

REQUEST FOR PROPOSALS
Armored Car Services
Fourth Judicial District, Hennepin County District Court

I. REQUEST FOR PROPOSAL.

A. **DEFINED.** The Fourth Judicial District, Hennepin County Court Administration (Court), is using a competitive selection process to select the vendor to provide armored car service for the Court per specifications contained in this Request for Proposals. This is not a bid but a request for a proposal that could become the basis for negotiations leading to a contract with one or more vendors to provide armored car services. The proposal shall be submitted for a 60-month period of time, from July 1, 2025, to June 30, 2030.

B. **RIGHT TO CANCEL.** THE STATE IS NOT OBLIGATED TO RESPOND TO ANY PROPOSAL SUBMITTED NOR IS IT LEGALLY BOUND IN ANY MANNER WHATSOEVER BY THE SUBMISSION OF A PROPOSAL. THE STATE RESERVES THE RIGHT TO CANCEL OR WITHDRAW THE REQUEST FOR PROPOSAL AT ANY TIME IF IT IS CONSIDERED TO BE IN ITS BEST INTEREST. IN THE EVENT THE REQUEST FOR PROPOSALS IS CANCELLED OR WITHDRAWN FOR ANY REASON, THE STATE SHALL HAVE NO LIABILITY TO ANY PROPOSER FOR ANY COSTS OR EXPENSES INCURRED IN CONNECTION WITH THIS REQUEST FOR PROPOSALS OR OTHERWISE. THE STATE ALSO RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS OR PARTS OF PROPOSALS, TO WAIVE ANY INFORMALITIES THEREIN, AND TO EXTEND PROPOSAL DUE DATES.

II. OBJECTIVE. The goal of this request for proposal is to enable the Fourth Judicial District Court to secure armored car services for the timely retrieval and delivery of daily collections from designated court locations and to deposit said collections with U.S. Bank.

III. DESCRIPTION OF SERVICES TO BE PERFORMED. The vendor will be required to provide daily (Monday-Friday) armored car services to pick up deposits and drop off change orders as requested from six separate court locations all located within Hennepin County, and to deliver all deposits to US Bank, 1200 Energy Park Drive, Saint Paul, Minnesota. Depending on each unique building design, pick-up includes being escorted by a Hennepin County Sheriff's Office deputy past weapons screening while unarmed.

A. **LOCATION.** The six court locations for services requested are as follows:

- 1) Brookdale Court (deposit pick up and change delivery)
6125 Shingle Creek Pkwy
Brooklyn Center, MN 55430
- 2) Ridgedale Court (deposit pick up and change delivery)
12601 Ridgedale Dr
Minnetonka, MN 55305

- 3) Family Justice Center (deposit pick up and change delivery)
Through March 2026 only.
110 South 4th Street
Minneapolis, MN 55415
- 4) Public Safety Facility (deposit pick up and change delivery)
401 South 4th Street
Minneapolis, MN 55415
- 5) Juvenile Justice Center (deposit pick up and change delivery)
590 Park Ave South
Minneapolis, MN 55487
- 6) Government Center (deposit pick up and change delivery)
300 South 6th Street
Minneapolis, MN 55487

These six court locations will result in separate deposits to be picked up and separate change order drop offs.

- B. SCOPE OF EFFORT. The Vendor will be responsible for the following:
- Deposits picked up between 8:30 a.m. and 3:00 p.m. Monday through Friday
 - All Deposits picked up are to be delivered to the bank on the same day as picked up by 5:00 p.m.
 - Delivery change as requested by each location the day before delivery.
 - Locations may be changed or eliminated with a thirty (30) day notice.
 - Services not needed for holidays.
 - Effective dates July 1, 2025, through June 30, 2030, for all locations except Family Justice Center. Family Court moves to the Government Center in March 2026.

IV. PROPOSAL CONTENTS

A. GENERAL REQUIREMENTS – Vendor is required to comply with submitting the most current certificate of compliance form and requirements of the commissioner.

- 1) Certificate of Insurance Each proposal shall contain acceptable evidence of compliance with the workers' compensation coverage requirements of § 176.181, subd. 2. Vendor's RFP response must include one of the following: (1) a certificate of insurance, or (2) a written order from the Commissioner of Insurance exempting you from insuring your liability for compensation and permitting him to self-insure the liability, or (3) an affidavit certifying that you do not have employees and therefore are exempt pursuant to Minn. Stat. §§ 176.011, subd. 10; 176.031; and 176.041.
- 2) Workforce and Equal Pay Certification. The RFP response must include a completed Workforce and Equal Pay Declaration, which is attached as Appendix I.

