



To: Bill Powell
Assistant Superintendent for Support Services

From: Jennifer Chiu
Director of Procurement Services

Date: November 11, 2020

Re: Security Courier Services
Annual Contract #20-10-9190R-RFP

The following proposals were received and opened at 3:00 p.m., Tuesday, October 6, 2020 as advertised and specified in documents concerning **Annual Contract #20-10-9190R-RFP Security Courier Services**. The proposals received are located on pages 2-9.

^a Overall best value to the District based on user department evaluation.

Recommendation: Garda CL Atlantic, Inc.

Funding: Activity Funds, M & O Funds, Nutrition Services Funds

Estimated Expenditure: \$160,000.00

Contract Term: January 1, 2021 - December 31, 2021

Renewal: 2 Years

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Memo

To: Jennifer Chiu

From: Karen Smith

CC: Amanda Boles

Date: November 30, 2020

Re: **Security Courier Services 20-10-9190R-RFP**

The District requires secure courier services to retrieve deposits collected at campuses and other district locations to be transported to the District's depository and the delivery of change funds to district locations as needed.

Finance administration is recommending that the Board approve a one-year renewable contract of approximately \$160,000 with GARDA CL Atlantic, Inc. effective January 1, 2021. The automatic contract renewal is limited to two (2) additional one-year terms through December 31, 2023 upon mutual agreement.

If you have any questions, feel free to contact me at (281) 897-4587. Thank you.

EVALUATIONS MATRIX
RFP - Request for Proposal
Cypress-Fairbanks Independent School District

20-10-9190R-RFP Security Courier Services

Instructions and directions for completing RFP Evaluation Matrix

1. Please enter your name on each evaluation sheet, and on the summary sheet on the line provided.
2. Each Respondent is to be scored by the following scale:

5.0 to 4.5 = Exceptional, exceeds and fully meets all requirements

4.4 to 3.5 = Advantageous, exceeds some requirements

3.4 to 2.5 = Meets minimal requirements

2.4 to 1.5 = Addresses most of the minimal requirements

1.4 to 1.0 = Addresses part of minimal requirements

3. Please enter your point (shown above) for each criterion being evaluated.

9.0 Evaluation Criteria-Determination of Successful Respondent and Award of Contract – CFISD shall accept the proposal it deems to be in the best interest of CFISD. Each project will be evaluated independently. In making the determination, the following criteria will be used for evaluation: (CFISD does not purchase solely on the basis of low bid.)

9.1 The Purchase Price – 50 %

9.1.1 terms of the contract;

9.1.2 the total cost to the District to acquire the vendor's goods or services over length of contract terms including recurring, non-recurring cost, and maintenance costs;

9.2 Good and Services – 30 %

9.2.1 the extent to which the goods and services meet the District needs;

9.2.2 the quality of the vendor's goods and service;

9.2.3 suitability of the solution for the intended use;

9.3 Proposer Qualifications – 20 %

9.3.1 the vendors ability to meet CFISD RFP requirements;

9.3.2 the reputation of the vendor and the vendor's goods or services;

9.3.3 the reputation of the manufacturer and of the manufacturer's goods and services;

9.3.4 the vendor's past relationship with the District;

9.3.5 vendor's knowledge and experience.

20-10-9190R-RFP Security Courier Services

Company/Vendor Name
Brink's, Incorporated
Garda CL Atlantic, Inc.

20-10-9190R-RFP Security Courier Services

TEAM SCORE SUMMARY

Company/Vendor Name	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Average Score	Ranking
Brink's, Incorporated	58.50	57.78	62.50	34.70	53.37	2
Garda CL Atlantic, Inc.	62.38	65.90	67.50	65.13	65.23	1

RESPONDENT SUMMARY

20-10-9190R-RFP Security Courier Services

Evaluator 1

Company/Vendor Name:	Cost	Project Scope and Overall Functionality	Demonstrated Quality of Work and References	Total
Brink's, Incorporated	24.000	24.000	10.500	58.500
Garda CL Atlantic, Inc.	22.000	28.875	11.500	62.375

RESPONDENT SUMMARY

20-10-9190R-RFP Security Courier Services

Evaluator 2

Company/Vendor Name:	Cost	Project Scope and Overall Functionality	Demonstrated Quality of Work and References	Total
Brink's, Incorporated	25.600	21.675	10.500	57.775
Garda CL Atlantic, Inc.	23.400	28.500	14.000	65.900

RESPONDENT SUMMARY

20-10-9190R-RFP Security Courier Services

Evaluator 3

Company/Vendor Name:	Cost	Project Scope and Overall Functionality	Demonstrated Quality of Work and References	Total
Brink's, Incorporated	28.000	28.500	6.000	62.500
Garda CL Atlantic, Inc.	24.000	28.500	15.000	67.500

RESPONDENT SUMMARY

20-10-9190R-RFP Security Courier Services

Evaluator 4

Company/Vendor Name:	Cost	Project Scope and Overall Functionality	Demonstrated Quality of Work and References	Total
Brink's, Incorporated	15.600	13.200	5.900	34.700
Garda CL Atlantic, Inc.	26.600	22.725	15.800	65.125