

**ATTACHMENT 1 - REVISED
(Future Exhibit A)
DESCRIPTION OF GOODS & SERVICES AND ADDITIONAL TERMS & CONDITIONS
FROM PAGE 7 OF 9 OF RFP DOCUMENT (RFP-22)**

1. DESCRIPTION OF GOODS AND SERVICES:

(a) General:

This Contract covers the requirements for secure armored transport services ("Services") provided with armored trucks and trained armored car security personnel ("Guards"). Contractor shall furnish all labor, equipment, vehicles and materials required to provide Services.

(b) Pickup and Delivery Services:

Pickup Service for each location will be Monday through Friday, some Client Agencies may require Saturday Services, during Client Agency's business hours, excluding State holidays (unless otherwise stated on Exhibit B or the Client Agency's purchase order). Pickup times will be mutually agreed upon, in writing, between the Client Agency and Contractor.

Client Agency shall insure that all shipments of currency, coins, checks, securities and other valuable items will be contained in locked or sealed bags, packages or containers (together, "Packages") before delivery to the Contractor. Client Agency shall maintain a record as to the maker and amount of all checks, securities and other valuable items placed in Packages.

Packages will be clearly marked with the Client Agency's name and address and that of the bank, financial depository institution written on the Client Agency's purchase order (together "Bank").

Contractor shall deliver Packages to the Bank and second Bank or Client Agency location, if applicable, on the business day following pickup.

Contractor shall provide receipt books or other tracking methods at no charge to the Client Agency. Contractor shall accept and provide a receipt for all Packages received by the Client Agency.

Client Agency pickup time for a location will be mutually agreed upon, in writing, between the Client Agency and the Contractor. Bank depository name and location will be stated on the Client Agency's purchase order.

Contractor shall not be obligated to receive any Packages that are not properly locked or both. Contractor shall immediately notify the Client Agency if such Packages are not properly locked or sealed.

Contractor shall insure that all Packages remain unopened and untampered with and guarantee safe delivery of all Packages to the Bank.

The responsibility of the Client Agency for any loss, in whole or in part, of the Packages or their contents ends when the Packages have been accepted and received by the Contractor's employees.

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The responsibility of the Contractor for any loss, in whole or in part, of the Packages or their contents ends upon delivery of the Packages to the Bank or upon return to the Client Agency.

If for any reason outside of Contractors control delivery to the Bank cannot be completed, all Packages must be returned to the Client Agency as soon as possible, unless otherwise designated on the Client Agency purchase order. Contractor shall provide the Client Agency written notice with detailed explanation of Contractor's inability to deliver the Packages to the Bank.

Contractor shall notify the Client Agency when a scheduled pickup will not be made as soon as possible and the reasoning of Contractor's inability to deliver the Packages. There may be instances where a pickup may be delayed due to, but not limited to, security issues, traffic, construction, weather and road conditions.

Client Agency shall give a minimum of two (2) business days' written notice to the Contractor when a pickup is not required for a certain day. Email notice from the Client Agency to the Contractor is sufficient to meet this requirement.

(c) Client Agency Requirements:

Client Agency shall contact the Contractor when they require Service regardless if they are listed in Exhibit D or not.

Client Agency shall provide the Contractor with the following information on their purchase order for locations requiring Service:

- (1) Client Agency's Name
- (2) Client Agency's Purchasing/Business Office Contact and Phone Number
- (3) Client Agency's name, address, city and zip code of location requesting service.
- (4) Location of each pickup within the address. State floor, room or suite number. If multiple pickups at one location make sure to list where those pickups are located.
- (5) Location contact person's name, email address and phone number.
- (6) Days Service is required. If Service is requested on a Holiday, please list the holidays.
- (7) Requested approximate pick up times (provide a range).
- (8) Bank name and address where Package is to be delivered.
- (9) Second Bank or Client Agency where Packages are to be deliver to, if applicable.
- (10) Purchasing/Business Office contact person's phone number and email address.
- (11) Date Client Agency requires service to begin.
- (12) The average and maximum amount of cash and checks in each deposit for each location.
- (13) The average number of items shipped in and out by the Client Agency's location.
- (14) List any security access restriction at the location.

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- (15) List any parking restrictions.
- (16) Weapon surrender requirements, if applicable.

Note: If a Client Agency's information is not current on Exhibit D, the Client Agency shall provide the Contractor with the most current information. A Contract Supplement will not be issued to update Exhibit D or any information regarding the Client Agency's information. If a Client Agency needs to add or delete or suspend services for a location from Exhibit D, refer to Section 2(g), 2(h) or 2(i) of this Exhibit A of this Contract for further information.

