

**DELAWARE RIVER JOINT TOLL BRIDGE COMMISSION**  
**Administration Building**  
**1199 Woodside Road Yardley, PA 19067-1334**

**ARMORED COURIER SERVICES - March 4, 2021**

**GENERAL PROVISIONS**

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**I. GENERAL PROVISIONS**

- A. Bids must be made on the standard Proposal form provided by the Commission and delivered or mailed to the Delaware River Joint Toll Bridge Commission, 1199 Woodside Road Yardley, PA 19067-1334. **All bidders must register with the Commission if they intend to submit a proposal for the purpose of receiving addendums. See page GP4 for contact information.**
- B. Proposals will be opened and read on **Thursday, April 1, 2021 at 2:00 PM** at the Administration Building of the Delaware River Joint Toll Bridge Commission Administration Building, 1199 Woodside Road Yardley, PA 19067-1334.
- C. The Proposals submitted by the bidders must be typewritten or printed thereon, properly signed by the bidder. Bids must be submitted in a sealed envelope. **The outside of the envelopes shall be clearly marked as follows. (BIDDERS NAME), ARMORED COURIER SERVICES. BID OPENING: Thursday, April 1, 2021 at 2:00 PM.**
- D. All Proposals must conform to the minimum requirements as set forth in the attached specifications page **S-1**. All exceptions to the requirements must be listed on the submitted proposal sheet. **Note:** Exceptions may disqualify a bid.
- E. It shall be the bidders' responsibility to actually deliver and place their proposals in the designated "Bid Box" at the Administration Building of the Delaware River Joint Toll Bridge Commission, 1199 Woodside Road, Yardley, Pennsylvania 19067-1334, on or before the hour named and no bid will be accepted after the specified time. Proposals may be forwarded via U.S. Mail and they will be delivered and placed in the said "Bid Box" by the authorized personnel of the Delaware River Joint Toll Bridge Commission up to the time specified for opening of the bids. Bids not so submitted will be considered informal and will be returned unopened. Bidders submitting proposals via U.S. Mail shall be responsible to place their proposal in the mail in sufficient time to insure delivery prior to the time of the bid.
- F. Consideration will be extended to each proposal individually, and the details are set forth in the specifications.
- G. In the event of an error in the calculation and/or extension of unit prices to total prices, the Commission will consider that the unit price is the governing price.

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- H. No bid may be withdrawn prior to the tenth day following the first Regular or Special Meeting of the Commission.
- I. The Commission reserves the right to reject any and all bids and to award purchase (in whole or part) in the best interest of the public and the Commission.
- A. **SPECIAL INSTRUCTIONS TO BIDDERS**
  - (1) Insurance certificate for loss coverage must be provided per Attached Insurance and Indemnification Requirements. Pages **I-1** to **I-4**
  - (2) All bidders must supply complete descriptive information with their respective bids.
  - (3) All bidders must state in writing any and or all exceptions to the Commission specifications.
  - (4) Complete one sheet for **each of the seven locations** that you are bidding for. You need to provide your **MONTHLY** bid price for that location based on the information provided by the Commission AND the price per bag over or under counts provided if different so future monthly amounts can be updated.
  - (5) Failure to comply with the above instructions may and can result in disqualification of bids.
  - (6) Estimated contract Start Date: On or after May 1, 2021
  - (7) Once the apparent successful bidder is selected a formal agreement will be developed encompassing the requirements of this Request for Proposals and the response of the vendor.

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**ARMORED COURIER SERVICES - March 4, 2021**

**GENERAL PROVISIONS**

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- (8) The below are current Commission Holidays and no pick-ups will be necessary on these days:

Holiday	Holiday
1	New Year's Day
2	Martin Luther King, Jr. Day
3	Lincoln's Birthday
4	President's Day
5	Good Friday
6	Memorial Day
7	Independence Day (Observed)
8	Labor Day
9	Columbus Day
10	Election Day
11	Veteran's Day
12	Thanksgiving Day
13	Friday after Thanksgiving
14	Christmas Day

**II. RESULTS OF BIDDING**

The results of bidding for the Armored Courier Services will be presented to the Commission at its first Regular or Special Meeting which convenes subsequent to the receiving of bids, for determination as to award of purchase.

**III. TAXES**

The Commission is a tax-exempt public agency. Proposals are not to contain any consideration with respect to Federal Excise, State Sales or other taxes. The Commission will furnish a tax-exempt certificate to the successful bidder to support his records.