- 3) Non-collusion Affirmation Vendor must complete the Affidavit of Non-collusion (Appendix II) and include it with its RFP response.
- 4) Contract Terms No work can be started until a contract and forms approved by the State Court Administrator's Legal Counsel Division, has been signed by all necessary parties in accordance with state court procurement and contract policies.
- 5) Financial Stability; Trade Secret. Vendor's RFP must provide evidence of Vendor's financial stability as an indicator of Vendor's ability to provide services irrespective of uneven cash flow. Judicial Branch rules of public access permit vendors to submit evidence of financial stability as trade secret information according to the following:
 - a. the evidence-of-vendor's-financial-stability must qualify as a trade secret under Minn. Stat. section 325C.01 or as defined in the common law;
 - b. the vendor submits the evidence-of-vendor's-financial-stability on a separate document (but as part of their complete submission) and marks the document(s) containing only the evidence-of-vendor's-financial-stability as "confidential;";
 - c. the evidence-of-vendor's-financial-stability is not publicly available, already in the possession of the judicial branch, or known to or ascertainable by the judicial branch from third parties.

Except for financial stability information submitted in accordance with this section, do not place any information in your proposal that you do not want revealed to the public. Proposals, once opened, become accessible to the public except for financial stability information submitted in accordance with this section. Please also note that if a vendor's proposal leads to a contract, the following information will also be accessible to the public: the existence of any resulting contract, the parties to the contract, and the material terms of the contract, including price, projected term and scope of work.

B. PROJECT RELATED SUBMISSION REQUIREMENTS.

- 1) Responses must include:
 - a. Proof to support Vendor has at least five (5) years of experience in providing armored car services.

- b. Proof of insurance to cover all deposits and deliveries from loss, theft, and any other misfortune to ensure that deliveries are made to the specified destinations.
- c. Resume(s) of Proposer's Team;
- d. Total, not-to-exceed cost, including all travel, fuel surcharge, sales tax, and related expenses, for Vendor's proposal as applicable;
- e. References: Provide three client references with appropriate contact information that the Vendor has performed the same scope of services for in the last two (2) years; and
- f. A statement identifying any conflicts of interest as it relates to this project.

V. **EVALUATION.** The Fourth Judicial District will review the information submitted and may conduct interviews or meetings with selected potential vendors. Cost of service will not be the only criterion used in the selection process. Selected vendors must agree to Judicial Branch terms and conditions and sign a professional services contract. The professional services contract will contain a contract termination clause if the work product of the examiner is not satisfactorily performed in the judgment of the Judicial Branch. The selected vendor must provide proof of malpractice and workers compensation insurance (applicable if the vendor has employees) and must be in good standing with the appropriate professional licensing board.

The evaluation of all proposals shall be based upon deriving the "Best Value" for the Judicial Branch. Best Value means achieving an appropriate balance between price and other factors that are key to a particular procurement. A procurement that obtains a low price but does not include other necessary qualities and features of the desired product or service does not meet the Best Value criterion. Factors upon which the proposals will be judged include, but are not limited to, the following:

- Vendor's industry expertise and experience in performing similar work;
- Thoroughness, quality, specificity, robustness, flexibility of Vendor's approach / methodology;
- Application of industry security training;
- Cost estimate;
- Financial stability of the organization.

The Fourth Judicial District is not obligated to respond to any proposal submitted nor is it legally bound in any manner whatsoever by the submission of a proposal. The Fourth Judicial District reserves the right to cancel or withdraw the request for proposal at any time if it is considered to be in its best interest. In the event the request for proposal is

cancelled or withdrawn for any reason, the Fourth Judicial District shall have no liability to any proposer for any reason for any costs or expenses incurred in connection with this request for proposals or otherwise. The Fourth Judicial District also reserves the right to reject any or all proposals, or parts of proposals, to waive any informalities therein, and to extend proposal due dates.