(d) Ticket Vending Machines Service for CTTTransit:

Contractor shall pull all coin and currency from ticket vending machines once a week and install an empty cassette(s) as required. Contractor shall verify cassettes, verify and count all coin and currency that was picked up and deposit coin and currency to the Client Agency's named depository.

CTFastrak stations/location are located in the areas listed below. Each station/location has between one and three ticket vending machines that will be used to purchase and dispense fare media.

(e) Uniform Requirements:

Contractor is responsible for providing Guards with distinctive and appropriate uniforms in keeping with weather conditions and seasons.

Guards shall wear a photo identification badge issued by the Contractor at all times while performing Services. The badge will show the picture of the Guard, date of birth, sex, height, weight, eye color, hair color and race.

(f) Armored Truck Requirements:

Contractor trucks will be clearly marked with the company name and properly equipped in accordance with industry standards and best practices for Service. Vehicles and vehicle windows must be armored. Vehicles such as armored and non-armored cars, vans, and light trucks may not be used. Vehicles must have valid vehicle registrations, insurance and permits.

(g) Special Trip:

Contractor may be required to perform Service, upon request in writing by the Client Agency, for a special pickup on days not indicated in Exhibit D or in the Client Agency's purchase order. Contractor shall use best efforts to fulfill any special trips requested by the Client Agency.

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(h) Holiday Pickup Service:

Holiday Pickup Service ("Holiday Service"): Client Agency shall contact the Contractor's Dispatch for availability for Holiday Service at least 7 to 10 business days prior to when Holiday Service is required. Contractor shall provide the Client Agency with an approximate time when Holiday Service will be performed. Holiday Service times may vary and may not be performed at the normal scheduled pickup/service times as on a non-holiday pickup/service. Client Agency shall contact the Contractor and schedule the Holiday service or the Holiday Service will not be provided on said holiday. Client Agency shall pay an additional holiday rate charge along with the monthly trip charge for any Holiday Service provided on any State Holidays.

2. ADDITIONAL TERMS AND CONDITIONS:

(a) Contract Separately/Additional Savings Opportunities:

DAS reserves the right to either seek additional discounts from the Contractor or to contract separately for a single purchase, if in the judgment of DAS, the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the prices set forth in Exhibit B, whether or not such a savings actually occurs.

(b) Mandatory Extension to State Entities:

Contractor shall offer and extend the Contract (including pricing, terms and conditions) to political sub-Divisions of the State (which includes towns and municipalities), schools, and not-for-profit organizations.

(c) P-Card (Purchasing MasterCard Credit Card):

Notwithstanding the provisions of Section 4(b)(2) of the Contract, purchases may be made using the State of Connecticut Purchasing Card (MasterCard) in accordance with Memorandum No. 2011-11 issued by the Office of the State Comptroller.

Contractor shall be equipped to receive orders issued by the Client Agency using the MasterCard. The Contractor shall be responsible for the credit card user-handling fee associated with MasterCard purchases. The Contractor shall charge to the MasterCard only upon acceptance of Goods delivered to the Client Agency or the rendering of Services.

The Contractor shall capture and provide to its merchant bank, Level 3 reporting at the line item level for all orders placed by MasterCard.

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Questions regarding the state of Connecticut MasterCard Program may be directed to Ms. Kerry DiMatteo, Procurement Card Program Administrator at 860-713-5072.

(d) Subcontractors:

All Services provided under this Contract will be performed by the Contractor, no subcontracting is allowed.

(e) Security and/or Property Entrance Policies and Procedures:

Contractor shall adhere to established security or property entrance policies and procedures or both for each requesting Client Agency. It is the responsibility of each Contractor to understand and adhere to those policies and procedures prior to any attempt to enter any Client Agency premises for the purpose of carrying out the scope of work described in this Contract. Client Agency shall provide the Contractor any security or property policies and procedures when requested, in writing, by the Contractor, as applicable.

(f) Corporation License, Firearm Permits and Security Officer Card:

Contractor shall comply with Connecticut General Statutes and applicable regulations to the Security Service Corporation License (the "Corporation License"), Firearms Permits and Security Officers.

(1) Corporation License:

Contractor shall maintain a current Corporation License from the Department of Emergency Services and Public Protection, Special Licensing and Firearms Unit.