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**ARMORED COURIER SERVICES - March 4, 2021**

**GENERAL PROVISIONS**

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FOR ADDITIONAL INFORMATION, PLEASE CONTACT:

Danielle Hammond, Administrative Generalist  
Administration Building  
1199 Woodside Road  
Yardley, PA 19067-1334  
Email: dhammond@drjtbc.org

**SPECIAL NOTE:** Please allow 5 to 7 days after the bid opening for our review of the bids and preparation for a result of bidding. **PLEASE DO NOT CALL IMMEDIATELY AFTER THE BID OPENING FOR THE RESULTS.**

All bidders will be furnished a copy of the Results of Bidding immediately following the next scheduled Commission Meeting which takes place after the bid opening date.

**DELAWARE RIVER JOINT TOLL BRIDGE COMMISSION**  
**Administration Building**  
**1199 Woodside Road Yardley, PA 19067-1334**

**Armored Courier Services – March 4, 2021**

**Specifications**

Please submit a proposal for pick-up of deposits for one (1) or all of the seven (7) listed locations and deliveries to the Designated Cash Processing Sites at the end of this document. The proposal is for a three (3)-year contract with two (2) one-year Commission optional extensions. The Commission retains the right to cancel this service with 60 day notice to the selected vendor.

NOTE: **Pick-up time must be between the hours of 8:30 AM and 3:30 PM.** No Saturday or Sunday pick-ups allowed. Delivery must be made to the Cash Processing Site no later than the deadline cash deposits time indicated on the “Designated Cash Processing Sites” page on the day of pick-up. Exceptions must be noted on the Bid Sheet. The contract is to be effective on or after May 1, 2021.

**REQUIRED PICK-UP DETAILS**

Scheduled pick-up requirements for the Delaware River Joint Toll Bridge Commissions’ seven (7) Toll Bridge Facilities will be provided to interested firms, who can provide this service, by sending an email of request to the DRJTBC Administrative Generalist Ms. Danielle Hammond, at the below email address:

[dhammond@drjtbc.org](mailto:dhammond@drjtbc.org)

Information that will be provided when requested will include street, city, state and ZIP Code details, day(s) of required pick-ups, estimated number of currency and coin bags to be picked-up on the various pick-up days as well as the estimated maximum and average pick-up values.

**NOTE: this procedure is being implemented as a security concern for the protection of this critical information.**

**DESIGNATED CASH PROCESSING SITES**

This information should be requested when emailing Danielle Hammond as detailed above.

**DELAWARE RIVER JOINT TOLL BRIDGE COMMISSION  
REQUEST FOR PROPOSAL - ARMORED COURIER SERVICES  
INSURANCE / INDEMNITY REQUIREMENTS - MARCH 4, 2021**

**Insurance:**

Prior to the commencement of any work under this Request for Proposal, Vendor (hereinafter the "Covered Party") shall, at its sole expense, maintain the following insurance on its own behalf, with an insurance company or companies having an A.M. Best Rating of A-: Class VII or better, and furnish to the Commission Certificates of Insurance and endorsements evidencing same.

1. Workers Compensation and Employers Liability:
  - a) Workers Compensation Coverage: statutory
  - b) Employers Liability Limits not less than:

Bodily Injury by Accident:	\$500,000 each accident
Bodily Injury by Disease:	\$500,000 each employee
Bodily Injury by Disease:	\$500,000 policy limit
  
2. Commercial General Liability:
  - a) Occurrence Form with the following minimum limits:

(1) General Aggregate:	\$2,000,000
(2) Products/Completed Operations Aggregate:	\$2,000,000
(3) Each Occurrence:	\$1,000,000
(4) Personal and Advertising Injury:	\$1,000,000
(5) Medical Payments	\$10,000
  - b) No Insured vs. Insured or "Cross Suits" Exclusion on the policy.
  
3. Automobile Liability:
  - a) \$1,000,000 Per Accident Combined Single Limit
  - b) Coverage at a minimum for "Owned Autos", "Hired Autos", and "Non-owned Autos"
  - c) If hauling hazardous waste, the Policy must include Form MCS-90-Endorsement for Motor Carrier Policies of Insurance for Public Liability under Sections 29 and 30 of the Motor Carrier Act of 1980, and the Broadened Pollution Liability for Covered Autos Form CA 99 48.

4. Contractor Pollution Liability Coverage:

The following insurance shall be required for Contracts that involve waste and recycling services:

- a) Limits of Insurance:
  - 1) \$1,000,000 Per Occurrence/Per Claim
  - 2) \$2,000,000 Per Occurrence/Per Claim – Policy Aggregate
- b) The Contractor Pollution Liability insurance shall include coverage for, without limitation Clean-Up Costs, 3rd Party Bodily Injury/Property Damage, Non-Owned Disposal Site, Transportation, and Legal Defense Expense.