VI. SUBMISSION OF PROPOSALS

- A. **SEALED PROPOSALS.** Your proposal must be submitted electronically, in writing in PDF format by the date specified below to the following at the listed email address with a subject line of Armored Car Services RFP Proposal FY25 to:

Jessica Wiens
Senior Manager
300 South Sixth Street, C12
Minneapolis, MN 55487
jessica.wiens@courts.state.mn.us

The deadline for application materials is 4:30 pm 03/30/2025.

LATE PROPOSALS. Late proposals will not be accepted.

B. Proposals will be opened the following business day and once opened become accessible to the public. Do not place any information in your proposal that you do not want revealed to the public. All documentation included with the proposal, including the proposal, will become the property of the Fourth Judicial District.

C. **QUESTIONS.** Questions about the RFP or the selection process must be in writing and directed to Jessica Wiens, Senior Manager to the address above or at jessica.wiens@courts.state.mn.us. Other court personnel are not allowed to discuss the Request for Proposal with anyone, including responders before the proposal submission deadline. Questions must be submitted by 03/03/2025 4:30 PM (CST) and will be posted to the public forum by 03/10/2025 4:00 PM (CST).
<http://www.mncourts.gov/About-The-Courts/NewsAndAnnouncements.aspx?t=notice>.

D. **SIGNATURES.** Your proposal must be signed by, in the case of an individual, by that individual, and in the case of an individual employed by a firm, by the individual and an individual authorized to bind the firm.

E. **SELECTION TIMELINE.** Vendor selection will be as soon as possible after the proposal submission deadline.

All reasonable proposals will be considered.

APPENDIX I

Workforce and Equal Pay Declaration Page

This form is **required for all businesses** executing government contracts under the following:

Select one:

- Businesses executing a contract with **State or Metropolitan agencies** in excess of \$100,000 ([Workforce Certificate](#)) and/or \$500,000 ([Equal Pay Certificate](#))
- Businesses executing a contract with **University of Minnesota** for general obligation bond funded capital projects in excess of \$100,000 ([Workforce Certificate](#)) and/or \$500,000 ([Equal Pay Certificate](#))
- Businesses executing a contract with **Political Subdivisions** for general obligation bond funded capital projects in excess of \$250,000 ([Workforce Certificate](#)) and/or \$1,000,000 ([Equal Pay Certificate](#))

Select all that apply:

We are a Certificate holder:

- Workforce Certificate under the name: _____
- Equal Pay Certificate under the name: _____

We are applying/have applied for the following certificate(s):

- Workforce Certificate Application date (MM/DD/YYYY): _____
- Equal Pay Certificate Application date (MM/DD/YYYY): _____

We have not applied for one or both certificates:

- Our company does not yet have a Workforce Certificate or Equal Pay Certificate. We acknowledge that a Workforce Certificate, and if applicable, Equal Pay Certificate, or approved exemption by the Minnesota Department of Human Rights is required before a contract can be executed.

We are Exempt:

- We attest to the Minnesota Department of Human Rights that we have not employed 40 or more employees on a single day in the last 12 months in Minnesota or the state in which we have our primary place of business. The Minnesota Department of Human Rights may request the names of our employees during the previous 12 months, the date of separation, if applicable, and the current employment status and count.
- We believe our company is exempt because _____. The Minnesota Department of Human rights will review and determine if your company is exempt.

Business Information:

Vendor/Supplier ID

Vendor Email

Business Name

Name of Contracting Agency

Authorized Signature Name

Title

Date

Signature

Email

Phone

For assistance with this form, email the Minnesota Department of Human Rights
Compliance.MDHR@state.mn.us

Workforce and Equal Pay Declarations Page
6/1/2023

Rev.

**APPENDIX II
STATE OF MINNESOTA
AFFIDAVIT OF NONCOLLUSION**

I swear (or affirm) under the penalty of perjury:

1. That I am the Proposer (if the Proposer is an individual), a partner in the company (if the Proposer is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Proposer is a corporation);
2. That the attached proposal submitted in response to the _____ Request for Proposals has been arrived at by the Proposer independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Proposer of materials, supplies, equipment or services described in the Request for Proposal, designed to limit fair and open competition;
3. That the contents of the proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or agent (including a partner) of the Proposer and will not be communicated to any such persons prior to the official opening of the proposals; and
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Proposer's Firm Name: _____

Authorized Signature: _____

Date: _____