Contractor shall register all Guards with the Department of Emergency Services and Public Protection, Special Licensing and Firearms Unit prior to the performance of any Services under this Contract.

(2) Firearm Permits:

Contractor shall ensure that all Guards hold and maintain a valid Connecticut State Pistol Permit along with a Connecticut Security Officer Firearms Permit Endorsement issued by the Department of Emergency Services and Public Protection, Special Licensing and Firearms Unit during the term of the Contract.

(3) Security Officer Certification Identification Card (Guard Card):

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Contractor shall ensure that all Guards hold and maintain a valid Security Officer Certification Identification Card issued by the Department of Emergency Services and Public Protection, Special Licensing and Firearms Unit during the term of this Contract.

(g) Adding a Client Agency Location:

The Client Agency shall use the pricing listed in Exhibit B and issue a purchase order to the Contractor stating when Services will begin. Client Agency shall provide the Contractor with a fourteen (14) business day notice prior to Services beginning. Purchase order should include the following information as listed in Section 1(c) of this Exhibit A.

A Contract Supplement will not be issued when a Client Agency is added to this Contract.

Client Agency shall email DAS/Procurement Services, Attention: Linda LoSchiavo (linda.loschiavo@ct.gov) and provide the information listed below once a purchase order has been issued to the Contractor.

- (1) Client Agency's name.
- (2) Client Agency's Purchasing/Business Office Contact and Phone Number
- (3) Client Agency's name, address, city and zip code of location requesting service.
- (4) Location contact person's name, email address and phone number.
- (5) Days Service is required. If Service is requested on a Holiday, please list the holidays.

(h) Deleting or Updating Information for a Location:

Client Agency shall provide the Contractor with a fourteen (14) business day written notice, when possible, to delete or change any information regarding Client Agency name and address, pickup days, pickup times, names and address of Bank, second Bank or Client Agency location where second drop off is required.

Contractor shall provide the Client Agency with a fourteen (14) business day written notice, when possible, of any changes regarding pickup days and/or times for a specific location. Such changes are only effective upon consent of the Client Agency.

Client Agency shall provide the Contractor, in writing, any updates to the Client Agency or Client Agency location contact information as soon as information is available.

If a Client Agency needs to delete a location or to update any information, the Client Agency shall email DAS/Procurement Services, Attn: Linda LoSchiavo (linda.loschiavo@ct.gov) with the information. A Contract Supplement will not be issued reflecting these changes or deletions.

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(i) Temporarily Suspending Services for a Location:

Client Agency shall provide the Contractor with at least (2) business day written notice to temporarily suspend Services under this Contract due to, including but not limited to, acts of god, pandemics, health concerns, acts of terrorism, fires, Executive order issued from the Governor closing facilities within the State, location is closed for a specific period of time or any other external causes that may require an Client Agency to suspend services temporarily. The Contractor shall suspend Services until notified in writing by the Client Agency to resumes Services. The Contractor shall not charge the Client Agency any fees or charges during this temporary suspension. Also, refer to Section 4(b)(1) of the Contract Document, (RFP-50) of this Contract.

When the Client Agency requires Services to resume, the Client Agency shall provide the Contractor with at least (2) business day written notice prior to the restart date.

The Client Agency is not required to notify DAS/Procurement Services during any suspension periods.

(j) Adding Additional Services to the Contract:

Additional services related to armor transport services may be added to this Contract at any time following approval of such services by the State. If there is a service that needs to be added to this Contract, the Client Agency shall email a request to DAS/Procurement Services, Attention: Linda LoSchiavo at linda.loschiavo@ct.gov, including pricing and information for the service to DAS for approval. If approved by DAS in its sole discretion, a Contract Supplement will be issued to this Contract.

(k) Additional Fees:

Contractor shall not charge any additional fees including but not limited to, equipment rental, truck charges, fuel surcharges, travel time, travel costs, trip charges, mileage charges, portal-to-portal rates, parking fees, ancillary fees and costs including permits, licenses, insurance, credit card fees, and other expenses not specifically listed in this Contract.

(l) Business Associate:

The Contractor is a Business Associate for purposes of HIPAA.

(m) Reporting:

Contractor shall email the following report in electronic format (i.e., Microsoft Word or Excel) to Linda LoSchiavo at linda.loschiavo@ct.gov, at no charge, at least six months prior to the Contract expiration date or at any time during the term of Contract when requested. The report will indicate the

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Contractor's name and address, the Client Agency's name and location address of each location Service is being provided for and the total spend for each Client Agency for the period requested by DAS.