



STATE OF ARKANSAS
DEPARTMENT OF SHARED ADMINISTRATIVE SERVICES
OFFICE OF STATE PROCUREMENT
 501 Woodlane St., Ste. 220
 Little Rock, Arkansas 72201-1023

INVITATION FOR BID
SOLICITATION DOCUMENT

SOLICITATION INFORMATION			
Solicitation Number:	S000000523	Solicitation Issued:	June 11, 2026
Description:	Armored Car Service		
Department:	Finance and Administration		

BID DUE DATE AND DELIVERY OF BIDS			
Bid Response Due Date:	July 9, 2026	Time:	2:30 p.m., Central Time
Bid responses for this Invitation for Bid must be submitted through ARBuy, the State's eProcurement system, by the Bid Response Due Date and Time. Bids received after the Bid Response Due Date and Time will be rejected as untimely. ARBuy can be accessed at arbuy.arkansas.gov .			

LIVE BID OPENING INFORMATION	
Teams Meeting Link:	https://teams.microsoft.com/meet/239598657156549?p=5ZwLkOSCJWLpP7PjSP
Meeting ID:	239 598 657 156 549
Passcode:	CE9Au7pE
Call in (audio only):	501.244.3310 or find a local number
Phone conference ID:	+1 501-244-3310..697673971# United States, Little Rock

SAS OFFICE OF STATE PROCUREMENT CONTACT INFORMATION			
OSP Procurement Specialist:	Tara Hernandez	Procurement Specialist's Direct Phone Number:	501-534-5042
Email Address:	tara.hernandez@arkansas.gov	OSP's Main Number:	501-324-9316
OSP Website:	sas.arkansas.gov/procurement/		

SECTION 1 – INFORMATION AND INSTRUCTIONS

1.1 INTRODUCTION

This Invitation for Bid (IFB) is issued by the Department of Shared Administrative Services (SAS) Office of State Procurement (OSP) for the Department of Finance and Administration (“DFA” or “Department”) to obtain pricing and a contract for armored car services.

Direct all correspondence regarding this Solicitation to OSP and not to the Department of Finance and Administration.

1.2 OBJECTIVE AND GOALS

The Department seeks to obtain pricing and a contract for Armored Car Service to provide daily pickup of funds to be transported and deposited securely to a monitored facility designated by the Department.

1.3 TYPE OF CONTRACT

- A. As a result of this IFB, OSP intends to award a contract to a single Contractor (see *Contractor Selection*).
- B. The anticipated starting date for any resulting contract is September 01, 2026, except that the actual contract start date may be adjusted unilaterally by the State for up to three (3) calendar months. By submitting a signed bid, the Prospective Contractor represents and warrants that it will honor its bid as being held open as irrevocable for this period.
- C. The initial term of a resulting contract will be for three (3) years. Upon mutual agreement by the Contractor and Department, the contract may be renewed by OSP for up to four (4) additional one-year terms or portions thereof, not to exceed an aggregate contract term of seven (7) consecutive years.

1.4 DEFINITION OF TERMS

- A. Unless otherwise defined herein, all terms defined in Arkansas Procurement Law have the same meaning herein.
- B. The terms “Invitation for Bid,” “IFB,” and “Solicitation” are used synonymously in this document.
- C. “Prospective Contractor” means a responsive and responsible bidder who submits a bid that meets the Requirements and criteria set forth in this Solicitation.
- D. “Requirement” means a term, condition, provision, deliverable, Specification, or a combination thereof, that is obligated under the Solicitation, resulting contract, or both.
- E. “Responsive Bid” means a bid that meets the Requirements and criteria set forth in the IFB.
- F. “**Shall**” and “**must**” mean the imperative and are used to identify Requirements and Specifications.
- G. “Specification” means any technical or purchase description or other description of the physical or functional characteristics, or of the nature, of a commodity or service. “Specification” may include a description of any Requirement for inspecting, testing, or preparing a commodity or service for delivery.
- H. “State” means the State of Arkansas. When the term “State” is used herein to reference any obligation of the State under a contract that results from this Solicitation, that obligation is limited to the Department using such a contract.

1.5 CONTRACTOR SELECTION

- A. Award is expected to be made to the responsive and responsible Prospective Contractor determined to have submitted the lowest Responsive Bid, based on the Total Estimated Initial Term Cost (3 Year) of the Official Bid Price Sheet submitted by the Prospective Contractor.
- B. If the State so chooses, negotiations may be conducted with the lowest-bidding, responsive and responsible Prospective Contractor if:

1. All bids received from responsive and responsible bidders exceed available funding; or
 2. It appears that additional savings to the state may result from negotiation.
- C. If negotiations fail to result in a contract, the State may negotiate with the next lowest-bidding, responsive and responsible Prospective Contractor.
- D. The negotiation process may be repeated until an acceptable lower bid price is negotiated, or until such time the State determines negotiations are no longer in the best interest of the state.
- E. Negotiations are conducted at the sole discretion of the State.
- F. Once the anticipated awardee has been determined, the anticipated award will be posted to ARBuy, generally for a period of fourteen (14) days prior to the issuance of a contract. The postings are anticipated awards only, subject to protest.
1. A contract is not effective prior to final award being made by the State; some contracts may be subject to Legislative review prior to final award.

