



**REQUEST FOR QUOTATION – THIS IS NOT AN ORDER**  
**RFQ # 250624**  
**ARMORED CAR SERVICE – COLLEGE WIDE**

Please bid on the following and e-mail ([mcvetic@ccac.edu](mailto:mcvetic@ccac.edu)) your reply to Mike Cvetic **no later than Tuesday, June 24, 2025.**

The following specifications identify the armored car services required by the college during the operation period. The college requires firm pricing for the period July 1, 2025, through June 30, 2026, with one option year through June 30, 2027.

Successful bidder will be required to carry appropriate bonding and insurance. An insurance certificate as described on “Form B” (attached) must be submitted by the awarded vendor prior to any services being performed.

The courier is to be armed and have liability maximum insurance on \$50,000 cash on daily deposits.

Payment terms: net 30 with monthly invoices. One invoice per month for all sites.

Prices to include all fees including but not limited to: permits, licenses, driver costs, fuel charges, service fees, surcharges, environmental charges, etc.

Pick ups to occur on Wednesdays of each week at the Student Accounts Offices located at the following five locations. Funds to be delivered to the Dollar Bank money room.

CCAC Allegheny Campus, 808 Ridge Ave., Pittsburgh, PA 15212  
CCAC Boyce Campus, 595 Beatty Road, Monroeville, PA 15146  
CCAC North Campus, 8701 Perry Highway, Pittsburgh, PA 15237  
CCAC South Campus, 1750 Clairton Road, West Mifflin, PA 15122  
CCAC West Hills Center, 1000 McKee Road, Oakdale, PA 15071

Price per Month for all five sites: \$ \_\_\_\_\_ (7-1-25 through 6-30-26)

Option Year:

Price per Month for all five sites: \$ \_\_\_\_\_ (7-1-26 through 6-30-27)

Bidder's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_

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A-1 Alternate Pricing: Smart Box Option

Please provide a monthly cost:

Price per Month for all five sites: \$\_\_\_\_\_ (7-1-25 through 6-30-26)

Option Year:

Price per Month for all five sites: \$\_\_\_\_\_ (7-1-26 through 6-30-27)

Please provide details of Smart Box scenario:

Bidder's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_

# COMMUNITY COLLEGE OF ALLEGHENY COUNTY

800 ALLEGHENY AVENUE PITTSBURGH, PA 15233

## INSURANCE REQUIREMENTS

### Awardee Only

#### FORM B

**Indemnification.** To the fullest extent permitted by law, Contractor shall defend, indemnify and hold harmless the Community College of Allegheny County (CCAC), its agents, officers, employees, and volunteers from and against all claims, damages, losses, and expenses (including but not limited to attorney fees and court costs) arising from the acts, errors, mistakes, omissions, work or service of Contractor, its agents, employees, or any tier of its subcontractors in the performance of this Contract. The amount and type of insurance coverage requirements of this Contract will in no way be construed as limiting the scope of indemnification in this Paragraph.

**Insurance.** Contractor shall maintain during the term of this Contract insurance policies described below issued by companies licensed in Pennsylvania with a current A.M. Best rating of A- or better. At the signing of this Contract, and prior to the commencement of any work, Contractor shall furnish the CCAC Purchasing Department with a **Certificate of Insurance** evidencing the required coverages, conditions, and limits required by this Contract at the following address: Community College of Allegheny County, Purchasing Department, 800 Allegheny Avenue, Pittsburgh, PA 15233.

The insurance policies, except Workers' Compensation and Professional Liability, shall be endorsed to name Community College of Allegheny County, its agents, officers, employees, and volunteers as Additional Insureds with the following language or its equivalent:

Community College of Allegheny County, its agents, officers, employees, and volunteers are hereby named as additional insureds as their interest may appear.

All such Certificates shall provide a 30-day notice of cancellation. Renewal Certificates must be provided for any policies that expire during the term of this Contract. Certificate must specify whether coverage is written on an Occurrence or a Claims Made Policy form.