5. Commercial Excess/Umbrella Liability:

- a) Occurrence Limit: \$1,000,000
- b) Aggregate Limit (where applicable): \$1,000,000
- c) Policy to apply excess of the Commercial General Liability, Commercial Automobile Liability and Employers Liability Coverages.
- d) No Insured vs. Insured or “Cross Suits” Exclusion on the policy.
- e) The Commercial Excess/Umbrella Liability Policy shall be at a minimum following form.

6. Commission Property in Care, Custody, or Control of Covered Party

- a) Coverage must be for the maximum amount per occurrence to be transported by the Covered Party as per agreement between the Covered Party and Commission.
- b) Liability Insurance to cover damage to, or loss of articles transported: including banknotes, bonds, coupons, stock certificates, gold, silver, platinum and other precious metals, checks, cash and coin, and other valuable documents, from any cause whatsoever in transit or otherwise, including any act of omission of the Contractor, or any of its employees, or anyone on its service.
- c) Coverage can be provided via E&O/Professional, Crime, or Auto/Motor Truck Cargo policies.
- d) Commission must be named as a Loss Payee.

**Additional Insureds:**

The Commercial General Liability and Automobile Liability policies shall be endorsed by the insurer to include the Commission, the Commonwealth of Pennsylvania, the State of New Jersey, and their respective commissioners, servants, employees, agents, assigns and affiliates as ADDITIONAL INSUREDS on a primary and non-contributory basis. The Certificate of Insurance must state that all required entities are Additional Insureds.

**Waiver of Rights of Recovery and Waiver of Rights of Subrogation:**

All policies, including Workers' Compensation and Employers Liability, shall be endorsed by the insurer to waive its rights of recovery and subrogation against the Commission and all Additional Insureds. The Certificate of Insurance must state that the Waiver of Subrogation applies.

**No Insured vs. Insured Cross Suits Exclusion:**

No policy can contain an exclusion for a claim brought by an insured covered under that policy against any other insured. If a policy does contain a Cross Suits Exclusion, please submit with your proposal. This requirement does not apply to explicitly stated Named Insured vs. Named Insured Cross Suits Exclusions. The Certificate of Insurance must state that there are no Cross Suit Exclusions

**Subcontractors:**

If the Covered Party uses subcontractors or outside vendors for any work under this Request for Proposal, the subcontractors and/or vendors shall be held to the same insurance requirements as the Covered Party.



**Indemnity Agreement:**

To the fullest extent permitted by law, the Covered Party agrees to indemnify, defend and hold the COMMISSION, the Commonwealth of Pennsylvania, the State of New Jersey and their respective commissioners, servants, employees, agents, assigns and affiliates (collectively, the “Indemnified Parties”) harmless from and against, any and all liabilities, losses, claims, damages, and expenses including, without limitation, costs of investigation and defense, expert witness fees, legal fees (e.g., fees of attorneys, paralegals and other legal professionals), expenses and diminution of value, whether or not involving a third party claim, arising out of or in any manner connected with the work or services to be performed for the Indemnified Parties, including, but not limited to, work or services performed under this Purchase Order or under any Change Order, or any such other work or services performed for the Indemnified Parties, even for and if caused in whole or in part by any act, omission or negligence of the Indemnified Parties.

It is expressly agreed that the indemnification contained in this Purchase Order covers claims against the Indemnified Parties made by employees of Covered Party.

If there are any liabilities, losses, claims, damages or expenses of any kind or nature unsettled when the Purchase Order has been fulfilled or completed, any unpaid amounts owed by the COMMISSION to the Covered Party shall be deferred until all such liabilities, losses, claims, damages or expenses are: (1) settled; (2) evidence of insurance coverage acceptable to the COMMISSION or indemnification acceptable to the COMMISSION is provided by the Covered Party’s insurance carrier; or (3) a bond acceptable to the COMMISSION is provided by the Covered Party to secure payment of all liabilities, losses, claims, damages and expenses owed by the Covered Party to the COMMISSION.

The terms and conditions of this indemnity agreement shall survive any cancellation, expiration or termination of the Purchase Order. The laws of the Commonwealth of Pennsylvania shall apply to the construction of the indemnification set forth above without regard to any conflicts of laws provisions.

