



King County

Department of Executive Services
Finance and Business Operations Division
Procurement and Contract Services Section
206-684-1681 TTY Relay: 711

Invitation to Bid

ADVERTISED DATE: JUNE 7, 2007

Invitation to Bid (ITB) Title: Armored Truck Service

ITB Number: 07-023 PCR

Due Date: June 28, 2007- 2:00 p.m.

Buyer: Paul Russell, paul.russell@metrokc.gov, 206-684-1054

Term Supply Requirement

Furnish Armored Truck Service as requested by King County personnel in accordance with the attached instructions, requirements and specifications.

PRE-BID CONFERENCE

Date: June 13, 2007

Time: 8:30 A.M.

Location: Exchange Building, 8th Floor
Conference Room 8A
821 Second Avenue
Seattle, WA 98104-1598

Sealed Bids are hereby solicited and will **only** be received by:
King County Procurement Services Section
Exchange Building, 8th Floor
821 Second Avenue
Seattle, WA 98104-1598
Office Hours: 8:00 a.m. – 5:00 p.m.
Monday - Friday

BIDDERS SHALL COMPLETE AND SIGN THE FORM BELOW.

We acknowledge that **Addenda numbered _____ to _____** have been examined as part of the Contract documents. The submittal is signed by an authorized representative of the Bidder accepting all terms and conditions contained in the bid and any addenda. We acknowledge that attaching our terms and conditions or modifying the ITB terms and conditions may result in our bid being rejected.

Company Name

Address

City/State /Postal Code

Signature

Print name and title

Email

Phone

Fax

SCS Certification Number

Upon request, this Invitation to Bid will be provided in alternative formats such as Braille, large print, audiocassette or computer disk for individuals with disabilities.

SECTION 1 Instruction To Bidders

1.1 Introduction

The purpose of this Invitation to Bid is to establish a contract to provide goods or services on an as-needed basis. Any quantities listed herein are for bidding purposes only and represent King County's estimated annual requirements. The County will be neither obligated nor restricted to the quantities or locations indicated.

1.2 Bid Submittal Procedure

The **original and (8) eight copy(s)** of this solicitation document shall be completed, signed and submitted. Failure to return the solicitation document may result in disqualification of the Bidder. The original shall be noted or stamped "original". Bids and modifications thereof shall be enclosed in a sealed envelope, with the "Bid Opening Label" completed and affixed.

Bidders are encouraged to use recycled paper in the preparation of additional documents submitted with this solicitation, and shall use both sides of paper sheets where practicable.

Sealed bids shall contain all required attachments and information and be submitted to King County (hereinafter "County") no later than the date, time and place stated on the front of this ITB or as amended. The bidder shall show the title and number, the due date specified, and the name and address of the bidder on the face of the envelope. Bidders are cautioned that failure to comply may result in non-acceptance of the bid. The Bidder accepts all risks of late delivery of mailed bids or of mis-delivery regardless of fault. Bids properly and timely submitted will be publicly opened.

Bids will only be accepted from Contractors able to complete the delivery of goods or services described in the specifications. Joint ventures shall submit one bid for the team, with accompanying proof of the joint venture agreement.

If a company chooses not to submit a bid, the County requests the company advise the Buyer by email if they desire to remain listed for the subject of this ITB and state reason they did not submit a bid.

1.3 King County Internet Web Site

King County is committed to reducing costs and facilitating faster communication to the community by using electronic means to convey information. As such, most Invitations to Bid and Requests for Proposal, as well as related exhibits, appendices, and issued addenda can be found on the King County Internet Web Site, located at http://metrokc.gov/procurement/rfp_rfq_itb/new_goods.aspx.

Please note any special messages regarding a particular solicitation. This information is posted at the Web Site as a convenience to the public, and is not intended to replace the King County process of formally requesting solicitation documents.

It is important that you register with King County Procurement and Contract Services after downloading documents from the RFPs, RFQs and ITBs - Consultants and Goods/Services websites. Failure to register may result in you not being notified of any addenda, which may result in rejection of your bid/proposal as non-responsive. To register, access [Contact Us >> Registration Form](#). Thank you for your cooperation.

Only bids, modifications of bids received in accordance with the requirements of this ITB will be accepted. Facsimile or electronic bids will not be considered.

After all bids have been opened, the County will post a listing of the Bidders submitting bids, or the name of a person to contact for bid results at the King County Internet site. Please refer to the web site for a listing, as well as a notification of a final award.

1.4 Alterations to Document

Any addition, limitation or provision made or attached to the bid may render it non-responsive and/or irregular and be cause for its rejection.

Bidders may be required to submit additional documents as part of the bid package. Any alteration of such documents by erasure or interlineations shall be explained or noted and initialed by the Bidder.

1.5 Late Bids

Bids, modifications of bids, and withdrawal of bids received at the office designated in the solicitation after the exact hour and date specified for receipt will not be considered.

1.6 Cancellation of ITB or Postponement of Bid Opening

The County reserves the right to cancel the ITB at any time.

The County may change the date and time for submitting bids prior to the date and time established for submittal.

1.7 Addenda

Bidder shall acknowledge receipt of all "Addenda" issued during the bid process. Failure to acknowledge receipt of all addenda may result in a bid being determined non-responsive.

If at any time, the County changes, revises, deletes, clarifies, increases, or otherwise modifies the ITB, the County will issue a written Addendum to the ITB.

1.8 Questions and Interpretation of the ITB

No oral interpretations of the ITB will be made to any Bidder. All questions and any explanations must be requested in writing and directed to the Buyer no later than seven (7) days prior to the due date specified in the solicitation. Oral explanations or instructions are not binding. Any information modifying a solicitation will be furnished to all bidders by an addendum.

Days, as referenced in this document, are calendar days unless otherwise specified.

Communications concerning this bid, with other than the listed Buyer may cause the Bidder to be disqualified.

1.9 Examination of Bid Documents

The submission of a bid shall constitute an acknowledgement upon which the County may rely that the Bidder has thoroughly examined and is familiar with the ITB, including any work site identified in the ITB, and has reviewed and inspected all applicable statutes, regulations, ordinances and resolutions addressing or relating to the goods or services to be provided hereunder.

The failure of a Bidder to comply with above requirement shall in no way relieve the Bidder from any obligations with respect to its bid or to any Contract awarded pursuant to this ITB. No claim for additional compensation shall be allowed which is based upon a lack of knowledge or misunderstanding of this ITB.

1.10 Modifications of Bid or Withdrawal of Bid Prior to Bid Due Date

At any time before the time and date set for submittal of bids, a Bidder may submit a modification of a bid previously submitted to the County. All bid modifications shall be made in writing, executed and submitted in the same form and manner as the original bid.

Bids may be withdrawn by written notice received prior to the exact hour and date specified for receipt of bids. A bid also may be withdrawn in person by a Bidder or authorized representative provided their identity is made known and they sign a receipt for the bid, but only if the withdrawal is made prior to the exact hour and date set for receipt of bids. All requests for modification or withdrawal of bids, whether in person or written, shall not reveal the amount of the original bid.

1.11 Bid Withdrawal After Public Opening

Except for claims of error granted by the County, no Bidder may withdraw a bid after the date and time established for submitting bids, or before the award and execution of a Contract pursuant to this ITB, unless the award is delayed for a period exceeding the period for bid effectiveness.

Requests to withdraw a bid due to error must be submitted in writing along with supporting evidence for such claim for review by the county. Evidence must be delivered to the county within two (2) business days after request to withdraw. The County reserves the right to require additional records or information to evaluate the request. Any review by the County of a bid and/or any review of such a claim of error, including supporting evidence, creates no duty or liability on the County to discover any other bid error or mistake, and the sole liability for any bid error or mistake rests with the Bidder.

1.12 Cost of Bid and Samples

The County is not liable for any costs incurred by Bidder in the preparation and evaluation of bids submitted. Samples of items required must be submitted to the location and by the time specified. Unless otherwise specified, samples shall be submitted with no expense to the County. If not destroyed by testing, samples may be returned at the bidder's request and expense.

1.13 Collusion

By signing this bid, the Bidder certifies that they have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding. If the County determines that collusion has occurred among Bidders, none of the bids from the participants of such collusion will be considered. The County's determination will be final.

1.14 Bid effective Date

All bids submitted shall be a firm bid for a minimum period of 90 days after the bid opening date, unless otherwise stated in writing in the bid. The County may request a Bidder grant an extension of the bid effective period.

1.15 Bid Price and Tax

The bid price shall include everything necessary for the prosecution and completion of the Contract, except as may be provided otherwise in this ITB.

Bid Prices shall include all freight charges, FOB to the designated delivery point(s).

Taxes: Sales/use taxes and Federal excise taxes shall not be included in the bid price. The County shall pay any Washington State sales/use taxes applicable to the Contract price or tender an appropriate amount to the Contractor for payment to Washington State. The Bidder is cautioned that taxes may be a factor in evaluating the total cost of bid.

The County is exempt from Federal excise and Transportation taxes. All other government taxes, duties, fees, licenses, permits, royalties, assessments and charges shall be included in the bid price. Said exemption is made pursuant to Chapter 32 of the Internal Revenue Code and Registry No. A-1 02374. When requested, an exemption certificate will be furnished.

1.16 Protest Procedures

King County has a process in place for receiving protests based upon invitation to bid or contract awards. The protest procedures:

http://www.metrokc.gov/procurement/documents/U_014_Protest_Procedures.doc, are available from the King County Procurement web site: <http://www.metrokc.gov/procurement/faq/supplier.aspx>.

SECTION 2 Bid Evaluation and Contract Award

2.1 Evaluation of Bids

Bids will be evaluated by the County to determine which bid, if any, may be deemed to be the low responsive bid from a responsible bidder, and should be accepted in the best interest of the County.