Insurance coverage required under this Contract is:

- 1) **Commercial General Liability** insurance with a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, personal injury, products and completed operations, and blanket contractual coverage, including but not limited to the liability assumed under the indemnification provisions of this Contract.
- 2) **Automobile Liability** insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to Contractor's owned, hired, and non-owned vehicles.
- 3) **Workers' Compensation** insurance with limits statutorily required by any Federal or State law and **Employer's Liability** insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.



## **MASTER SERVICES AGREEMENT**

**(to be completed by awardee only)**

THIS MASTER SERVICES AGREEMENT ("Agreement") is made and entered into as of this 11th day of June, 2025, by and between **Community College of Allegheny County**, with a business office located at 800 Allegheny Avenue, Pittsburgh, PA 15233 (hereinafter referred to as the "College"), and \_\_\_\_\_, hereinafter referred to as "Contractor").

### **RECITALS**

WHEREAS, the College has issued a Request for Quotation, Bid Solicitation, Request for Proposal, and/or a Purchase Order (hereinafter individually and collectively referred to as the "Order"), pursuant to

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which College seeks to procure certain work and services, as more fully described on the Order; and

WHEREAS, Contractor has submitted a proposal to the College to provide the services described in the Order, a copy of which is attached hereto as Exhibit A (hereinafter the "Proposal") and incorporated by reference;

WHEREAS, the College desires to engage Contractor to provide the services, pursuant to and in accordance with the terms and conditions that this Agreement set forth herein.

NOW, THEREFORE, in consideration of the premises and covenants that this Agreement contains, the receipt and adequacy of which are hereby acknowledged, the parties, intending to be legally bound, agree as follows:

1. Term. The term of this Agreement shall be as specified in the Order unless otherwise stated in the section below. If no date is specified, this Agreement shall begin with the date first stated above and terminate upon satisfactory completion of the services described herein.

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2. Services. Contractor shall fully and faithfully perform the work and services described in the Order and the Proposal and any specifications, scope of work or other documentation attached thereto. Contractor warrants that all work and services performed by or on behalf of it under this Agreement will conform to all terms and specifications set forth in the Order and in the Proposal.

3. Price/Fees: The College shall pay Contractor for the services and work performed by Contractor in accordance with the fees and/or prices set forth in the Proposal.

**Terms and Conditions:** This Agreement, and the services to be performed by Contractor hereunder, will be subject to and governed by College's Standard Terms and Conditions for the Purchase of Goods and Services ("Master Terms"), which are incorporated herein by reference. The Master Terms can be viewed and downloaded at <https://online.flippingbook.com/view/182546862/>. By signing below, Contractor acknowledges its receipt and acceptance of the Master Terms.

5. **Insurance Requirements:** In addition to the Master Terms, Contractor shall comply with the insurance and indemnification requirements set forth on Exhibit B, which are incorporated herein by reference. Prior to commencing performance of the Services, Contractor shall furnish to the College a properly executed certificate(s) of insurance which evidence all insurance required by Exhibit B. Said certificate(s) of insurance shall be attached herein as Exhibit C.

6. **Assignment.** Contractor may not assign or subcontract this Agreement or its performance thereof, in whole or in part, without the College's prior written consent.

7. **Entire Agreement; Modification.** This Agreement, together with the Exhibits and other documents referenced and incorporated herein, sets forth the entire agreement of the parties on the subject matter hereof and supersedes all previous or concurrent agreements between them, whether oral or written. Any proposal, quotation, acknowledgment, confirmation or other writing submitted by Contractor to the College shall not be deemed to amend or modify this Agreement and will be of no legal effect except to the extent that it serves to identify the work and services to be performed by the Contractor. This Agreement, and the terms set forth in the Master Terms, will control over any conflicting terms or provisions contained in any proposal, invoice or other documentation submitted by Contractor to College. The terms of this Agreement may not be modified or changed except by a writing that both parties sign. This Agreement shall inure to the benefit of the College and Contractor and the College's successors and assigns.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

**COMMUNITY COLLEGE  
OF ALLEGHENY COUNTY**

By: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: James M. Flynn, Jr.

Signature: \_\_\_\_\_

Title: Interim Vice President for Finance

Date: \_\_\_\_\_

Revised 3/3/15

EXHIBITS - The following Exhibits are attached hereto and made a part of this Agreement for all purposes:

Exhibit A - Contractor's Proposal Response