**DELAWARE RIVER JOINT TOLL BRIDGE COMMISSION**  
**Administration Building**  
**1199 Woodside Road Yardley, PA 19067-1334**

**ARMORED COURIER SERVICES – March 4, 2021**

**PROPOSAL**

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**FROM:** \_\_\_\_\_

(FULL NAME OF FIRM)

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(STREET ADDRESS)

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(CITY)

(STATE)

(ZIP CODE)

**I. BID PROPOSAL**

Our proposal for Armored Courier Services, all in accordance with the General Provisions and Specifications attached hereto is:

**TOTAL BID PRICE**

Armored Courier Services

\$ \_\_\_\_\_

Location: **Trenton-Morrisville Toll Bridge**

(per month)

Price per bag over or under projected

\$ \_\_\_\_\_

**II. EXCEPTIONS:** List any exceptions

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\_\_\_\_\_  
(Signature and Title)

\_\_\_\_\_  
(Area Code)

\_\_\_\_\_  
(Telephone Number)

**DELAWARE RIVER JOINT TOLL BRIDGE COMMISSION**  
**Administration Building**  
**1199 Woodside Road Yardley, PA 19067-1334**

**ARMORED COURIER SERVICES – March 4, 2021**

**PROPOSAL**

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**FROM:** \_\_\_\_\_  
(FULL NAME OF FIRM)

\_\_\_\_\_  
(STREET ADDRESS)

\_\_\_\_\_  
(CITY) (STATE) (ZIP CODE)

**I. BID PROPOSAL**

Our proposal for Armored Courier Services, all in accordance with the General Provisions and Specifications attached hereto is:

**TOTAL BID PRICE**

Armored Courier Services \$ \_\_\_\_\_  
Location: **New Hope-Lambertville Toll Bridge** (per month)

Price per bag over or under projected \$ \_\_\_\_\_

**II. EXCEPTIONS:** List any exceptions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature and Title)

\_\_\_\_\_  
(Area Code) (Telephone Number)

**DELAWARE RIVER JOINT TOLL BRIDGE COMMISSION**  
**Administration Building**  
**1199 Woodside Road Yardley, PA 19067-1334**

**ARMORED COURIER SERVICES – March 4, 2021**

**PROPOSAL**

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**FROM:** \_\_\_\_\_  
(FULL NAME OF FIRM)

\_\_\_\_\_  
(STREET ADDRESS)

\_\_\_\_\_  
(CITY) (STATE) (ZIP CODE)

**I. BID PROPOSAL**

Our proposal for Armored Courier Services, all in accordance with the General Provisions and Specifications attached hereto is:

**TOTAL BID PRICE**

Armored Courier Services \$ \_\_\_\_\_  
Location: **I-78 Toll Bridge** (per month)

Price per bag over or under projected \$ \_\_\_\_\_

**II. EXCEPTIONS:** List any exceptions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature and Title)

\_\_\_\_\_  
(Area Code) (Telephone Number)

**DELAWARE RIVER JOINT TOLL BRIDGE COMMISSION**  
**Administration Building**  
**1199 Woodside Road Yardley, PA 19067-1334**

**ARMORED COURIER SERVICES – March 4, 2021**

**PROPOSAL**

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**FROM:** \_\_\_\_\_  
(FULL NAME OF FIRM)

\_\_\_\_\_  
(STREET ADDRESS)

\_\_\_\_\_  
(CITY) (STATE) (ZIP CODE)

**I. BID PROPOSAL**

Our proposal for Armored Courier Services, all in accordance with the General Provisions and Specifications attached hereto is:

**TOTAL BID PRICE**

Armored Courier Services \$ \_\_\_\_\_  
Location: **Easton-Phillipsburg Toll Bridge** (per month)

Price per bag over or under projected \$ \_\_\_\_\_

**II. EXCEPTIONS:** List any exceptions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature and Title)

\_\_\_\_\_  
(Area Code) (Telephone Number)

**DELAWARE RIVER JOINT TOLL BRIDGE COMMISSION**  
**Administration Building**  
**1199 Woodside Road Yardley, PA 19067-1334**

**ARMORED COURIER SERVICES – March 4, 2021**

**PROPOSAL**

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**FROM:** \_\_\_\_\_  
(FULL NAME OF FIRM)

\_\_\_\_\_  
(STREET ADDRESS)

\_\_\_\_\_  
(CITY) (STATE) (ZIP CODE)

**I. BID PROPOSAL**

Our proposal for Armored Courier Services, all in accordance with the General Provisions and Specifications attached hereto is:

**TOTAL BID PRICE**

Armored Courier Services \$ \_\_\_\_\_  
Location: **Portland-Columbia Toll Bridge** (per month)

Price per bag over or under projected \$ \_\_\_\_\_

**II. EXCEPTIONS:** List any exceptions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature and Title)

\_\_\_\_\_  
(Area Code) (Telephone Number)