The King County Contracting Opportunities Program is incorporated in this ITB. The determination of lowest responsive, responsible bidder will include the application of the five (5) percent incentive factor for Small Contractors and Suppliers (SCS).

King County may use prompt payment discount terms in evaluation of this ITB; however, discounts terms of less the twenty (20) days will not be considered. Minimum acceptable payment terms by the County without benefit of twenty (20) day discount will be net 30 days.

In the event of a discrepancy between the unit price and the extended amount for a bid item, the unit price will govern.

2.2 Responsive and Responsible

Responsive

The County will consider all the material submitted by the Bidder, and other evidence it may obtain otherwise, to determine whether the Bidder is in compliance with the terms and conditions set forth in this ITB.

Responsible

In determining the responsibility of the bidder, the County may consider:

- the ability, capacity and skill to perform the Contract or provide the service required
- the character, integrity, reputation, judgment and efficiency
- financial resources to perform the Contract properly and within the times specified,
- the quality and timeliness of performance on previous contracts with the County and other agencies, including, but not limited to, the effort necessarily expended by the County and other agencies in securing satisfactory performance and resolving claims
- compliance with federal, state and local laws and ordinances relating to public contracts
- other information having a bearing on the decision to award the Contract.

Failure of a bidder to be deemed responsible or responsive may result in the rejection of a bid.

2.3 Financial Resources and Auditing

If requested by the County, prior to the award of a contract, the bidder shall submit proof of adequate financial resources available to carry out the execution and completion of work required by this contract.

King County reserves the right to audit the Contractor throughout the term of this contract to assure the Contractor's financial fitness to perform and comply with all terms and conditions contained within this contract. King County will be the sole judge in determining the Contractor's financial fitness in carrying out the terms of this contract.

2.4 King County Contracting Opportunities Program

The purpose of the King County Contracting Opportunities Program is to maximize the participation of Small Contractors and Suppliers (SCS) through the use of a five percent (5%) incentive factor in the award of King County contracts for the purchase of goods or services. The Program is open to all SCS firms certified by King County's Business Development and Contract Compliance Office. To learn more

about this program, or becoming a Certified Firm, as well as a list of Certified Firms, may be obtained by visiting the King County Contracting Opportunities Program Web-site at <http://www.metrokc.gov/exec/bred/bdccc/prog/kccontractopp.htm> or contacting the Program office at (206) 205-0711.

2.5 Forms Required Before Contract Award

The Bidder shall submit, within five (5) Days of notification from the County, the applicable documents, insurance, bonds, sworn statements, and other requirements prior to award. Failure by the Bidder to submit required documents may result in rejection of the bid.

- [Equal Benefit Worksheet and Declaration Form](#)
- [Personnel Inventory Report*](#)
- [Affidavit and Certificate of Compliance Regarding Equal Employment Opportunity*](#)
- [Statement of Compliance – Union or Employee Referral Agency Statement*](#)
- [Internal Revenue Service Form W-9 *](#)
- [504/ADA Assurance of Compliance –](#)
- **Certificate of Insurance and Endorsement *** – Have Insurance Agent e-mail or Fax to Buyer evidence of insurance from insurer(s) satisfactory to the county certifying to the coverage of insurance set forth in this ITB.

*If not on file with the County

2.6 Rejection of Bids

The County reserves the right to reject any bid for any reason or to waive informalities and irregularities in bids.

In consideration for the County's review and evaluation of its bid, the Bidder waives and releases any claims against the County arising from any rejection of any or all bids, including any claim for costs incurred by Bidders in the preparation and presentation of bids submitted in response to this ITB. In addition, Bidders waive the costs of providing additional information requested.

2.7 Single Bid Receipt

If the County receives a single responsive, responsible bid, the County may request an extension of the bid acceptance period and/or conduct a price or cost analysis on such bid. The Bidder shall promptly provide all cost or pricing data, documentation and explanation requested by the County to assist in such analysis. By conducting such analysis, the County shall not be obligated to accept the single bid; the County reserves the right to reject such bid or any portion thereof.

2.8 Public Disclosure of Bids

This Contract shall be considered a public document and will be available for inspection and copying by the public in accordance with the Public Records Act, Chapter 42.56 RCW (the "Act").

If the Contractor considers any portion of any record provided to King County under this Contract, whether in electronic or hard copy form, to be protected under law, the Contractor shall clearly identify each such portion with words such as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET." If a request is made for disclosure of such portion, the County will determine whether the material should be made available under the Act. If the County determines that the material is subject to disclosure, the County will notify the Contractor of the request and allow the Contractor ten (10) business days to take whatever action it deems necessary to protect its interests. If the Contractor fails or neglects to take such action within said period, the County will release the portions of record(s) deemed by the County to be subject to disclosure. King County shall not be liable to the Contractor for inadvertently releasing

records pursuant to a disclosure request not clearly identified by the Contractor as “CONFIDENTIAL,” “PROPRIETARY” or “BUSINESS SECRET.”

2.9 Contract Award

Contract award, if any, will be made by the County to the low, responsive, responsible Bidder. The County will have no obligations until an award is made and an order placed with the Contractor. The County reserves the right to award one or more contracts as determined to be in the County’s best interest. The County may accept any individual item, or group of items, or schedules of any bid, unless otherwise stated herein.

A written award mailed or otherwise furnished to a Contractor within the time for acceptance shall be a binding contract.

SECTION 3 Standard Contractual Terms and Conditions

3.1 Administration

This Contract is between the County and the Contractor who shall be responsible for providing the goods or services described herein. The County is not party to defining the division of work between the Contractor and its Subcontractors. The Contractor represents that it has or shall obtain all duly licensed or qualified personnel, materials and equipment required to perform work hereunder.

The Contractor's performance under this Contract may be monitored and reviewed by a Project Manager appointed by the County. Reports and data required to be provided by the Contractor shall be delivered to the Project Manager or Buyer. Questions by the Contractor regarding interpretation of the terms, provisions and requirements of this Contract shall be addressed to the Buyer or Project Manager for response.

3.2 Contract Amendments

No oral order or conduct by the County shall constitute a Contract Amendment. Contract Amendments shall only be effective upon written notification by the County. The County reserves the right to amend the contract to add or delete goods or services within the intended scope of this contract. This may include, but is not limited to:

- Approval of replacements for discontinued items,
- Add items of like function, or similar in nature or purpose to the originally listed products
- The provision of ancillary services in response to minor changes in County needs
- Extend the contract to include optional terms

Cost or Price Analysis may be required by the County for the evaluation of contract modifications, terminations, revision to contract requirements or other circumstances as determined by the County.

3.3 Invoices and Payment

The Contractor shall submit properly certified invoices to King County. The invoice(s) shall contain the following information: The purchase order/contract number, item numbers, description of supplies or services, quantities, unit prices, extended totals, and discounts, if applicable. For services, identify specific deliverables, and/or hourly rates, hours worked, total hours or related fees.

The Contractor shall bill to the address on the purchase order. The County will take advantage of any prompt payment discount terms bid. Discount periods shall be extended if the invoice is returned for credit or correction.

When a purchase order is issued against this Contract that has the potential for multiple or partial deliveries, a separate invoice shall be generated for each completed delivery accepted by the County.

Failure to comply with these requirements or to provide an invoice in conformance with the contract may delay payment.

Upon acceptance of payment, the Contractor waives any claims for the goods or services covered by the Invoice. No advance payment shall be made for the goods or services furnished by Contractor pursuant to this Contract.

King County will not be bound by prices contained in an invoice that are higher than those in the currently approved price list. If a price increase has not been accepted in writing by King County, the invoice may be rejected and returned to the Contractor for a correction.

3.4 Rejection of Goods Or Services

After award, the Buyer or authorized County representative shall have the option of rejecting or refusing delivery of any and all goods or services which are not in strict conformity with the requirements of the specification and the bid. All rejected goods or services shall be promptly replaced or re-performed and be subject to approval by the County. All replacement goods and services shall be provided at the Contractor's own expense.

3.5 Re-procurement Costs

When a Contractor fails to furnish goods or services in accordance with the terms of this Contract, and the County must purchase at a price greater than the contract price, the difference may be charged to the Contractor. The County may exercise this charge as a credit against invoices due the Contractor.

3.6 Termination For Convenience/Default/Non-appropriation

A. Termination for Convenience

The County for its convenience may terminate this Contract, in whole or in part, at any time by written notice sent certified mail, return receipt requested, to the Contractor. After receipt of a Notice of Termination ("Notice"), and except as directed by the County, the Contractor shall immediately stop work as directed in the Notice, and comply with all other requirements in the Notice. The Contractor will be paid its costs, including necessary and reasonable Contract close-out costs and profit on that portion of the work satisfactorily performed up to the date of termination as specified in the notice. The Contractor shall promptly submit its request for the termination payment, together with detailed supporting documentation. If the Contractor has any property in its possession belonging to the County, the Contractor shall account for the same and dispose of it in the manner the County directs. All termination payment requests may be subject to Cost or Price Analysis to determine reasonableness and compliance with the Contract and applicable laws and regulations.

B. Termination for Default

If the Contractor does not deliver work in accordance with the Contract, or the Contractor fails to perform in the manner called for in the Contract, or the Contractor fails to comply with any material provisions of the Contract, the County may terminate this Contract, in whole or in part, for default as follows:

A Notice to Cure will be served on the Contractor by certified mail (return receipt requested) or a delivery service capable of providing a receipt. The Contractor shall have ten (10) Days from the date the Notice to Cure was served to cure the default or provide the County with a detailed written plan, which indicates the time and methods needed to bring the work into compliance and cure the default.

