

## ADDENDUM NO. 1

**Kansas City Area Transportation Authority  
1350 E. 17<sup>th</sup> Street  
Kansas City, Missouri 64108**

### **Armored Courier Services Rebid Project #17-7008-35**

**Issue Date: March 6, 2017**

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This Addendum is hereby made a part of the Bidding Documents and Project Documents to the same extent as if it was originally included therein and is intended to modify and/or interpret the bidding documents by additions, deletions, clarifications or corrections. The Contractor shall acknowledge in the proposal the receipt of this Addendum.

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#### **GENERAL INFORMATION:**

Bid Closing Location:  
Kansas City Area Transportation Authority  
Procurement Offices  
Building 1, Second Floor  
1350 E. 17<sup>th</sup> Street  
Kansas City, MO 64108

#### **BIDDER'S QUESTIONS, COMMENTS AND REQUEST FOR CLARIFICATIONS:**

- Q. Are change orders received for the Finance Department and the Nolte Transit Facility? If so, how frequently and in what amount?
- A. **Not currently but it is a consideration for the Finance Department at KCATA.**
- Q. What is the average number of items shipped in and out for the Finance Department and the Nolte Transit Facility?
- A. **Finance typically has 2 to 3 bags of cash and checks combined; Nolte has 1 bag of cash, 3 bags of coin but could range between 1 to 5 bags and 2 to 3 bags of cash and checks combined.**
- Q. Is next day deposit delivery acceptable for both the Finance Department and the Nolte Transit Facility?
- A. **Yes**
- Q. Are there any weapon surrender requirements?
- A. **No**
- Q. Are there any security access restrictions?
- A. **There is a guard shack at the KCATA facility where the Finance Department is located that will give the driver a badge to access the executive parking area and the ability to use the**

elevator to come to the second floor; Nolte has a push button on the main door to notify the staff on site that the courier is there. For vault pickup, the guard shack attendant will open the gate for courier access into the vault collection area and will again open the gate to allow them to exit.

Q. Are there any parking restrictions?

A. **No, the courier coming to the Finance Department facility will be allowed access to the executive parking so they are in close proximity to the building and the courier can park anywhere in the Nolte facility lot.**

Q. Who is the depository?

A. **Currently the KCATA banks with Bank of America and Nolte is Commerce Bank. In a few months, both sets of deposits will be going to Commerce Bank.**

Q. What is the depository address?

A. **Commerce deposits are delivered to:**

**Commerce Bank Depository  
811 Main Street  
Kansas City, MO 64105**

Q. Are there any service time restrictions?

A. **The Finance Department must be picked up after 8:00 a.m. and before 4:30 p.m.; Nolte is the same. The vault pickup must occur between 5:30 a.m. and 6:00 a.m. Monday through Friday. Saturday pickups are flexible but KCATA prefers between 7:00 a.m. and 10:00 a.m. There is no Sunday pickup.**

Q. Are checks able to be reconstructed (identify the maker and amount of all checks)?

A. **Copies of all checks are maintained at both the Finance Department and Nolte facility.**

Q. Are there plans for rate hikes planned in the next few years?

A. **There is no plan to raise rates currently.**

Q. Please provide average volume per cash vault bin in coin and currency? RFP states average is \$18,000, but doesn't say in coin or currency.

A. **Our daily average is running lower than \$18,000 currently; it is closer to \$16,000. The coin deposit is between \$4,000 and \$5,000 and the cash deposit is between \$11,000 and \$12,000.**

Q. Are coin and currency in the vaults mixed or in separate compartments?

A. **Separate**

Q. Are there any other media mixed with coin and currency that need to be separated or reported, passes, tickets, etc..?

A. **No**

Q. Are there any tokens involved?

A. **No**

Q. Will there be a declared amount provided for the cash vault bins?

A. **No**

Q. What is the name of the financial institution or depository bank?

A. **Bank of America currently but will be moving to Commerce in a few months.**

Q. Is opening to access funds in cash vault bins on top or bottom?

A. **It is on the side of the vault.**

Q. Are there any reporting time deadlines?

A. **Reports are sent at the end of each processing day. End of day is fine.**

Q. Are there any reporting format restrictions?

A. **Dunbar reports are available online generated from Veritrak processing system. No, however KCATA would like to know if the online reports can be exported into Excel or converted into a csv file for use by Finance staff.**

Q. How many empty Cash Vaults are available? RFP states vendor will get two empty vaults, but Section C.1.f there will be times when we need three.

A. **There are four vaults at the KCATA in total. The requirement is that if three vaults are picked up, one would have to be emptied that same day and brought back for the KCATA to use. After thorough discussions with KCATA personnel who work in this area, there has never been a time when three vaults were picked up.**

Q. Would it be possible to observe the KCATA Farebox services? In order to fully understand the requirements and scope of work we would like to observe how these services are currently being performed.

A. **Farebox services are conducted between 5:30 a.m. and 6:00 a.m. daily. Observance of the KCATA Farebox may be completed March 8, 2017 during this time. Vendors will check in at the Security booth before entry to the property can be granted. Please forward all questions to Tamika McDonald, Senior Buyer at [tmcdonald@kcata.org](mailto:tmcdonald@kcata.org).**

## RECEIPT OF ADDENDA

## ADDENDUM NO. 1

**Kansas City Area Transportation Authority**  
**1350 E. 17<sup>th</sup> Street**  
**Kansas City, Missouri 64108**

**Armored Courier Services Rebid**  
**Project #17-7008-35**

Proposers shall return this **RECEIPT OF ADDENDA** form when submitting their bid. The form shall be signed and dated by an authorized representative of the firm. Failure to submit this form may deem the Bidder non-responsive.

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*We hereby acknowledge that the Addenda noted below have been received and all information has been incorporated into the Invitation for Bid as required.*

Addendum #1 Dated \_\_\_\_\_ Date Received \_\_\_\_\_

Addendum #2 Dated \_\_\_\_\_ Date Received \_\_\_\_\_

Addendum #3 Dated \_\_\_\_\_ Date Received \_\_\_\_\_

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Address/City/State/Zip \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_