

**OHIO TURNPIKE AND
INFRASTRUCTURE COMMISSION**

682 Prospect Street
Berea, Ohio 44017

**REQUEST FOR PROPOSALS FOR
CURRENCY AND COIN PICKUP AND DELIVERY SERVICES**

RFP ISSUE DATE: NOVEMBER 27, 2013

INQUIRY END DATE: 5:00 P.M. (E.S.T.), DECEMBER 13, 2013

**PROPOSALS TO BE RECEIVED NO LATER THAN:
2:00 P.M. (E.S.T.), DECEMBER 20, 2013**

ATTENTION OF RESPONDENTS IS DIRECTED TO:

ANSWERS TO FREQUENTLY ASKED QUESTIONS

- AND -

**ANSWERS TO QUESTIONS RECEIVED THROUGH
5:00 P.M. (E.S.T.), DECEMBER 12, 2013**

ANSWERS TO FREQUENTLY ASKED QUESTIONS

Q#1 Will the Selected Carrier be required to pick up deposits daily from the Toll Plaza locations?

A#1 The Selected Carrier will be required to pick up deposits six (6) days per week, Monday through Saturday, excluding bank holidays, at certain locations, and three (3) days per week, Monday, Wednesday and Friday, excluding bank holidays at other specified locations. Pickups and deliveries shall occur no earlier than 7:00 AM and no later than 3:00 P.M.

Q#2 Are deposits required to be at the bank the same day or the next day? What is the cut-off time for delivers to FirstMerit Monday through Friday? What time are the Saturday pickups to be at FirstMerit on Monday?

A#2 See PART V of the RFP. Deposits picked up on Monday through Thursday must be delivered to the bank by the end of banking hours on the following business day. Deposits picked up on Friday, Saturday or a day preceding a bank holiday must be delivered to the bank by 12:00 P.M. on the following Monday or non-holiday.

Q#3 Must delivered coin be wrapped and packaged in full boxes?

A#3 Yes.

Q#4 Are bags of deposited coin mixed, or do they contain the same denomination?

A#4 Some bags of deposited coin are mixed, some bags of deposited coin contain the same denomination.

Q#5 What is the average total number of coin bags picked up daily?

A#5 Please refer to the materials in the Confidential Information Package.

Q#6. What is the average number of currency bags picked up daily?

A#6 Please refer to the materials in the Confidential Information Package.

Q#7 Does the Commission place its plastic deposit bags inside a canvas bag in preparation for daily pickup? If so, is the canvas bag in preparation for daily pickup? If so, is the canvas bag still secured with a lead seal?

A#7 The Commission uses tamper-evident plastic bags to secure its daily deposits; however, these deposits no longer placed in lead-sealed canvas bags for transport.

Q#8 For pickup service, is the Commission following Federal holidays, or FirstMerit holidays?

A#8 With regard to currency and coin pickup, the Commission is following FirstMerit Bank holidays. See Confidential Information Packet.

Q#9 Can pickups be made at each toll plaza regardless of the direction you are traveling on the Ohio Turnpike?

A#9 Except for Exits 142, 151, 215, 216 and 234, which are partial interchanges, pickups can be made at each Toll Plaza regardless whether the direction of travel on the Ohio Turnpike is east or west. Ohio Turnpike maps that depict how to access the partial interchanges will be provided in the Confidential Information Package.

Q#10 Will missed pickup and delivery penalties be assessed against the Selected Carrier when the weather or closed roadways affects a pickup or delivery?

A#10 Please refer to the Request for Proposals, PART XV (“General Terms and Conditions”), Section B, entitled, “Force Majeure.”

Q#11 Why do you require driver guards to possess a CDL license when the trucks are not CDL trucks?

A#11 If an armored car vehicle used to perform this Contract is, in fact, a “commercial motor vehicle” as defined in Section 4506.01 of the Ohio Revised Code, then the individuals staffing that armored car vehicle are required to possess the appropriate commercial drivers’ licenses.

Q#12 What is the average liability per trip?

A#12 See the Confidential Information Packet. Please also refer to the Request for Proposals, PART XV (“General Terms and Conditions”), Section S, entitled “Selected Carrier’s Liability, Limitations and Exclusions.”

Q#13 What are the rates charged by the current service provider?

A#13 The current service provider charges \$48.18 per location per day for currency and coin pickup and delivery.

ANSWERS TO QUESTIONS RECEIVED THROUGH 5:00 P.M., DECEMBER 12, 2013

Q#14 What firm currently performs this service for the Commission?

A#14 Brink’s, Inc. is the current Selected Carrier providing the Commission with Currency and Coin Pickup and Delivery Services.

Q#15 What is the Commission currently paying for this service?

A#15 See Response to Q#13.

Q#16 What is the average number of coin bags presented for pickup at each location on each day of service?

A#16 See Confidential Information Packet.

Q#17 What is the average number of currency bags presented for pickup at each location on each day of service?

A#17 See Confidential Information Packet.

Q#18 What is the average value of a pickup at each location?

A#18 See Confidential Information Packet.

Q#19 What portion of each pickup are checks vs. currency or coin?

A#19 The Commission accepts personal checks as payment for tolls, however, the vast majority of collections are cash.

Q#20 Part IV requires that the Carrier provide a current photo identification list of all armored car staff to be posted at each Toll Plaza. Will the Commission consider alternative approaches such as a controlled photographic identification badge that assures the employees of the Commission their deposits are being picked up by bona fide Carrier employee?

A#20 No.

Q#21 Part IV indicates the Carrier will deliver US currency and/or boxed coin to designated Toll Plazas. What is the average value of a currency or coin delivery? What is the source of this currency and coin? Is it provided by the carrier or the Commission's depository bank?