If the Contractor has not cured the default or the plan to cure the default is not acceptable to the County, the County may terminate the Contract. Termination shall occur by serving a Notice of Termination by certified mail (return receipt requested) or delivery service capable of providing a receipt on the Contractor setting forth the manner in which the Contractor is in default and the effective date of termination.

The Contractor will only be paid for work delivered and Accepted, or work performed in accordance with the manner of performance set forth in the Contract less any damages to the County caused by or arising from such default. All termination payment requests are subject to Cost or Price Analysis to verify compliance with the Contract and applicable laws and regulations.

The termination of this Contract shall in no way relieve the Contractor from any of its obligations under this Contract nor limit the rights and remedies of the County hereunder in any manner.

C. Termination for Non-Appropriation

If expected or actual funding is withdrawn, reduced, or limited in any way prior to the termination date set forth in this Contract or in any amendment hereto, the County may, upon written notice to the Contractor, terminate this Contract in whole or in part.

In accordance with King County Code 4.04.040B.6, payment shall not exceed the appropriation for the year in which termination is effected. If this Contract is terminated for non-appropriation, the County shall be liable only for payment in accordance with the terms of this Contract for performance rendered prior to the effective date of termination; and, the Contractor shall be released from any obligation under this contract or a related Purchase Order to provide further work pursuant to the Contract as are affected by the termination.

Funding under this Contract beyond the current appropriation year is conditional upon the appropriation by the County Council of sufficient funds to support the activities described in this Contract. Should such an appropriation not be approved, the Contract shall terminate at the close of the current appropriation year. The appropriation year ends on December 31 of each year.

3.7 Force Majeure

The term force majeure shall include, without limitation by the following enumeration: acts of nature, acts of civil or military authorities, fire, accidents shutdowns for purpose of emergency repairs, industrial, civil or public disturbances, causing the inability to perform the requirements of this Contract. If any party is rendered unable, wholly or in part, by a force majeure event or any event cause not within such party's control, to perform or comply with any obligation or condition of this Contract, upon giving notice and reasonably full particulars to the other party, such obligation or condition shall be suspended only for the time and to the extent commercially practicable to restore normal operations. In the event the Contractor ceases to be excused pursuant to this provision, then the County shall be entitled to exercise any remedies otherwise provided for in this Contract, including Termination for Default.

Whenever a force majeure event causes the Contractor to allocate limited resources between or among the Contractor's customers, the County shall receive no less priority in respect to such allocation than any of the Contractor's other customers.

3.8 Taxes, Licenses, and Certificate Requirements

This Contract and any of the work provided hereunder is contingent and expressly conditioned upon the ability of the Contractor to provide the specified goods or services consistent with applicable federal, state or local laws and regulations. If, for any reason, the Contractor's required compliances are terminated, suspended, revoked or in any manner modified from their status at the time this Contract becomes effective, the Contractor shall notify the County immediately of such condition in writing.

The Contractor and subcontractor(s) shall maintain and be liable for all taxes (except sales/use taxes), fees, licenses, permits and costs as may be required by applicable federal, state or local laws and regulations as applicable to the work under this Contract.

3.9 Assignment

Neither party shall assign any interest, obligation or benefit under or in this Contract or transfer any interest in the same, whether by assignment or novation, without prior written consent of the other party. If assignment is approved, this Contract shall be binding upon and inure to the benefit of the successors of the assigning party. This provision shall not prevent the Contractor from pledging any

proceeds from this Contract as security to a lender so long as King County Policy Fin10-1 (AP), paragraph 6.1.3 is followed. If assignment is approved, it shall be accepted by either party upon the posting of all required bonds, securities and the like by the assignee, and the written agreement by assignee to assume and be responsible for the obligations and liabilities of the Contract, known and unknown, and applicable law.

3.10 Indemnification and Hold Harmless

- A. In providing services under this Contract, the Contractor is an independent contractor, and neither the Contractor nor its officers, agents or employees are employees of the County for any purpose. The Contractor shall be responsible for all federal and/or state tax, industrial insurance and Social Security liability that may result from the performance of and compensation for these services and shall make no claim of career service or civil service rights which may accrue to a County employee under state or local law.

The County assumes no responsibility for the payment of any compensation, wages, benefits, or taxes by or on behalf of the Contractor, its employees and/or others by reason of this Contract. The Contractor shall protect, indemnify, defend and save harmless the County and its officers, agents and employees from and against any and all claims, costs, and/or losses whatsoever occurring or resulting from (1) the Contractor's failure to pay any such compensation, wages, benefits or taxes; and/or (2) the supplying to the Contractor work, services, materials, and/or supplies by Contractor employees or other suppliers in connection with or in support of the performance of this Contract.

- B. The Contractor further agrees that it is responsible for and shall repay the County all indicated amounts following an audit exception which occurs due to the negligence, intentional act and/or failure for any reason to comply with the terms of this Contract by the Contractor, its officers, employees, agents, and/or representatives. This duty to repay shall not be diminished or extinguished by the prior termination of the Contract pursuant to the Duration of Contract, or the Termination section.

- C. The Contractor shall protect, defend, indemnify, and save harmless the County, [and the State of Washington or US Government (when any funds for this Contract are provided by them)], their officers, employees, and agents from any and all costs, fees (including attorney fees), claims, actions, lawsuits, judgments, awards of damages or liability of any kind, arising out of or in any way resulting from the negligent acts or omissions of the Contractor, its officers, employees, subcontractors or any tier and/or agents. The Contractor agrees that its obligations under this paragraph extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees, subcontractors of any tier or agents.

In addition to injuries to persons and damage to property, the term "claims," for purposes of this paragraph C, shall include, but not be limited to, assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in unfair trade practice.

- D. For purposes of paragraphs A and C above, the Contractor, by mutual negotiation, hereby waives, as respects the County only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW.
- E. In the event the County incurs attorney fees and/or costs in the defense of claims within the scope of paragraphs A and C above, such attorney fees and costs shall be recoverable from the Contractor. In addition King County shall be entitled to recover from the Contractor its attorney fees, and costs incurred to enforce the provisions of this section.
- F. The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Contract.

G. Nothing contained within this provision shall affect and/or alter the application of any other provision contained within this Contract.

3.11 Applicable Law and Forum

Except as hereinafter specifically provided, this Contract shall be governed by and construed according to the laws of the State of Washington, including, but not limited to, the Uniform Commercial Code, Title 62A RCW. Any claim or suit concerning this Contract shall only be filed in either the King County Superior Court or U.S. District for the Western District of Washington, in Seattle.

3.12 Conflicts of Interest and Non-Competitive Practices

By entering into this Contract to perform work, the Contractor represents that it has no direct or indirect pecuniary or proprietary interest, and that it shall not require any interest that conflicts in any manner or degree with the work required to be performed under this Contract. The Contractor shall not employ any Person or agent having any conflict of interest. In the event that the Contractor or its agents, employees or representatives hereafter acquires such a conflict of interest, it shall immediately disclose such conflict to the County. The County shall require that the Contractor take immediate action to eliminate the conflict up to and including termination for default.

By entering into this Contract to perform work, the Contractor represents that no Persons except as designated by Contractor shall be employed or retained to solicit or secure this Contract with an agreement or understanding that a commission, percentage, brokerage, or contingent fee would be paid; and no gratuities, in the form of entertainment, gifts or otherwise, were bided or given by the Contractor or any of its agents; employees or representatives, to any official, member or employee of the County or other governmental agency with a view toward securing this Contract or securing favorable treatment with respect to the awarding or amending, or the making of any determination with respect to the performance of this Contract.

3.13 Disputes, Claims and Appeals

The Contractor shall address questions or claims regarding the Contract in writing to the Buyer and Project Manager, within ten (10) Days of the date on which the Contractor knows or should know of the question or claim. No claim by the Contractor shall be allowed if asserted after final payment under this Contract. No claim shall be allowed for any costs incurred more than ten (10) Days before the Contractor gives written notice, as required in this section. The Buyer and Project Manager shall ordinarily respond to the Contractor in writing with a decision, but absent such written response, the question or claim shall be deemed denied upon the tenth (10th) Day following receipt by the Buyer and Project Manager.

In the event the Contractor disagrees with the determination of the Buyer and Project Manager, the Contractor shall within five (5) Days of the date of such determination, appeal the determination in writing to the Procurement and Contract Services Section Manager. Such written notice of appeal shall include all information necessary to substantiate the appeal. The Procurement and Contract Services Section Manager shall review the appeal and make a determination in writing, which shall be final. Appeal to the Procurement and Contract Services Section Manager shall be a condition precedent to alternative dispute resolution or litigation.

Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the Contract and in accordance with the direction of the Buyer or Project Manger. Failure to comply precisely with the time deadlines under this subsection as to any claim shall operate as a waiver and release of that claim and an acknowledgement of prejudice to the County.

3.14 Maintenance of Records/Audits

The Contractor shall maintain, and shall require any sub-contractor to maintain, accounts and records, including personnel, property, financial, and programmatic records and such other records as may be

deemed necessary by the County to ensure proper accounting for all contract funds and compliance with this Contract. All such records shall sufficiently and properly reflect all direct and indirect costs of any nature expended and services provided in the performance of this Contract. The Contractor shall make such documents available to the County for inspection, copying, and auditing upon request.

All records referenced in subsection (A) shall be maintained for a period of six (6) years after completion of work or termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14, or unless a longer retention period is required by law.

The Contractor shall provide access to its facilities, including those of any sub-contractor, to the County, the State and/or federal agencies or officials at all reasonable times in order to monitor and evaluate the services provided under this Contract.

The Contractor agrees to cooperate with County or its designee in the evaluation of the services provided under this Contract and to make available all information reasonably required by any such evaluation process. The results and records of said evaluation shall be maintained and disclosed in accordance with RCW Chapter 42.56.

