

1. Scope of Work

Contractor shall furnish all necessary equipment, labor, and transportation to provide armored car cash pick-up and delivery service for the VA Palo Alto Health Care System (VAPAHCS) located at 3801 Miranda Avenue, Palo Alto, CA 94304, and its divisions at Menlo Park, located at 795 Willow Road, Menlo Park, CA 94025, and Livermore, located at 4951 Arroyo Road, Livermore, CA 94550.

2. Contractor Specific Tasks

2.1 Hours of Work: The contractor shall pick up cash from the Bank of America San Francisco Vault located at 1455 Market Street, San Francisco, CA 94103, and deliver it to the Palo Alto Agent Cashier and Palo Alto Canteen Service every Tuesday and Thursday between the hours of 8:30 a.m. to 10:00 a.m. At the time of these deliveries on Tuesdays and Thursdays, the contractor shall also pick up cash deposits from the Palo Alto Canteen Service and deliver them to the Bank of America San Francisco Vault before closing on the same day.

2.1.1 The contractor shall pick up cash from Bank of America San Francisco Vault located at 1455 Market Street, San Francisco, CA 94103, and deliver it to the Menlo Park and Livermore Agent Cashiers and the Menlo Park Canteen Service every Tuesday between the hours of 8:30 a.m. to 10:00 a.m. At the time of these deliveries on Tuesdays, the contractor shall also pick up cash deposits from the Menlo Park Canteen Service and deliver them to the Bank of American San Francisco Vault before closing on the same day.

2.1.2 Contractor shall transport cash via armored car and in currency bags approved by the Federal Reserve Bank. At the time of cash delivery or pick-up, contractor shall provide Agent Cashier/Canteen Service with a signed manifest stating the total amount of currency delivered or picked-up.

2.2 The contractor shall deliver emergency cash orders for VAPAHCS and its division Agent Cashiers upon request and approval by the Contracting Officer's Technical Representative (COTR). When emergency deliveries are requested, they shall be made between the hours of 8:30 a.m. to 10:00 a.m.

2.3 When regular delivery/pick-up days occur on one of the Federal holidays listed below (or any other day specifically declared by the President of the United States to be a National holiday), the regular delivery/pick up shall automatically shift to the following business day (Monday through Friday). If a holiday falls on Sunday, the following Monday will be observed as the legal holiday. If a holiday falls on Saturday, the preceding Friday is observed as a legal holiday by U.S. Agencies. The ten National holidays observed by the Federal Government are:

New Years Day	1 January
Martin Luther King Jr. Day	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

2.4 Late Delivery: If, for any reason (traffic, truck break-down, or any other delays), deliveries and pick-ups are anticipated to fall outside of the mandatory 8:30 a.m. to 10:00 a.m. window, the contractor shall

notify the impacted Agent Cashier and Canteen Service immediately by phone. Deliveries/pick-ups attempted, but not fulfilled, outside the mandatory window, are deemed to be non-compliant, must be made as soon as possible the following business day, and are not considered emergency deliveries. Hours of operation are 8 a.m. to 4:30 p.m., so business cannot be conducted outside of those hours.

2.5 Security Requirements: Contractor shall provide the COTR a list of personnel authorized for pick-up and delivery of currency to and from the VAPAHCS, within five (5) calendar days after receipt of notice of award. This list of names shall include:

Complete Name (printed)
Agent's hand-written signature
Identification badge ID Number

2.5.1 This list shall be used to identify the contractor's personnel by name, signature, and badge number. No currency shall be turned over to personnel not meeting this requirement.

2.5.2 The contractor shall provide COTR a list of contractor personnel with ID badge numbers, previously on the authorized list of agents that are no longer authorized by the contractor for pick-up and delivery of VA currency, within 24 hours of rescission of agent's authority. Contractor shall remain liable for these personnel until such notification is received by the COTR.

2.6 Badges: All contractor personnel authorized for pick-up and delivery of currency to and from the VAPAHCS shall bear the contractor's identification badge with name, signature, and badge number clearly visible, and which is consistent with the name, signature, and badge number on the list of authorized agents provided by the contractor.

2.7 Due to the sensitive nature of transporting cash, subcontracting is not allowed.