



May 22, 2020

To: Members of the Board of Directors

From: Darrell E. Johnson, Chief Executive Officer

Subject: Approval to Release Request for Proposals for Armored Vehicle Transportation and Fare Collection Counting Services

Overview

The Orange County Transportation Authority uses contracted armored vehicle transportation services and fare collection. The current contract expires November 2020. Staff has developed a draft request for proposals which will be used to initiate the competitive process to select a contractor to provide these services.

Recommendations

- A. Approve the proposed evaluation criteria and weightings for Request for Proposals 0-2256 for selection of a contractor to provide armored vehicle transportation and fare collection counting services.
- B. Approve the release of Request for Proposals 0-2256 to select a contractor to provide armored vehicle transportation and fare collection counting services for a term of seven years.

Discussion

The Orange County Transportation Authority (OCTA) currently has a contract with a firm that provides armored vehicle transportation services for fare collections and other bank deposits, as well as fare collection counting services.

The primary need for armored vehicle transportation services is to transfer fare collections between OCTA bus bases and the contractor's counting facility. The total amount of fare revenue collected for the bus system is approximately \$46 million per year. In recent years, cash fare collections on the fixed-route bus system have been approximately \$21 million per year. As buses are serviced at the end of each shift, fare collections are transferred from the

farebox on the bus to receiver vaults. Fees for the counting service are charged at a negotiated rate per hundred dollars of coins and paper currency.

Armored vehicle transportation services also include the transportation of fare collection deposits from the contractor's counting facility to the bank, as well as miscellaneous deposits from various OCTA locations to the bank. All fare collection, administrative collection, and miscellaneous deposits are transferred Monday through Friday to the bank, except holidays. As per the requirement from Bank of the West, all deposits will be made to the Los Angeles Loomis Vault located in City of Montebello.

Included in the new contract, will be an optional expansion of service allowing OCTA to extend armored transportation and counting services to the OC Streetcar. The OC Streetcar will have ten streetcar stops in each direction comprised of four shared center platforms and six side platforms in each direction, for a total of 16 platforms. A total of 26 ticket vending machines will be installed along the length of the initial service area. Initial revenue collected for the service is estimated to be \$2.2 million for the first year of operations.

The current contract for these services expires November 30, 2020.

Procurement Approach

OCTA's Board of Directors (Board)-approved procedures require that the Board approve all requests for proposals (RFP) over \$1,000,000, as well as approve the evaluation criteria and weightings. Staff is submitting for Board approval the draft RFP and evaluation criteria and weights, which will be used to evaluate the proposals received in response to the RFP.

The proposed evaluation criteria and weights are as follows:

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|-------------------------------------|------------|
| • Qualifications of the Firm | 25 percent |
| • Staffing and Project Organization | 15 percent |
| • Work Plan | 30 percent |
| • Cost and Price | 30 percent |

Several factors were considered in developing the four criteria weights. Qualifications of the firm was weighted at 25 percent as the contractor must have the resources and experience to provide the services. Staff and project organization was assigned 15 percent, because the service does not require any specialized skills. Additionally, much of the counting function is automated with equipment used to count the coin and paper currency. Work plan was weighted

at 30 percent due to the importance of security since the contractor will be in possession of large amounts of cash. In addition, the contractor must adhere to the specifications and schedule in the scope of work. Cost and price was also weighted at 30 percent to ensure that OCTA receives value for the services given the term and significant cost of the service.

The contract for this procurement will be for a seven-year term. The total cost is anticipated to be approximately \$4,500,000. This RFP will be released upon Board approval of these recommendations.

Fiscal Impact

The project was approved in OCTA's Fiscal Year 2020-21 Budget, Finance and Administration Division/Accounting and Financial Reporting Department, Account 1261-7629-A5105-DU4, and is funded through the Orange County Transit District Fund.

Summary

Board approval is requested to release RFP 0-2256 for armored vehicle transportation and fare collection counting services and approval of the proposed evaluation criteria and weights.

Attachment

- A. Draft Request for Proposal (RFP) 0-2256, Armored Vehicle
Transportation and Fare Collection Counting Services

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