



# Municipality of Princeton

Municipal Building  
400 Witherspoon Street  
Princeton, NJ 08540-3496

Department of Community Development  
Office of the Engineer  
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**ROBERT V. KISER, P.E.**  
Municipal Engineer

**To: Mayor & Council  
Robert W. Bruschi, Administrator**

**From: Robert V. Kiser, P.E., Municipal Engineer** *RVK*

**Subject: Recommendation to Award a Contract to Low Bidder: Armored Car Services**

**Date: May 7, 2013**

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This memorandum recommends that a contract be awarded to Eastern Armored Services, Inc. for Armored Car Services. These services are related to transfer of deposit funds from Monument Hall and Witherspoon Hall, and processing of coin revenue and cash cassettes generated from Municipal Parking operations for meters and the parking garage.

At the bid opening, which occurred on April 16, 2013, two (2) bids were received and publicly opened and read. The Engineering staff, the Chief Financial Officer, and the Municipal Attorney have reviewed the bid proposals received from the two bidders, and have found the proposals to be satisfactory and responsive. These bid proposals have been summarized on the attached Bid Tabulation.

According to the bid specifications, the bidders provided proposals for an initial contract term of nineteen (19) months from June 1, 2013 to December 31, 2014, and for an additional one-year term for calendar year 2015. The Municipality may opt to award the additional year contract, but that is not required.

From the low bidder's proposal, the bid cost for the initial term of nineteen (19) months from June 1, 2013 to December 31, 2014 would be \$5,208.00 per month, or a total bid cost of 98,952.00. The bid cost for the additional one year period for calendar year 2015 would be the same price of \$5,208.00, or a total bid cost of \$62,496.00.

A comparison of the two (2) bids received for the initial nineteen (19) month term is as follows:

Name of Bidder	Bid Cost per Month	Total Bid Cost for 19-Month Term	Mileage from Princeton
Eastern Armored	\$5,208.00	\$98,952.00	11 miles
Dunbar Armored	\$5,356.00	\$101,764.00	34.5 miles

May 7, 2013

In consideration of the above, it is recommended that a contract be awarded to Eastern Armored Services, Inc. for a 19-month contract, with a total bid cost of \$98,952.00, pursuant to the bid specifications.

A Resolution, an Agreement, and the Bid Tabulation are attached. Please contact me with any questions.

Enclosures

Cc: Linda S. McDermott, Clerk  
Sandra Webb, CFO

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**RESOLUTION 2013-R-  
OF THE MAYOR AND COUNCIL  
OF THE MUNICIPALITY OF PRINCETON  
AWARDING CONTRACT FOR ARMORED CAR SERVICES**

**WHEREAS**, the Municipality of Princeton has determined the need for Armored Car Services; and

**WHEREAS**, the Municipality has solicited bid proposals for same; and

**WHEREAS**, all bid proposals were publically opened on Tuesday, April 16, 2013; and two bids were opened and read; and

**WHEREAS**, the bid results are summarized on the attached Bid Tabulation spreadsheet; and

**WHEREAS**, the bid proposals were reviewed by the Municipal Engineer and the Municipal Attorney, and found to be satisfactory; and

**WHEREAS**, it is the recommendation of the Municipal Engineer that the contract be awarded to Eastern Armored Services, Inc. as the lowest responsible bidder, and the bid be awarded for the minimum contract period from June 1, 2013 through December 31, 2014, at the bid price of \$5,208.00 per month, which results in a total bid cost of \$98,952.00; and

**WHEREAS**, the Municipality's Chief Financial Officer has certified that funds are available for the purposes set forth herein.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Municipality of Princeton that a nineteen month contract be awarded for Armored Car Services to Eastern Armored Services, Inc., P.O. Box 8733, Trenton, NJ 08650, in the amount of \$98,952.00, as set forth in the bid specifications.

**BE IT FURTHER RESOLVED**, that the Mayor and Municipal Clerk are hereby authorized and directed to execute said Contract on behalf of the Municipality.

Councilperson	Absent	Present	1 <sup>st</sup>	2 <sup>nd</sup>	Yea	Nay	Abstain	Disqualified
Ms. Butler								
Mrs. Crumiller								
Ms. Howard								
Mr. Liverman								
Mr. Miller								
Mr. Simon								
Mayor Lempert								

I, Linda S. McDermott, Clerk of the Municipality of Princeton, do hereby certify that the above is a true and complete copy of a resolution adopted by the Mayor and Council of said Municipality at a meeting held May 13, 2013.

IN WITNESS WHEREOF, I hereunto set my hand and affix the corporate seal of said Municipality, this 14th day of May, 2013.

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Linda S. McDermott  
Municipal Clerk

**MUNICIPALITY OF PRINCETON - BID TABULATION**

**Armored Car Services**

April 16, 2013 @ 11:00 A.M., MUNICIPAL BUILDING, 400 WITHERSPOON ST., PRINCETON, N.J.

	Dunbar Armored, Inc.	Eastern Armored Services, Inc.
	50 Schilling Road Hunt Valley, MD 21031	P. O. Box 8733 Trenton, NJ 08650
BID PROPOSAL	X	X
EXCEPTIONS/DEVIATIONS	X	X
OWNERSHIP DISCLOSURE STATEMENT	X	X
NJ BUSINESS REGISTRATION	X	X
BID GUARANTEE	10% of bid	\$10,000.00
ATTENDANCE AT PREBID MEETING	N.A.	N.A.
ACKNOWLEDGEMENT OF ADDENDA	X	X
NON-COLLUSION AFFIDAVIT	X	X
AFFIRMATIVE ACTION STATEMENT	X	X
AFFIRMATIVE ACTION AFFIDAVIT	X	X
EEO CERTIFICATION	X	X
REFERENCES	X	X
CERTIFICATE of INSURANCE	X	X
W-9	X	X
MONTHLY PRICE YEAR 1	\$5,356.00	\$5,208.00
MONTHLY PRICE YEAR 2	\$5,356.00	\$5,208.00