If the Contractor expended a total of \$500,000.00 or more in federal awards during its fiscal year, and is a non-profit organization, and is, under this Contract, carrying out or administering a program or portion of a program, it shall have an independent audit conducted in accordance with OMB Circular A-133, which shall comply with the requirements of GAAS (generally accepted auditing standards), GAO's Government Audit Standards and OMB Circular A-133, as amended and as applicable. Contractors expending federal awards from more than one source shall be responsible for determining if the combined financial awards are equal to or greater than \$500,000.00. The Contractor shall provide one copy of the audit report to each County division providing federal awards to the Contractor no later than nine (9) months subsequent to the end of the Contractor's fiscal year.

3.15 Other Public Agency Orders

The Washington State Interlocal Cooperative Act RCW 39.34 provides that other governmental agencies may purchase goods or services on this solicitation or contract in accordance with the terms and prices indicated therein if all parties agree. The County does not accept any responsibility or involvement in the purchase orders or contracts issued by other public agencies.

3.16 Environmental Purchasing Policy

Offerors able to supply products containing recycled and environmentally preferable materials that meet performance requirements are encouraged to offer them in bids and proposals.

The Offeror and Contractor shall use recycled paper for all printed and photocopied documents related to the submission of this solicitation and fulfillment of the contract and shall, whenever practicable, use both sides of the paper. (Reference: KCC 10.16 & King County Executive Policy CON 7-1-2).

3.17 Industrial and Hazardous Waste

The Contractor shall comply with all applicable local ordinances, state and federal statutes, and supporting rules and regulations governing the discharge of industrial waste to public sewer, private sewer, or side sewer tributary to the metropolitan sewer system.

Contractor shall handle and dispose of all hazardous wastes in compliance with all applicable local, state and federal laws and regulations, including the Resource Conservation and Recovery Act, the Washington Hazardous Waste Management Act, and applicable rules and regulations of the Environmental Protection Agency and the Department of Ecology governing the generation, storage, treatment, transportation or disposal of hazardous wastes.

3.18 Patents and Royalties

The Contractor is responsible for paying all license fees, royalties or the costs of defending claims for the infringement of any intellectual property that may be used in performing this Contract.

3.19 Supported Employment Program

The County encourages the creation of supported employment programs for developmentally and/or severely disabled individuals. The County itself has such a program and is actively seeking to do business with those Contractors and Consultants that share this employment approach. If your firm has such a program, or intends to develop such a program during the life of this Contract, please submit Documentation supporting this claim with your bid. If you have questions, or need additional information, please contact the Community and Human Services Division, Developmental Disabilities Division, 206-296-5268.

3.20 Nondiscrimination and Equal Employment Program

During the performance of this contract, neither the Contractor nor any party subcontracting under the authority of this Contract shall discriminate nor tolerate harassment on the basis of race, color, sex, religion, nationality, creed, marital status, sexual orientation, age, or the presence of any sensory, mental, or physical disability in the employment or application for employment or in the administration or delivery of services or any other benefits under this Contract. King County Code, and all applicable state and federal anti-discrimination laws, rules, regulations and requirements are incorporated herein by reference, and such requirements shall apply to this contract. Ref: KCC 12.16, 12.17, and 12.18

3.21 Equal Benefits To Employees With Domestic Partners

Pursuant to Ordinance 14823, King County's "Equal Benefits" (EB) ordinance, and related administrative rules adopted by the County Executive, as a condition of award of a contract is valued at \$25,000 or more, the Contractor agrees that it shall not discriminate in the provision of employee benefits between employees with spouses, and employees with domestic partners during the performance of this Contract. Failure to comply with this provision shall be considered a material breach of this Contract, and may subject the Contractor to administrative sanctions and remedies for breach.

When the contract is valued at \$25,000 or more, the Contractor shall complete a Worksheet and Declaration form for County review and acceptance prior to Contract execution. The EB Compliance forms, Ordinance 14823 (which is codified at KCC Chapter 12.19) and related administrative rules are incorporated herein by reference. They are also available online at:

<http://www.metrokc.gov/procurement/forms/eb.aspx>.

3.22 Liquidated Damages

Time is of the essence on each and every portion of the Contract. In the Contract a definite and certain length of time shall be fixed for the performance of the Contract; this Contract time shall only be changed via contract change. Should the Armored Truck specified work not be completed on or before the time stipulated, it is mutually agreed by and between the Contractor and the County of King that:

A delay would seriously affect the public and the operation of King County; that a reduction in the monthly invoice \$150.00 per day for each and every day for each pickup of deposits-deposit to bank/delivery of change that exceeds the delivery time set forth in the Contract is the nearest measure of damages for each delay that can be fixed at this time; therefore, the County and the Contractor hereby establish said reduction as liquidated damages and not as a penalty or forfeiture for the breach of agreement to complete delivery by the Contractor on or before the time specified in the Contract.

The County reserves the right to cancel the contract for failure to perform with or without assessment of liquidated damages. At the County's sole discretion, the County may consider and/or accept an alternative to the assessment of liquidated damages proposed by the Contractor. If the County accepts

such an alternative it does not waive the right to later reject the alternative and impose liquidated damages from the date of rejection.

Should the Contractor be obstructed or delayed in completing the specified work or by any default, act or omission of the County, or by force majeure, or by the inability to obtain materials, equipment or labor due to Federal Government restrictions, then the time of completion shall be extended for such periods as may be agreed upon by the County and the Contractor. Shall there be insufficient time to grant such extensions, the County may, at the time of acceptance of the work, waive liquidated damages which may have accrued for failure to complete the work on time, due to any of the above, after hearing evidence as to the reasons for such delay and making a finding as to the cause of same.

The Contractor authorizes the County to deduct such liquidated damages from the amount due, or to become due, under the Contract. The Contractor further agrees that any such deduction shall not in any degree release the Contractor from further obligation and liabilities in regard to the fulfillment of the entire Contract.

3.23 Non-Waiver of Breach

No action or failure to act by the County shall constitute a waiver of any right or duty afforded to the County under the Contract; nor shall any such action or failure to act by the County constitute an approval of, or acquiescence in, any breach hereunder, except as may be specifically stated by the County in writing.

3.24 Severability

Whenever possible, each provision of this Contract shall be interpreted to be effective and valid under applicable law. If any provision is found to be invalid, illegal, or unenforceable, then such provision or portion thereof shall be modified to the extent necessary to render it legal, valid, and enforceable and have the intent and economic effect as close as possible to the invalid, illegal, and unenforceable provision. If it is not possible to modify the provision to render it legal, valid and enforceable, then the provision shall be severed from the rest of this Contract. The invalidity, illegality or unenforceability of any provision shall not affect the validity, legality or enforceability of any other provision of this Contract, which shall remain valid and binding.

SECTION 4 Specific Contractual Terms & Conditions

4.1 Contract Value

The estimated annual value of this contract is approximately \$120,000. King County will not be limited, restricted or bound by this dollar value, nor shall the County be obligated to purchase any items contained in this ITB.

4.2 Contract Term

The initial term of this Contract will be one year and may be extended for four (4) additional one-year periods at the option of the County, subject to the termination clauses contained herein. King County reserves the right to extend the term if determined to be in the best interest of the County.

Contracts or purchase orders will be issued by the County. Contract amendments or change orders issued by the County may reflect modification(s) of contract terms, funding or other matters.

King County reserves the right to purchase the goods or services described herein from other sources. The Contractor does not have the exclusive right to fill all of the County's requirements for the goods or services awarded nor will the County be obligated to purchase the estimated annual quantity, or any quantity contained in this Contract.

4.3 Price Revisions

Prices shall remain firm for the duration of the initial Contract period. Reasonable price changes based on market conditions and price/cost analysis may be made after the initial Contract period. The Contractor shall supply documentation satisfactory to King County such as documented changes to the Producers Price Index for the commodity, the Consumer Price Index for the Seattle-Tacoma-Bremerton area, or a manufacturer's published notification of price change(s).

King County will evaluate this information to determine if revising the pricing is considered fair and reasonable to the satisfaction of King County. Requests for any such change are to be made in writing to the Buyer in the Procurement Services Division office. A written change order issued by the County will institute the price adjustment, provide the new prices and establish the effective date for the new prices.

The Contractor shall endeavor to give the King County Procurement Services Section thirty (30) days but not less than fourteen (14) days written notice prior to the effective date of the price increase. The County may cancel the contract if the price increase request is not approved.

All price reductions at the manufacturer's or distributor's level shall be reflected in a reduction of the contract price(s) to King County retroactive to the effective date of the price reductions.

4.4 Use Report

The Contractor shall, if requested, submit to the Buyer a report of sales made to King County under this Contract. The report, in a format acceptable to King County, shall identify the detail required by the Buyer, which may include but is not limited to, delivery location, the item description, whether it's a Contract or non-Contract item, quantity, price and discount.

4.5 Warranty

The Contractor warrants that the work performed under this Contract shall be free from defects in material and workmanship, and shall conform to all requirements of this Contract, for a period of at least twelve (12) months from date of acceptance of such work by the County. Any work corrected shall be subject to this subsection to the same extent as the work initially provided.

The bidder shall provide, upon request by the County, their standard warranty. The warranty shall be specific for all components of the equipment regardless of whether these components were built by the

original equipment manufacturer or outside suppliers. King County may avail itself of the bidder or manufacturer's standard warranty if more beneficial to the County.

Conducting of tests or inspections, acceptance, or the processing of payment(s) by the County shall not constitute a waiver of any rights under this Contract or in law. The termination of this Contract shall in no way relieve the Contractor from its warranty responsibility.

