daily 1-2 bags per location**
3. Are there any weapon surrender requirements?
 - a. **Negative, if the company provides documentation that their personnel are authorized under DC Code to carry a firearm. No undercover officer wear is authorized, they must be in a clearly marked security uniform.**
4. Are there any security access restrictions at any of the locations? At each location the guard must be buzzed in to pick up funds from staff.

- a. **The Officers must have a valid company ID to show Court personnel prior to being allowed entry. A sample copy of this ID must be made available to the Courts so that we can ensure that it our staff know what to look for. The ID must contain a name, picture and expiration date that are clearly visible. The Officer are required to ensure a minimum 10 minute wait timeframe to allow the Court time to mitigate any security/logistical issue prior to allowing them in for pickup or delivery.**
5. Are there any parking restrictions at any of the locations?
 - a. **There are no restrictions for street parking. If they are requesting garage or loading dock access, the following apply:**
 - i. **Vehicle must be under 11 feet, 3 inches tall.**
 - ii. **Contractor must state at award briefing if they wish to utilize garage parking, otherwise they must give 14 days notice for any such change. This will ensure that we can accommodate their vehicle.**
 - iii. **All vehicles are subject to search (under-carriage and general outside visual inspection). Security officer may refuse garage entry if they see a safety concern or can articulate a reasonable concern of duress to the Chief Security Officer or designee.**
6. Are checks able to be reconstructed (identify the maker and amount of all checks in the deposit)? **There should not be any checks, checks are deposited via Digital Express but occasionally a money order or certified check may be included. This is a rare occurrence.**
7. Please confirm the address and suite number that our proposal should be delivered to. There are conflicting suite numbers in the RFP so we just wanted to make sure that the proposal is delivered to the correct location.

The package shall be delivered at:
616 H Street, N.W., Suite 612
Washington, D.C. 20001
Maria.rivera@dccsystem.gov

Please enter the building as if you are going to Capital One Arena, go up electric stairs (as if going to Cinema), go through glass doors, check in with doorman, take the elevator to the Six floor. Receptionist will receive package.
8. Please confirm if the Child Care Center, Court of Appeals Public Office and Committee on Admissions are looking for 2 times a week service or 3 times a week service. The pricing form notes 3 times a week service but only notes service days on Wednesday and Friday. **2 days a week. Will do 3 if needed.**
9. What is the bank name that the Court is using? It looks like the address is for TD Bank. Can you confirm if this is the correct bank? **DC Courts official bank is TD Bank. The supplier would go to their nearest volt location and count the funds then submit that information to TD Bank. The address noted on the solicitation is not correct.**

Please let me know if you have any questions. We will look forward to receiving your feedback.

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