

STATEMENT OF WORK
ARMORED CAR SERVICES FOR THE CONNECTICUT (CT)VETERAN
AFFAIRS
MEDICAL CENTER (VAMC)
AGENT CASHIERS AND VETERANS CANTEEN SERVICES

TITLE OF PROJECT: Armored Car Services for the West Haven, CT and Newington, CT VAMC Locations, at 950 Campbell Ave, West Haven, CT. 06516 and 555 Willard Ave, Newington, CT. 06111.

SCOPE OF WORK: Provide Armored Car Services in support of the Veterans Affairs West Haven, CT and Newington, CT (VAMCs) in accordance with the statement of work, applicable wage rates, terms and conditions incorporated herein, and regulations, codes and laws established by local, State and/or Federal agencies. Throughout the life of the contract, changes in locations for armored car services may be added and/or removed and shall be modified accordingly.

SPECIFICATIONS:

Contractor shall provide all labor, supplies, materials, equipment, supervision, tolls and transportation necessary to provide armored car service for West Haven, CT and Newington, CT VAMCs Canteen and Agent Cashiers for the period of July 1, 2018 through June 30, 2019 with a 12 month base year and 4 potential 12 month option years, in accordance with the following terms and conditions:

1. Contractor shall pick up deposits and deliver (change orders) for the West Haven, CT. VAMC location every Monday through Friday between 9:00am and 11:00am (Except Federal Holidays) from Wells Fargo Bank, Location is 36001200 at 302 Avon Street, Stratford, CT. for both the Agent Cashier located in Building 2; 1st floor, room 1-1327A and for the VA Canteen located in Building 2; 1st floor, room 1-1270.
2. Contractor shall pick up deposits and deliver (change orders) for Newington, CT. VAMC location every Monday, Wednesday and Fridays between the hours of 1:00pm and 2:00pm for both Agent Cashier Office located in Building 2C Room 1120 and the Canteen Office is located in Building 2E, Basement Level Room. From Wells Fargo Bank Location 36001200 in Springfield, MA.
3. Contractor shall provide emergency pickup service as needed when requested by the Government's Point of Contact (POC). If a normal pickup day coincides with the federal or bank holiday, the VA has the option to request an additional pickup that holiday week.
4. There is no need to check in with VA Police. Driver shall identify themselves with picture IDs (Identification) provided by the armored car company for pickups and deliveries.
5. When making deliveries and pickups to and from the specified VA location, Contractor's personnel are required to proceed directly to and from the pickup points with no deviations in route.

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6. Contractor is required to make pickups from the specified VA location and then deliver to the VA's Depository on the same day.
7. Pick-up and delivery log procedures shall be established within this agreement.
8. Contractor shall provide a copy of signed and dated receipt for each pick-up. A receipt signed by the consignee shall be conclusive evidence that the shipment was received securely sealed and that the package(s) were free from any cuts, holes, or other defects that could permit loss of contents.
9. Shipments shall be securely and distinctly sealed and/or locked and tagged. The contractor will be liable for the loss of shipments from the time of pick-up until delivered to the consignee.
10. Maximum liability to the contractor is \$150,000. Contractor must provide evidence of insurance coverage to the Contracting Officer.
11. Contractor shall be liable for the security of all its property once received into its possession.

ARMED DELIVERY

VA policy does not specifically allow weapons to be carried by armored car guards. Contractor shall be flexible and be able to fulfill potential agreement requiring armed or unarmed personnel on duty, in accordance with local VA Police policy.

FEDERAL HOLIDAYS:

The contract will not perform pick-ups on any federal holiday:

New Year's Day
Martin Luther King Jr.'s Birthday
George Washington's Birthday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day
Any day specifically declared by the President of the United States to be a Federal/National holiday.

EMERGENCY PICKUPS AND DELIVERIES

On occasion and with short notice, the contractor may be asked to make a special pickup or delivery. The runs would normally be during the Monday – Friday work week and hours (7:00am-5:00pm EST) but may extend into the evening hours. The contractor shall be expected to respond to a call for an emergency run within 2 hours. The contractor shall invoice all emergencies separately. The contractor shall have the ability to accept credit card orders. Payment for emergency runs only shall be submitted from this contract on a separate invoice, payment will be provided via credit card and/or Purchase Order.

DRIVERS AND/OR ATTENDENTS

There shall be two employees making pick-ups and deliveries at all times. The drivers and/or attendants are required to wear ID badges during the entire time they are on the VAMC grounds. ID badges must have an identification picture, name of the individual and the represented company depicted on it. A photograph shall be submitted to the participating services of the driver and/or attendants, which shall be posted at delivery points.

Employees shall be able to communicate to personnel with tact and courtesy. Employees shall be technically proficient in the skills necessary to fulfill the Government's requirements, to include the ability to speak, understand, read and write English fluently.

All drivers and attendants shall have attained legal age (the age of 21 years) and shall maintain neat, clean and professional appearance. Drivers shall be licensed in accordance with the State of Connecticut. A copy of the drivers and/or attendants license shall be accessible throughout performance of service.

VEHICLES

Vehicles used in the performance of this contract shall be registered and inspected and meet all minimum vehicle requirements as mandated by the State specified above.

INSURANCE

Contractor must provide proof of liability insurance, workers compensation and vehicle insurance before performance begins.

TRAVEL

Travel expenses are not authorized.

CONTRACT TYPE

The daily rate in the schedule is a firm fixed-price, all-inclusive rate. Throughout the life of the contract, the locations of the banks used by each facility are subject to change. Therefore, alternate locations for the banks designated in the statement of work are limited to a (10) mile radius. The alternate location of the bank for the purpose of

relocation and designation of such change is limited to appropriate state or approximately a (10) mile radius.

The Government may unilaterally designate up to four (4) such relocations in the course of the contract.

This contract has no Economic Price Adjustment (EPA) clause, therefore, offerors should account for any and all increased costs in the option years, such as, but not limited to: fuel, preventive maintenance, tolls, parking insurance, etc.

MISCELLANEOUS

Toll Charges: It is agreed and understood that the price quoted in the contractor's proposal includes any bridge or road toll charges.

CHANGES TO STATEMENT OF WORK

Changes to this original statement of work shall be authorized and approved by the VA Contracting Officer.