The Contractor shall ensure that the warranty requirements of this Contract are enforceable through and against the Contractor's suppliers, vendors, distributors and Subcontractors. The Contractor shall cooperate with the County in facilitating warranty related work by such suppliers, vendors, distributors and Subcontractors.

Contractor warrants that the Services shall in all material respects conform to the requirements of this Contract. Contractor warrants that qualified professional personnel with in-depth knowledge shall perform the Services in a timely and professional manner; and that the Services shall conform to the standards generally observed in the industry for similar Services. Contractor warrants that the Services shall be in compliance with all applicable laws, rules and regulations.

4.6 Warranty Remedies

Whenever possible, the contractor shall provide "on the spot" settlement of warranty claims or disputes, and authorize local representatives to act on the equipment manufacturer's behalf.

If at any time during the twelve (12) Month period immediately following acceptance of any work covered by this Contract, Contractor or the County discovers one or more material defects or errors in the work or any other aspect in which the work materially fails to meet the provisions of the warranty requirements herein Contractor shall, at its own expense and within thirty (30) Days of notification of the defect by the County, correct the defect, error or nonconformity.

The County shall give written notice of any defect to the Contractor. If the Contractor has not corrected defect within thirty (30) Days after receiving the written notice, the County, in its sole discretion, may correct the defect itself. In the case of an emergency where the County believes delay could cause serious injury, loss or damage, the County may waive the written notice and correct the defect. In either case the County shall charge-back the cost for such warranty repair to the Contractor.

The Contractor is responsible for all costs of repair or replacement in order to restore the work to the applicable Contract requirements, including shipping charges, for work found defective within the warranty period, regardless of who actually corrects the defect.

4.7 Disability Assurance Compliance (504/ADA)

The Contractor shall complete a 504/ADA Self Evaluation Questionnaire for all programs and services offered by the Contractor (including any services not subject to this Contract) and shall evaluate its services, programs and employment practices for compliance with Section 504 of the Rehabilitation Act of 1973, as amended ("504"), and the Americans with Disabilities Act of 1990 (ADA). The Contractor shall complete a 504/ADA Disability Assurance of Compliance prior to execution of a contract.

4.8 Independent Status of Contractor

In the performance of this Contract, the parties shall be acting in their individual, corporate or governmental capacities and not as agents, employees, partners, joint ventures, or associates of one another. The parties intend that an independent contractor relationship shall be created by this Contract. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purpose whatsoever. Contractor shall not make any claim of right, privilege or benefit, which would accrue, to an employee under chapter 41.06 RCW or Title 51 RCW.

4.9 Non-Disclosure Obligation

Data provided by the County either before or after Contract award shall only be used for its intended purpose. Contractors and Subcontractors shall not utilize nor distribute the County data in any form without the express written approval of the County.

While performing the work under this Contract, the Contractor may encounter personal information, licensed technology, Software, Documentation, drawings, schematics, manuals, data and other materials described as "Confidential", "Proprietary" or "Business Secret". The Contractor shall not disclose or publish the information and material received or used in performance of this Contract. This obligation is perpetual. The Contract imposes no obligation upon the Contractor with respect to confidential information which the Contractor can establish that: a) was in the possession of, or was rightfully known by the Contractor without an obligation to maintain its confidentiality prior to receipt from the County or a third (3rd) party; b) is or becomes generally known to the public without violation of this Contract; c) is obtained by the Contractor in good faith from a third (3rd) party having the right to disclose it without an obligation of confidentiality; or, d) is independently developed by the Contractor without the participation of individuals who have had access to the County's or the third (3rd) party's confidential information. If the Contractor is required by law to disclose confidential information the Contractor shall notify the County of such requirement prior to disclosure.

4.10 Insurance Requirements

- A. By the date of execution of this Contract, the Consultant shall procure and maintain for the duration of this Contract, insurance against claims for injuries to persons or damages to property, including products-completed operations which may arise from, or in connection with, the performance of work hereunder by the Consultant, its agents, representative, employees, and/or sub-consultants. The Consultant or sub-consultant shall pay the cost of such insurance. The Consultant may furnish separate certificates of insurance and policy endorsements from each sub-consultant as evidence of compliance with the insurance requirements of this Contract.

For All Coverages:

Each insurance policy shall be written on an "occurrence" form; excepting that insurance for professional liability, errors and omissions when required, may be acceptable on a "claims made" form.

If coverage is approved and purchased on a "claims made" basis, the Consultant warrants continuation of coverage, either through policy renewals or the purchase of an extended discovery period, if such extended coverage is available, for not less than three years from the date of completion of the work which is the subject of this Contract.

By requiring such minimum insurance coverage, the County shall not be deemed or construed to have assessed the risks that may be applicable to the Consultant under this contract. The Consultant shall assess its own risks and, if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage.

Nothing contained within these insurance requirements shall be deemed to limit the scope, application and/or limits of the coverage afforded, which coverage will apply to each insured to the full extent provided by the terms and conditions of the policy(s). Nothing contained within this provision shall affect and/or alter the application of any other provision contained within this Agreement.

- B. Minimum Scope Of Insurance

Coverage shall be at least as broad as:

1. General Liability:

Insurance Services Office form number (CG 00 01 Ed. 11-88 or its equivalent) covering **COMMERCIAL GENERAL LIABILITY** including Products and Completed Operations.

2. Automobile Liability:

Insurance Services Office form number (CA 00 01 Ed. 12-90 or its equivalent) covering BUSINESS AUTO COVERAGE, symbol 1 "any auto"; or the combination of symbols 2, 8, & 9.

3. Workers' Compensation:

Workers' Compensation coverage, as required by the Industrial Insurance Act of the State of Washington.

4. Employers Liability or "Stop-Gap":

The protection provided by the Workers Compensation policy Part 2 (Employers Liability) or, in states with monopolistic state funds, the protection provided by the "Stop Gap" endorsement to the General Liability policy.

5. Money & Securities Broad Form Coverage

Money & Securities Broad Form Coverage to include theft, disappearance, destruction for-inside and outside the premises and employee dishonesty policies of insurance in the amount of not less than \$1,000,000.00 have been issued and are in force for "all Risk" liability to cover currency, coin, bullion, stocks, bonds, non-negotiable securities, checks and other properties against all risks of physical loss of or damage to the insured property including any act or omission of the assured or any of its employees. Such policies shall include a loss payable clause or endorsement to cover King County as its interest may appear.

C. Minimum Limits of Insurance

The Consultant shall maintain limits no less than, for:

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage, and for those policies with aggregate limits, a \$2,000,000 aggregate limit.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Workers' Compensation: Statutory requirements of the State of residency.
Employers' Liability or "Stop Gap" coverage: \$1,000,000
4. Money & Securities Broad Form - \$1,000,000 Limit

D. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to, and approved by, the County. The deductible and/or self-insured retention of the policies shall not limit or apply to the Consultant's liability to the County and shall be the sole responsibility of the Consultant.

E. Other Insurance Provisions

The insurance coverage(s) required in this Contract are to contain, or be endorsed to contain the following provisions:

1. All Liability Policies except Workers Compensation and Professional Liability:

- a. The County, its officers, officials, employees and agents are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of the Consultant in connection with this Contract.
 - b. The Consultant's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and agents. Any insurance and/or self-insurance maintained by the County, its officers, officials, employees or agents shall not contribute with the Consultant's insurance or benefit the Consultant in any way.
 - c. The Consultant's insurance coverage shall apply separately to each insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability.
2. All Policies:
- a. Coverage shall not be suspended, voided, canceled, reduced in coverage or in limits, except by the reduction of the applicable aggregate limit by claims paid, until after forty-five (45) calendar days prior written notice, has been given to the County.

F. Acceptability of Insurers

Unless otherwise accepted by the County:

Insurance coverage is to be placed with insurers with a Bests' rating of no less than A: VIII, or, if not rated with Bests', with minimum surpluses the equivalent of Bests' surplus size VIII.

Professional Liability, Errors and Omissions insurance coverage may be placed with insurers with a Bests' rating of B+:VII. Any exception must be approved by the County.

If at any time of the foregoing policies fail to meet minimum requirements, the Consultant shall, upon notice to that effect from the County, promptly obtain a new policy, and shall submit the same to the County, with the appropriate certificates and endorsements, for approval

SECTION 5 Technical Specifications

5.1 Introduction of Specifications

Provide **Armored Truck Services** as requested and authorized for the collecting or distributing of bags with coin, currency and checks from various King County Facilities per the specifications described herein and delivery to the designated County bank.

5.2 Signature Authority

Contractor shall provide a list with the names of Contractor's personnel who are authorized to sign for pickups at designated County locations, on behalf of the Contractor. Contractor shall maintain and provide updated list of personnel as appropriate.

Contractors List shall include:

- Name
- Signature
- Photo ID

Contractor shall provide the County with a signature book or log to be kept at each pickup location. Signature log shall be not less than three (3) copies and shall be used by Contractor's personnel for pickup and/or delivery activities. Log copies shall be distributed as follows:

Copy No. 1 Contractor's copy at the time of pick-up

Copy No. 2 County personnel for their records

Copy No. 3 Shall be retained in the log book at the County pickup location as a permanent record (additional copies may be kept by the Contractor)

5.3 Holidays

The County observes the following ten (10) holidays annually at locations other than Solid Waste. The Contractor shall call any County agencies, that so request, at least twenty-four (24) hours prior to each holiday, to inquire whether holiday pickup service is needed:

New Year's Day Observed	Labor Day
Martin Luther King Jr. Day	Veteran's Day
Presidents Day	Thanksgiving (4 th Thursday in November)
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day Observed

Solid Waste Holidays (open all other days and Armored Truck Service required)

New Year's Day (January 1 st)
Thanksgiving (4 th Thursday in November)
Christmas Day Observed (December 25 th)

5.4 Scope of Service

A. General County Instructions [**Schedules 1, 2 & 3**]

1. Bank Location

The County presently uses Key Bank National Association's Vault Operations located at **2420 S. State St., Tacoma, WA.**

The County reserves the right to change banks or bank branches as necessary, without additional charge from the Contractor.

