THE CITY OF ASHEVILLE

STAFF REPORT

Council Meeting Date: May 26, 2020

Subject: Armored Carrier Service - Contract Approval

Staff Resource: Barbara Whitehorn, CFO & Director of Finance and Management Services

Action Requested: Approval for a contract between the City and Loomis Armored US, LLC, a cash pickup & delivery service, in an amount not to exceed $160,000 over a five year period.

Background - Timeline:

- Various City departments and divisions accept cash payments for services - including Water, Parking, WNC Nature Center, Harrah's Cherokee Center Asheville and Development Services.
- State Statute (NC 159-32) requires that cash receipts in excess of $500 be deposited with a financial institution on a daily basis.
- The City has not had a consistent, coordinated method for making cash deposits.
- To ensure compliance with State statute and improve employee safety, Finance and the aforementioned departments have undertaken an effort to standardize cash deposit activities across the City using Smart Safes and armored car pickup.
- Following a Request for Proposals process, Loomis Armored US, LLC was chosen as the preferred vendor.
- Under the proposed contract, Loomis Armored US, LLC will provide armored vehicle cash pick-up & delivery services as well as State Statute compliant "smart safes" for the periods of time in between cash pickup.

Council Goal:

- Financially Resilient City

Committee(s):

- None

Pro(s):

- Improved employee safety, ensuring that employees are not responsible for carrying cash to the bank.
- Compliance with State Statute through the use of Smart Safes on site.
- Efficient use of City resources, APD officers will not be needed to escort Water Resources deposits to the bank.

Con(s):

- None

Fiscal Impact:

- Contracted service costs not to exceed $160 thousand over a five year period. Each department or division has included these costs in their respective budgets.

Suggested Motion:

- Move to adopt a resolution authorizing the Mayor to execute a contract with Loomis Armored US, LLC.

Attachment(s):

- Loomis Armored US, LLC - Products and Services Pricing
- Resolution

Loomis Armored US, LLC - Products and Services Pricing:

City Dept/Division	Product & Service	Monthly Cost ($)	Annual Cost ($)	5 Year Cost ($)
Parking	5X per week pick-up	694.97	8,339.58	41,698.20
Harrah's Cherokee	1X per week pick-up Large Smart Safe	545.08	6,540.91	32,704.56
Water	1X per week pick-up Small Smart Safe	324.51	3,894.16	19,470.78
WNC Nature Center	1X per week pick-up Small Smart Safe	324.51	3,894.16	19,470.78
Development Services	1X per week pick-up Small Smart Safe	324.51	3,894.16	19,470.78
Totals Base Cost for Pick-up and Smart Safes		**2,213.58**	**26,562.96**	**132,814.80**
Fuel Costs - Potential (est.)	Diesel Fuel spikes	10%	10%	10%
Ancillary Costs - Potential (est.)	Extended time at pick-up	10%	10%	10%
Total Costs - Potential (est.)		**2,656.30**	**31,875.55**	**159,377.76**

RESOLUTION NO. 20-___

RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CONTRACT WITH LOOMIS ARMORED US, LLC

WHEREAS, the City is required to deposit cash funds in excess of $500 with a financial institution on a daily basis pursuant to N.C.G.S 159-32; and

WHEREAS, the City wishes to minimize the risk to employees who would have otherwise delivered the cash funds to a financial institution; and

WHEREAS, Loomis Armored US, LLC has submitted a contract proposal for armored vehicle cash pickup and delivery services as well as State Statute compliant “smart safes” for fiscal years 2021-2025; and

WHEREAS, the City Council desires that the City’s armored vehicle pickup and delivery services and smart safe contract be awarded to the firm Loomis Armored US, LLC; and

WHEREAS, funds are included in the each of the five department’s respective budgets which will utilize these services;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ASHEVILLE THAT:

The Mayor is hereby authorized to execute a contract with Loomis Armored US, LLC in the amount not to exceed $160,000 for armored vehicle cash pickup and delivery and smart safe services for fiscal years 2021-2025.

Read, approved, and adopted this 26th day of May, 2020.

_____ _____

City Clerk Mayor

Approved as to form:

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City Attorney