**DELAWARE RIVER JOINT TOLL BRIDGE COMMISSION**  
**Administration Building**  
**1199 Woodside Road Yardley, PA 19067-1334**

**ARMORED COURIER SERVICES – March 4, 2021**

**PROPOSAL**

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**FROM:** \_\_\_\_\_  
(FULL NAME OF FIRM)

\_\_\_\_\_  
(STREET ADDRESS)

\_\_\_\_\_  
(CITY) (STATE) (ZIP CODE)

**I. BID PROPOSAL**

Our proposal for Armored Courier Services, all in accordance with the General Provisions and Specifications attached hereto is:

**TOTAL BID PRICE**

Armored Courier Services \$ \_\_\_\_\_  
Location: **Delaware Water Gap Toll Bridge** (per month)

Price per bag over or under projected \$ \_\_\_\_\_

**II. EXCEPTIONS:** List any exceptions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature and Title)

\_\_\_\_\_  
(Area Code) (Telephone Number)

**DELAWARE RIVER JOINT TOLL BRIDGE COMMISSION**  
**Administration Building**  
**1199 Woodside Road Yardley, PA 19067-1334**

**ARMORED COURIER SERVICES – March 4, 2021**

**PROPOSAL**

---

**FROM:** \_\_\_\_\_  
(FULL NAME OF FIRM)

\_\_\_\_\_  
(STREET ADDRESS)

\_\_\_\_\_  
(CITY) (STATE) (ZIP CODE)

**I. BID PROPOSAL**

Our proposal for Armored Courier Services, all in accordance with the General Provisions and Specifications attached hereto is:

**TOTAL BID PRICE**

Armored Courier Services \$ \_\_\_\_\_  
Location: **Milford-Montague Toll Bridge** (per month)

Price per bag over or under projected \$ \_\_\_\_\_

**II. EXCEPTIONS:** List any exceptions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature and Title)

\_\_\_\_\_  
(Area Code) (Telephone Number)



**DELAWARE RIVER JOINT TOLL BRIDGE COMMISSION**  
**Administration Building**  
**1199 Woodside Road Yardley, PA 19067-1334**

**ARMORED COURIER SERVICES – March 4, 2021**

**PROPOSAL**

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**NON-COLLUSIVE BIDDING CERTIFICATIONS**

By submission of this bid, each bidder and each person signing on behalf of any bidder, certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:

1. The prices in this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices, with any other bidder, or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder, and will not knowingly be disclosed by the bidder prior to the bid opening, directly or indirectly, to any other bidder, or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not submit a bid for the purpose of restricting competition.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Telephone)

\_\_\_\_\_  
(Print Name)

**SPECIAL NOTES**

1. PAGE P-1 THRU P-8 MUST BE COMPLETED PRIOR TO SUBMISSION OF PROPOSAL.

*Delaware River Joint Toll Bridge Commission*  
*Request for Proposal - Addendum No. 1*  
**ARMORED COURIER SERVICES**

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DELAWARE RIVER JOINT TOLL BRIDGE COMMISSION  
ADMINISTRATION BUILDING  
YARDLEY, PA 19067

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ADDENDUM NO. 1

This **Addendum No. 1** gives additional information in connection with RFP **ARMORED COURIER SERVICES** and is hereby made a part of the RFP. This Addendum is to be signed by the bidder and this **Page AD1-1** is to be attached to the Proposal.

This Addendum including pages **AD1-1** through **AD1-2** is hereby accepted and agreed that it shall become part of the **RFP, ARMORED COURIER SERVICES**

DATE: \_\_\_\_\_

\_\_\_\_\_  
(CONSULTANT'S NAME)

\_\_\_\_\_  
(SIGNATURE)

*Delaware River Joint Toll Bridge Commission*  
*Request for Proposal - Addendum No. 1*  
**ARMORED COURIER SERVICES**

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**ADDENDUM NO. 1**

**A. Modifications to Request for Proposal**

**1. Page GP1: SECTION B and C.**

Revise BID OPENING DATE: **Thursday, April 1, 2021 at 2:00 PM**

B. Proposals will be opened and read on **Thursday, April 1, 2021 at 2:00 PM** at the Administration Building of the Delaware River Joint Toll Bridge Commission Administration Building, 1199 Woodside Road Yardley, PA 19067-1334.

C. The Proposals submitted by the bidders must be typewritten or printed thereon, properly signed by the bidder. Bids must be submitted in a sealed envelope. The outside of the envelopes shall be clearly marked as follows. (BIDDERS NAME), ARMORED COURIER SERVICES. BID OPENING: **Thursday, April 1, 2021 at 2:00 PM.**