2. Deposit at Bank

The Contractor shall deposit the coins, currency and checks in the bank in the manner approved by King County and the Bank. It is the Contractor's responsibility to follow the bank's specific delivery requirements. If there are any Bank charges for the delivery they shall be included in the monthly charge to the County. The Contractor shall pick up, at the County's request, coin and currency needed for daily operations and deliver it to the appropriate County location.

3. Deposit Time line

Deposit bags shall be deposited daily at a King County designated bank(s) prior to 5:00 P.M. (6:00 P.M. for Schedule 1) when possible, and in no case later than the next banking day before noon (see specific exceptions).

4. Deposit Bags

Contractor shall provide the County with single use approved plastic deposit bags in various sizes as determined by the pickup site. The County will not pay separately for the plastic deposit bags.

5. Contact Information

Contractor shall provide to the County a list of the names, title, phone number(s), including pager number(s) of contractor's personnel to contact in case of emergencies.

6. Armored Guard Licensing

All armed guards providing services to King County shall possess an Armed Security Guard License.

7. Firm Licensing

Armored Car companies shall be licensed and fully bonded in the State of Washington to be considered for award.

8. Option Locations:

Contractor shall be able to pick up from other locations in King County on an as needed basis.

B. Scope of Service – Revenue Processing Center [RPC] Special Consideration [Schedule 1]

1. Average daily deposit - between \$30,000 - \$130,000.

2. County Packaging Money

The County packages money for pickup by the Contractor:

Each denomination of coin is placed in a deposit bag labeled by the County. The Contractor delivers the bags to their own location to be rolled prior to being delivered to the bank. Each full bag contains or is packaged in the following manner.

Quarters	\$ 1,000
Dime	\$ 1,000
Nickels	\$ 200
Pennies	\$ 50

The coins shall then rolled/wrapped by the Contractor prior to delivery to the bank. In the event there is not enough coin to fill a deposit bag, the Contractor shall deliver them directly to the bank.

Exception at Customer Service Office at 1301 Fifth Ave Suite 14. Coin averages \$1.00 - \$20.00 and is mixed in a single bag for delivery directly to bank. This location may move back to the Transit Tunnel at West Lake Station (401 Pine Seattle, WA).

- C. Scope of Service – **Solid Waste Division Special Consideration [Schedules 2 and some 3]**
1. Deposit bags picked up at the King County Solid Waste Division facilities shall be deposited daily at the County designated bank(s) prior to closing when possible, and in no case later than the next banking day before noon.
 2. Contractor shall designate their arrival day and/or time to the King County Solid Waste Division facilities as required for each facility. For facilities with different operating hours on weekdays versus weekends, the contractor may designate a time window for each location.
 3. Solid Waste operates on many holidays that the County is usually closed (see Holidays above) therefor, whatever holiday that Solid Waste is open, the designated delivery day and time window shall apply. Contractor shall indicate designated day and/or time as part of their bid response.
 4. The normal delivery scheduled will occur on the designated day after the three holidays Solid Waste is closed.
 5. Changes to any designated delivery day or time window shall require a written notification 30 days prior to its effective date.

SECTION 6 Bid Response

6.1 Rules of Price Evaluation

Responsible, responsive Bids meeting all requirements of this ITB will be evaluated on price. Monthly unit price per individual location governs in determining low bid per schedule.

Bidder(s) shall provide pricing for all items (and options) within an individual Schedule [1, 2 or 3] to be considered responsive however bidders are not required to bid all Schedules.

The low bid will be determined for each Schedule separately or will be determined by the low bid for all Schedules combined which ever is in the best interest of the County. King County reserves the right to award single or multiple contracts. In the event the primary Contractor cannot meet contract requirements the next low Contractor may be contacted for services.

Note for Schedules #2 & #3: For some Solid Waste locations the County requested pricing on two different pick up options, the low bid determination will be based on the lower of the priced options.

Bidders are cautioned not to alter the specification, pricing information section, and the terms and Conditions of this Invitation to Bid. Any alteration may render a bid non-responsive.

Bidders shall provide the monthly charge to provide service to each of the following facilities according to the below service schedule. All pricing shall include any holiday fees, fuel fees, plastic money bags and other requirements to perform this work.

6.2 Prompt Pay Discount

Prompt payment discounts offered by Contractors shall be used to calculate the low bid provided the discount offered allows a minimum of 20 days for payment. The number of days is calculated from the date of acceptance of goods or services or from the date a complete invoice is date stamped as received by King County, whichever event occurs last, and the check/warrant date. The County will take advantage of any prompt payment discount terms bid. Discount periods shall be extended if:

- A. The date printed on the invoice is more than three days earlier than the invoice receipt date;
- B. The delay is caused awaiting a credit memo, invoice correction, adjustment or reissue;
- C. An invoice is received prior to receiving goods ordered.

Prompt pay discount offered _____ % - _____ **Days, Net** _____

6.3 References

List the names and addresses of four (4) customers, for whom the bidder has performed or provided similar goods and/or services, preferably in Washington State, for a period not less than one (1) year. Include dates, contact persons and telephone numbers. Should any reference submitted by a bidder be found unsatisfactory, King County, at its sole option, may reject that bidder's bid. King County shall be the sole judge in determining a satisfactory/unsatisfactory reference response. **Reference must be submitted with bid.**

1 Company Name: _____
Company Address: _____
Company Phone: _____
Contact Person: _____
of Locations Served _____
Dates: _____

2 Company Name: _____
Company Address: _____
Company Phone: _____
Contact Person: _____
of Locations Served _____
Dates: _____



3 Company Name: _____
Company Address: _____
Company Phone: _____
Contact Person: _____
of Locations Served _____
Dates: _____



4 Company Name: _____
Company Address: _____
Company Phone: _____
Contact Person: _____
of Locations Served _____
Dates: _____

6.4 Samples

Provide samples of your single use deposit bags in various sizes, appropriate for the County's use per the specifications. Samples shall be either provided with the bid or within five (5) days of request by the County.

SECTION 7 Pricing

7.1 SCHEDULE 1 - King County Metro Revenue Processing Center (RPC)

	LOCATION	Monthly Price
SEATTLE – Seattle		
1-1	<p style="text-align: center;">King County Revenue Processing Center 640 S. Massachusetts (6th Ave.) SEATTLE, WA</p> <p style="text-align: center;">Open Mon - Fri: 4:30 A.M. to 1:00 P.M. Contact: Terry White - 206-684-1683</p>	<p>Pickup Daily \$ _____ between 11:00 A.M. - Noon DEPOSIT TO BANK Check & Cash by 6:00 P.M. same day Coin by 6:00 P.M. following day</p>
1-2	<p style="text-align: center;">King County Customer Service Office 201 S. Jackson St. SEATTLE, WA 98101</p> <p style="text-align: center;">Open Mon - Fri: 8:30 A.M. to 5:00 P.M. Contact: Phil Branham - 206-684-1795</p>	<p>Pickup Daily \$ _____ between 1:45 P.M. - 2:45 P.M. DEPOSIT TO BANK Check & Cash & Coin by 6:00 P.M. same day</p>
1-3	<p style="text-align: center;">King County Customer Service Office 1301 Fifth Ave SEATTLE, WA 98101</p> <p style="text-align: center;">Open Mon - Fri: 9:00 A.M. to 5:30 P.M. Contact: Phil Branham - 206-684-1795</p>	<p>Pickup Daily \$ _____ between 1:45 P.M. - 2:45 P.M. DEPOSIT TO BANK Check & Cash & Coin by 6:00 P.M. same day</p>
Schedule 1 Monthly Total \$		

7.2 SCHEDULE 2 - King County Agencies

		LOCATION	Monthly Price
SEATTLE – KC Admin Build 500 Fourth Ave,			
2-1	<p>King County Finance Division Treasury Section King County Administration Bldg. 500 Fourth Ave, Room 600 SEATTLE, WA 98104 Open Mon - Fri: 8:30 A.M. to 4:30 P.M. Contact: Scott Matheson - 206-296-7313</p>		\$ _____
		<p>Pickup Daily After 2:30 P.M. and the deposit shall be to the bank's vault by 6:00 P.M. that day to receive the same day credit. DEPOSIT TO KEY BANK AND <i>for a second daily delivery for three weeks in April and three</i> <i>weeks in October only</i> Bank of America</p>	
2-2	<p>King County Licensing & Regulatory Services Division Vehicle License Division King County Administration Bldg. 500 Fourth Ave, Room 401 SEATTLE, WA 98104 Open Mon - Fri: 8:30 A.M. to 4:30 P.M. Contact: Roxanne Bese - 206-296-4025</p>		\$ _____
		<p>Pickup Daily between 2:00 P.M. - 3:00 P.M. DEPOSIT TO BANK</p>	
2-3	<p>King County Records and Elections King County Administration Bldg. 500 Fourth Ave, Room 311 SEATTLE, WA 98104 Open Mon - Fri: 8:30 A.M. to 4:30 P.M. Contact: Scott Baynard - 206-296-2992</p>		\$ _____
		<p>Pickup Daily between Noon - 3:30 P.M. DEPOSIT TO BANK</p>	
SEATTLE- 516 Third Ave			
2-4	<p>King County Judicial Administration 516 Third Avenue, Room E-609 SEATTLE, WA 98104 Open Mon - Fri: 8:30 A.M. to 4:30 P.M. Contact: Joy Fernandes - 206-205-8324 <u>Send Invoices to:</u> King County Judicial Administration 516 third Ave Room E-609 Seattle, WA 98104</p>		\$ _____
		<p>Pickup Daily between Noon - 4:00 P.M. DEPOSIT TO BANK</p>	