A#21 See Confidential Information Packet. Further answering, the source of the currency delivered to the Commission's Toll Plazas is FirstMerit Bank. The current Carrier provides coin from its vault. The Commission faxes orders to the Bank three (3) times a week, and the Bank submits the orders to the armored car service.

Q#22 Part V indicates that service is excluded on bank holidays. Please identify the holidays when the Carrier is not required to provide service for the Commission's toll plazas.

A#22 Please see Confidential Information Packet.

Q#23 Part VI states that the Carrier will be charged \$100 per day, per locations for any missed delivery of pickup. In order to reduce the cost of service will the Commission consider waiving this liquidated damages penalty and agree to accept that the Carrier will not invoice for any service that the Carrier fails to perform?

A#23 No.

Q#24 Does the liquidated damages penalty exclude instances of force majeure such as weather or traffic conditions as well as road or security matters?

A#24 See response to FAQ#10.

Q#25 Part IX refers to proof of application or enrollment in the Ohio Bureau of Workers Compensation Drug Free Workplace Program. Is this requirement for only the awarded Vendor?

A#25 Proof of application, enrollment or an adopted policy equivalent to the requirements of the OBWC-DFWP is required to accompany the Responding Carrier's Proposal.

Q#26 This section also states that if the armored car vehicles used to perform service are commercial motor vehicles then evidence of possession of commercial drivers' licenses by the workforce must be provided. What format is the Respondent to use to provide this evidence of licensing? Is the Commission requiring copies of the Carrier's employee driver's licenses? Is this requirement only for the successful Respondent?

A#26 Each Responding Carrier should provide copies of the commercial drivers' licenses, with their home address, social security numbers, and any other personal information redacted, for those individuals that the Responding Carrier anticipates utilizing to perform the Currency and Coin Pickup and Delivery Services for the Commission. See response to Q#11.

Q#27 Part XV states that the Carriers liability commences when the first container has been received and terminates when the entire daily shipment has been delivered to the delivery location or returned to the pickup location. Is it the Commissions intent that the Carrier is responsible each time they receipt a pickup at each location and that responsibility remains for each location until the deposit is delivered or returned?

A#27 Yes. The Selected Carrier's liability commences when the Carrier first assumes possession over the first Daily Shipment and continues until the entire Daily Shipment is delivered. The Selected Carrier's liability for deliveries commences when the Selected Carrier first receives a delivery from the depository Bank and continues until the entire delivery is received by the Commission.

Q#28 This section also indicates that if the selected carrier is not enrolled in a BWC approved program it will be up to the Commission to determine whether the drug free workplace program that the Carrier has in place is relatively equivalent and acceptable. Please explain the procedure for providing the Commission a copy of the Carrier's drug free workplace policy for their review. Does this section only apply to the awarded Vendor?

A#28 See the response to Q#26. Further answering, the Responding Carrier may submit its drug policy purporting to be equivalent to those required under the OBWC-DFSP with its Proposal.

Q#29 This section also refers to proof of performance as part of the invoicing process. Please explain the nature of the proof of performance that is required? Will the signed receipt book that remains at the location and access to online reporting meet this requirement?

A#29 The signed receipt book at the Toll Plazas serves as proof of both pick-up and delivery. The Commission is open to discussing an online reporting system with the Selected Carrier to supplement the current method.

Q#30 Will the Commission accept a fuel surcharge? If so, how is that to be indicated?

A#30 No.

Q#31 How long does your current carrier currently spend at each facility?

A#31 The Commission does not track or maintain this information. However, a typical pickup or delivery will last no more than five to ten minutes once the supervisor has access to the Carrier.

Q#32 Are there any pickup points that can only be accessed from one direction on the Turnpike? If so, please identify the booths and which direction they must be picked up from during the route?

A#32 See response to Q#10 and the Strip Map in the Confidential Information Packet.

Q#33 Do any of the toll plazas have more than one pickup point?

A#33 No.

Q#34 Part IV – During each pick up a supervisor must be in attendance for pickup / delivery. Is this person on site and available at all times? How long is the Carrier to wait for the supervisory before leaving?

A#34 A supervisor is on-site at each staffed Toll Plaza. The Selected Carrier must coordinate a time to meet a supervisor at each unstaffed Toll Plaza.

Q#35 Part V – What is the Holiday schedule followed? FRB Holidays or First Merit Holiday?

A#35 See schedule of holidays in the Confidential Information Packet.

Q#36 Part VI – If the Carrier arrives at a location and no one takes care of us, how is the Carrier compensated for trying to provide the service? Who determines what a missed pickup or delivery is? (For example, if the Carrier is not provided with the pickup items we cannot deliver it or if the bank does not provide items for return delivery to the Commission location)

A#36 The Selected Carrier needs to arrive at the scheduled time or wait for Commission staff to answer the door to accept the delivery or tender the pickup. The Commission what constitutes a missed pick-up or delivery within the context of the times established.

Q#37 Part VIII – This is a two year contract with one or two one year options. Would the Commission consider a three year base term?

A#37 No.

Q#38 Please provide clarification under Part V, page 5: In the second paragraph reference the pickup or delivery time of 7: 00 a.m. and no later than 3:00 p.m. Can this time be moved on the back end to 4:00 p.m.?

A#38 No.

Q#39 In the second paragraph reference is made that deposits must be delivered to “FirstMerit Cash Vault, 295 FirstMerit Circle, Akron, Ohio 44307, before the end of the next business day following the pickup from the Toll Plaza”. Two questions: 1) Will OTC consider the delivery of a portion (a third) of their Toll Plaza’s deposits delivered the second or third business day to banks Akron, Ohio cash vault or 2) does FirstMerit have an alternate cash vault located in the Detroit, MI market?

A#39 No.