		LOCATION	Monthly Price
2-5	<p style="text-align: center;">King County Sheriff's Office 516 Third Avenue, Room W150 SEATTLE, WA. 98104-2312 Open Mon - Fri: 8:30 A.M. to 4:30 P.M. Supervisor: Marilyn Rhodes - 206-205-7925 Contact: Cheri Allan - 206-296-4070 <u>Send Invoices to:</u> King County Sheriff's office ATTN: Alice Lor 516 Third Avenue, Rm W150 Seattle, WA 98104-2312</p>	<p>Pickup Tues & Thur, only between 8:00 A.M. - 11:30 A.M. DEPOSIT TO BANK</p>	\$ _____
2-6	<p style="text-align: center;">King County District Court Seattle Division King County Courthouse 516 3rd Avenue, E-327 SEATTLE, WA 98104 Open Mon - Fri: 8:30 A.M. to 4:30 P.M. Contact: Peggy Bednared - 206-205-2820</p>	<p>Pickup Daily between 8:30 A.M. – Noon DEPOSIT TO BANK</p>	\$ _____
SEATTLE (Central)			
2-7	<p style="text-align: center;">Department of Judicial Administration 1211 East Alder, Room 307 SEATTLE, WA 98122 Open Mon - Fri: 8:30 A.M. to 4:30 P.M. Contact: Joy Fernandes - 206-205-8324 <u>Send Invoices to:</u> King County Judicial Administration 516 third Ave Room E-609 Seattle, WA. 98104</p>	<p>Pickup Daily between 9:00 A.M. - 4:00 P.M. DEPOSIT TO Judicial Administration at County Courthouse 516 3rd Ave, Seattle, by 10:30 A.M. following day</p>	\$ _____
2-8	<p style="text-align: center;">Seattle-King County Department of Public Health Accounting Services, Suite 600 Wells Fargo Center, 999 3rd Ave SEATTLE, WA 98104-4039 Open Mon - Fri: 8:00 A.M. to 5:00 P.M. Contact: Scott Slaba - 206-205-5274</p>	<p>Pickup Daily between 1:30 P.M. - 4:00 P.M. DEPOSIT TO BANK</p>	\$ _____

	LOCATION	Monthly Price
2-9	<p>King County International Airport 7277 Perimeter Road South, Suite 200 SEATTLE, WA 98108</p> <p>Open Mon - Fri: 8:00 A.M. to 5:00 P.M. Contact: Tony Wasser - 206-296-7338</p> <p style="text-align: right;">Pickup Daily between 1:00 A.M. - 4:00 P.M. DEPOSIT TO BANK</p>	\$ _____
2-10	<p>King County Dept. of Adult Detention King County Correctional Facility 500 5th Ave, 5th Floor SEATTLE, WA 98104</p> <p>Open Mon - Fri: 8:30 A.M. to 4:30 P.M. Contact: Barbara Cabuco - 206-296-1210</p> <p style="text-align: right;">Pickup Daily between 2:00 P.M. - 4:00 P.M. DEPOSIT TO BANK</p>	\$ _____
Seattle (East Side)		
2-11	<p>King County District Court East Division #1 Bellevue Courthouse 585 – 112th Ave SE BELLEVUE, WA 98004</p> <p>Open Mon - Fri: 8:30 A.M. to 4:30 P.M. Contact: Peggy Bednared - 206-205-2820</p> <p style="text-align: right;">Pickup Daily between Noon - 3:00 P.M. DEPOSIT TO BANK</p>	\$ _____
2-12	<p>Solid Waste Division Factoria Transfer Station 13800 S.E. 32nd Street BELLEVUE, WA</p> <p>Open Mon - Fri: 6:15 A.M. to 11:30 P.M. Sat – Sun: 8:30 A.M. to 5:30 P.M. Contact: Kenneth Wong - 206-296-8438</p> <p style="text-align: right;">Delivery of Change and Pickup Daily Contractor designated 2 hr Window</p> <p style="text-align: right;">Time Window A.M Mon – Fri between 7:00 A.M. - 12:30 P.M.</p> <p style="text-align: right;">Time Window A.M Sat – Sun between 9:00 A.M. - 12:30 P.M. DEPOSIT TO BANK</p>	\$ _____ _____ time slot _____ time slot

		LOCATION	Monthly Price
2-13	<p>King County District Court East Division #2 Issaquah Courthouse 5415 220th Ave SE ISSAQUAH, WA 98029</p> <p>Open Mon - Fri: 8:30 A.M. to 4:30 P.M. Contact: Peggy Bednared - 206-205-2820</p>	<p>Pickup Daily between 10:00 A.M. – 4:00 P.M. DEPOSIT TO BANK</p>	\$ _____
2-14	<p>Solid Waste Division Cedar Falls Drop Box 16925 Cedar Falls Road SE NORTH BEND, WA</p> <p>Open Mon, Wed, Fri - Sun: 9:00 A.M. to 5: 00 P.M Contact: Kenneth Wong - 206-296-8438</p> <p>Delivery of Change and Pickup once per Week Time Window A.M. 9:30 A.M.-12:30 P.M. or P.M 12:30 P.M.-3:30 P.M.</p> <p><u>Option A:</u> Contractor designated one day per week</p> <p>--Time Window A.M. or P.M.</p> <p><u>Option B:</u> Monday only</p> <p>Time Window A.M. or P.M. DEPOSIT TO BANK</p>	<p><u>Option A:</u> Contractor designated one day per week</p> <p>--Time Window A.M. or P.M.</p> <p><u>Option B:</u> Monday only</p> <p>Time Window A.M. or P.M. DEPOSIT TO BANK</p>	<p>\$ _____</p> <p>_____ day / time slot</p> <p>\$ _____</p> <p>_____ time slot</p>
2-15	<p>Solid Waste Division Houghton Transfer Station 11724 N.E. 60th St KIRKLAND, WA</p> <p>Open Mon – Fri : 8:00 A.M. to 5:00 P.M Sat – Sun: 8:30A.M. to 5:30 P.M. Contact: Kenneth Wong - 206-296-8438</p>	<p>Delivery of Change and Pickup Daily Contractor designated 2 hr Window Time Window Mon – Fri between 8:30 A.M. - 12:30 P.M.</p> <p>Time Window Sat – Sun between 9:00 A.M. - 12:30 P.M. DEPOSIT TO BANK</p>	<p>\$ _____</p> <p>_____ time slot</p> <p>_____ time slot</p>
2-16	<p>King County District Court East Division #3 Redmond Courthouse 8601 160th Ave NE REDMOND, WA 98052</p> <p>Open Mon - Fri: 8:30 A.M. to 4:30 P.M. Contact: Peggy Bednared - 206-205-2820</p>	<p>Pickup Daily between 8:30 A.M. – Noon DEPOSIT TO BANK</p>	\$ _____

	LOCATION	Monthly Price
Seattle (North)		
2-17	<p align="center">Solid Waste Division First Northeast Transfer Station 2300 N. 165th St SEATTLE, WA</p> <p align="center">Open Mon - Fri: 8:00 A.M. to 5:00 P.M. Sat – Sun: 8:30A.M. to 5:30P.M. CURRENTLY CLOSED FOR MAJOR RENOVATION EXPECTED TO RE-OPEN NOVEMBER 2007</p> <p>Contact: Kenneth Wong - 206-296-8438</p> <p align="right">Delivery of Change and Pickup Daily Contractor designated 2 hr Window Time Window Mon – Fri between 8:30 A.M. - 12:30 P.M. Time Window Sat – Sun between 9:00 A.M. - 12:30 P.M. DEPOSIT TO BANK</p>	<p>\$ _____</p> <p>_____</p> <p>time slot</p> <p>_____</p> <p>time slot</p>
2-18	<p align="center">King County District Court West Division Shoreline Courthouse 18050 Meridian Ave N. SHORELINE, WA 98133</p> <p align="center">Open Mon - Fri: 8:30 A.M. to 4:30 P.M. Contact: Peggy Bednared - 206-205-2820</p> <p align="right">Pickup Daily between 8:30 A.M. – Noon DEPOSIT TO BANK</p>	<p>\$ _____</p>
Seattle (South)		
2-19	<p align="center">King County Judicial Administration Regional Justice Center 401 4th Ave. N, Suite C2C KENT, WA 98032</p> <p align="center">Open Mon - Fri: 8:30 A.M. to 4:30 P.M. Contact: Joy Fernandes - 206-205-8324</p> <p><u>Send Invoices to:</u> King County Judicial Administration 516 third Ave Room E-609 Seattle, WA. 98104</p> <p align="right">Pickup Daily 9:00 A.M. – 4:00 P.M. DEPOSIT TO Judicial Administration at County Courthouse 516 3rd Ave, Seattle, by 10:30 A.M. following day</p>	<p>\$ _____</p>

	LOCATION	Monthly Price
2-20	<p align="center">King County Department of Executive Services Licensing Office at the Regional Justice Center (RJC) 401 4th Ave N. #1A KENT, WA 98032</p> <p align="center">Open Mon - Thurs: 10:30 A.M. to 6:00 P.M. Fri 9:30 A.M. to 5:00 P.M.</p> <p>Contact: Roxanne Bese - 206-296-4025</p> <p align="right">Pickup Daily 1:00 P.M. – 3:00 P.M. DEPOSIT TO BANK</p>	\$ _____
2-21	<p align="center">King County Dept. of Adult Detention Regional Justice Center (Jail Facility) 620 West James St. KENT, WA 98032</p> <p align="center">Open Mon - Fri: 8:30 A.M. to 4:30 P.M.</p> <p>Contact: Carmalita Batayola - 206-205-2247</p> <p align="right">Pickup Daily 1:00 P.M. – 3:00 P.M. DEPOSIT TO BANK</p>	\$ _____
2-22	<p align="center">King County District Court South Division #2 Kent Courthouse 1210 S. Central KENT, WA 98032</p> <p align="center">Open Mon - Fri: 8:30 A.M. to 4:30 P.M.</p> <p>Contact: Peggy Bednared - 206-205-2820</p> <p align="right">Pickup Daily between 9:00 A.M. - 4:00 P.M. DEPOSIT TO BANK</p>	\$ _____
2-23	<p align="center">King County District Court South Division #3 Regional Justice Center 401 4th Ave. N, #GD KENT, WA 98032</p> <p align="center">Open Mon - Fri: 8:30 A.M. to 4:30 P.M.</p> <p>Contact: Peggy Bednared - 206-205-2820</p> <p align="right">Pickup Daily between 9:00 A.M. - 4:00 P.M. DEPOSIT TO BANK</p>	\$ _____
2-24	<p align="center">King County District Court South Division #1 Burien Courthouse 601 SW 149th St BURIEN, WA 98166</p> <p align="center">Open Mon - Fri: 8:30 A.M. to 4:30 P.M.</p> <p>Contact: Peggy Bednared - 206-205-2820</p> <p align="right">Pickup Daily between 8:30 A.M. - Noon DEPOSIT TO BANK</p>	\$ _____

	LOCATION	Monthly Price
2-25	<p align="center">Solid Waste Division Bow Lake Transfer Station 18800 Orillia Road South TUKWILA, WA</p> <p align="center">Open Mon – Fri: Continuously 12:00A.M. Mon – 7:00A.M. Sat Sat – Sun: 8:00 A.M. to 5:30 P.M Contact: Kenneth Wong - 206-296-8438</p> <p align="center">Delivery of Change and Pickup Daily Contractor designated 2 hr Window Time Window Mon – Fri between 7:00 A.M. - 12:30 P.M.</p> <p align="center">Time Window Sat – Sun between 8:30 A.M. - 12:30 P.M. DEPOSIT TO BANK</p>	<p align="center">\$ _____</p> <p align="center">_____</p> <p align="center">time slot</p> <p align="center">_____</p> <p align="center">time slot</p>
2-26	<p align="center">Solid Waste Division Renton Transfer Station 3021 N.E. 4th St RENTON, WA</p> <p align="center">Open Mon - Fri: 6:30 A.M. to 4:00 P.M Sat – Sun: 8:30A.M. to 5:30P.M. Contact: Kenneth Wong - 206-296-8438</p> <p align="center">Delivery of Change and Pickup Daily Contractor designated 2 hr Window Time Window Mon – Fri between 7:00 A.M. - 12:30 P.M.</p> <p align="center">Time Window Sat – Sun between 9:00 A.M. - 12:30 P.M. DEPOSIT TO BANK</p>	<p align="center">\$ _____</p> <p align="center">_____</p> <p align="center">time slot</p> <p align="center">_____</p> <p align="center">time slot</p>
2-27	<p align="center">Department of Development and Environmental Services (DDES) 900 Oakesdale Avenue RENTON, WA. 98057-5212</p> <p align="center">Open Mon - Fri: 8:30 A.M. to 4:30 P.M. Contact: Michael Stcherbinine - 206-296-6799</p> <p align="center">Pickup Daily by 9:30 A.M.</p> <p align="center">From cashier booth located in customer service lobby, off the main hallway on the 1st floor DEPOSIT TO BANK</p>	<p align="center">\$ _____</p>
2-28	<p align="center">Solid Waste Division Algona Transfer Station 35315 West Valley Highway ALGONA, WA</p> <p align="center">Open Mon – Fri: 6:15 A.M. to 5:00 P.M Sat – Sun: 8:30 A.M. to 5:30P.M. Contact: Kenneth Wong - 206-296-8438</p> <p align="center">Delivery of Change and Pickup Daily Contractor designated 2 hr Window Time Window Mon – Fri between 7:00 A.M. – 12:30 P.M.</p> <p align="center">Time Window Sat – Sun between 9:00 A.M. – 12:30 P.M. DEPOSIT TO BANK</p>	<p align="center">\$ _____</p> <p align="center">_____</p> <p align="center">time slot</p> <p align="center">_____</p> <p align="center">time slot</p>

	LOCATION	Monthly Price
2-29	<p style="text-align: center;">Solid Waste Division Enumclaw Transfer Station 1650 Battersby Avenue E ENUMCLAW, WA</p> <p style="text-align: center;">Open Mon, Tues, Fri - Sun: 9:00 A.M. to 5:00 P.M Contact: Kenneth Wong - 206-296-8438</p> <p style="text-align: center;">Delivery of Change and once per Week <u>Option A:</u> Contractor designated one day per week Time Window 2 hours between 9:30 A.M. – 12:30 P.M.</p> <p style="text-align: right;"><u>Option B:</u> Tuesday Time Window 2 hours between 9:30A.M. – 12:30 P.M.</p> <p style="text-align: right;">DEPOSIT TO BANK</p>	<p>\$ _____</p> <p>_____</p> <p>day / time slot</p> <p>\$ _____</p> <p>_____</p> <p>time slot</p>
Schedule 2 Monthly Total \$		

7.3 SCHEDULE 3 Solid Waste Locations (two remote locations)

	LOCATION	Monthly Price
3-1	<p style="text-align: center;">Solid Waste Division Cedar Hills Regional Landfill 16645 – 228th Ave SE MAPLE VALLEY, WA 98038</p> <p style="text-align: center;">Open seven days a week: 8:00 A.M. to 5:00 P.M. Contact: Kenneth Wong - 206-296-8438</p> <p style="text-align: center;">Delivery of Change and Pickup once per Week Option A: Upon Request 4 additional trips are estimated per year</p> <p style="text-align: center;">Option B: Friday Only Designate A.M. or P.M. Window Time Window A.M. Window 8:30 A.M.-12:30 P.M. or Time Window P.M. Window 12:30 P.M.-4:00 P.M.</p> <p style="text-align: right;">DEPOSIT TO BANK</p>	<p>\$ _____ _____ day / time slot</p> <p>\$ _____ _____ time slot</p>
3-2	<p style="text-align: center;">Solid Waste Division Vashon Island Transfer Station 18900 Westside Highway SW VASHON ISLAND, WA</p> <p style="text-align: center;">Open Mon, Wed, Fri - Sun: 9:00 A.M. to 5:00 P.M. Contact: Kenneth Wong - 206-296-8438</p> <p style="text-align: center;">Delivery of Change and Pickup once per Week Option A: Contractor designated one day per week A.M. Time Window 9:30 A.M.-12:30 P.M. or P.M Time Window 12:30 P.M.-3:30 P.M.</p> <p style="text-align: center;">Option B: Monday only A.M. Time Window 9:30 A.M.-12:30 P.M. or P.M Time Window 12:30 P.M.-3:30 P.M.</p> <p style="text-align: right;">DEPOSIT TO BANK</p>	<p>\$ _____ _____ day / time slot</p> <p>\$ _____ _____ time slot</p>
Schedule 3 Monthly Total \$		_____

Bid Opening Label

Complete the form below (or a reasonable facsimile thereof) and affix to the exterior lower left hand corner of the submission package.

U R G E N T – SEALED BID ENCLOSED Do Not Delay – Deliver Immediately		
U R G E N T	 King County	King County Procurement & Contract Services Section Exchange Building, 8 th Floor 821 2nd Ave., EXC-FI-0862 Seattle, WA 98104-1598
	Bid No.	07-023 PCR
	Bid Title	Armored Truck Service
	Due Date	
	Vendor	
		U R G E N T

Attachment A

Invitation to Bid 07-023-PCR

King County Contracting Opportunities Program For Goods and Services Contracts

The purpose of the King County Contracting Opportunities Program is to maximize the participation of Small Economically Disadvantaged Businesses (SEDB) through the use of a five percent (5%) incentive factor in the award of King County contracts for the purchase of goods and services.

A "Small Economically Disadvantaged Business" (SEDB) means that a business and the person or persons who own and control it are in a financial condition which puts the business at a substantial disadvantage in attempting to compete for public contracts. The relevant financial condition for eligibility under the Program is set at fifty percent (50%) of the Federal Small Business Administration's (SBA) small business size standards using the North American Industrial Classification System (NAICS) and Owners' Personal Net Worth less than \$750K dollars.

A "Certified Firm" means a business that has applied for participation in King County's Contracting Opportunities Program, and has been certified as an SEDB by the King County Business Development and Contract Compliance (BDCC) office. Information about becoming a Certified Firm, as well as a list of Certified Firms, may be obtained by visiting the King County Contracting Opportunities Program Web-site at <http://www.metrokc.gov/exec/bred/bdcc/prog/kccontractopp.htm> or contacting the Program office at (206) 205-0711.

Application of the 5% Incentive Factor and Contract Award

This contract will be awarded to the lowest responsive, responsible bidder; provided, however, that if the bid price of a responsive, responsible SEDB is within five percent 5% of the bid price of the lowest responsive, responsible bidder, and that bidder is not a SEDB, then the contract shall be awarded to the low SEDB bidder.

All certified SEDB bidders must complete the information on the front page of this Invitation in the section of Bidder Identification and the certification information below in number 3.

() Check if firm submitting Bid is a Small Economically Disadvantaged Business Enterprise certified by King County that will perform the entire contract unassisted.

Name of SEDB Business

SEDB Certification Number

Owner Signature

Contact Person Name, Phone Number

Contact Person Email