1.6 CLARIFICATION OF SOLICITATION

- A. Prospective Contractors should submit questions regarding this Solicitation via the Solicitation posting in ARBuy by midnight, Central Time on or before June 24, 2026.
1. For each question submitted, Prospective Contractors should reference the specific Solicitation item number to which the question refers, as applicable.
 2. Prospective Contractors' written questions will be consolidated and answered by the State as deemed appropriate. The State's consolidated written response is anticipated to be posted to the Solicitation posting in ARBuy by the close of business on June 29, 2026. If Prospective Contractor questions are unclear or non-substantive in nature, the State may request clarification of a question(s) or decline to answer.
- B. The Prospective Contractor should notify the OSP Procurement Specialist of any term, condition, etc., that precludes the Prospective Contractor from submitting a Responsive Bid.
- C. Prospective Contractors should note that it is the responsibility of the Prospective Contractor to seek resolution of all such issues, including those relating to the terms and conditions of the contract, prior to the submission of a bid.
- D. Prospective Contractors may contact the OSP Procurement Specialist with non-substantive questions at any time prior to the bid opening.
- E. An oral statement by OSP will not be part of any contract resulting from this Solicitation and may not reasonably be relied on by any Prospective Contractor as an aid to interpretation unless it is reduced to writing and expressly adopted by OSP.

1.7 RESPONSE DOCUMENTS

- A. All bids **must** be submitted through ARBuy, the State's eProcurement system. The system can be accessed at arbuy.arkansas.gov.
1. Prospective Contractors **must** be registered in ARBuy to submit bids.
- B. *Bid Response Packet*
1. Prospective Contractors **shall** utilize the *Bid Response Packet* attached to the Solicitation in ARBuy to submit their bids.
 2. The following are bid submission Requirements and **must** be submitted as part of a Prospective Contractor's bid.
 - a. Signed Bid Signature Page; signature may be ink or digital.

- b. Completed Bid Response Packet, which **must** be in English.
 - c. Completed *Official Bid Price Sheet* attached to Solicitation posting.
 - d. Copy of Prospective Contractor's *Equal Opportunity Policy*
 - i. Pursuant to Arkansas Code Annotated § 19-60-104, OSP requires a Prospective Contractor bidding on a state contract to submit a copy of the Prospective Contractor's *Equal Opportunity (EO) Policy*. Prospective Contractors not required by law to have an *EO Policy* **must** submit a written statement to that effect.
 - e. *Proposed Subcontractors Form* (see [SRV-1](#), section 14)
3. The following item, which **must** be submitted prior to a contract award to the Prospective Contractor, may also be included with the Prospective Contractor's bid:
- a. *EO 98-04 Contract & Grant Disclosure Form* (see [SRV-1](#), section 11)
4. Prospective Contractors should not include any other documents or ancillary information, such as a cover letter or promotional marketing information.
- a. Prospective Contractors should not alter any language in Solicitation document(s) or *Official Bid Price Sheet* provided by the State.
 - b. Prospective Contractors' bids cannot be altered or amended after the bid opening except as permitted by law or rule.
 - c. As requested, Prospective Contractors **shall** provide clarification regarding Prospective Contractor's bid.
- C. Prospective Contractors may submit multiple bids.

1.8 PRICING

- A. Pricing **must** include all tasks and activities required to provide all services required by this IFB and under a resulting contract, including without limitation transitional activities.
- B. Any cost not identified by the Contractor but subsequently incurred in order to achieve successful operation **must** be borne by the Contractor.
- C. Prospective Contractor **shall** bid unit price on the estimated quantity and unit of measure specified. Quantities stated are estimates only and are not guaranteed.
 - 1. The State may order more or less than the estimated quantity on term contracts, and the Contractor **shall** sell to the Department quantities ordered at no more than the bid price.
- D. Prices **must** be firm offers.
- E. Pricing **must** be proposed in U.S. dollars and cents.
- F. State and local sales taxes should not be included in the bid price.
- G. If pricing documents do not allow for accurate pricing, Prospective Contractor should notify the OSP Procurement Specialist during the Clarification of Solicitation period (see IFB Section 1.7).

1.9 PRICE ADJUSTMENTS

- A. Price adjustments may only be considered at the time of contract renewal.
- B. Base Service Pricing **must** include all contractor-controlled costs, including but not limited to labor, overhead, administrative costs, equipment, and profit.
- C. The State reserves the right to evaluate pricing to ensure that anticipated increases in variable or market-driven costs, including fuel, are not embedded within fixed pricing.

- D. Adjustments are subject to conditions specified in this subsection.
- E. The Contractor **shall** submit a written request for price adjustment no less than ninety (90) calendar days prior to the renewal effective date. The request **must** include:
 - 1. A detailed justification for the requested adjustment;
 - 2. Identification of the applicable index;
 - 3. The calculation methodology used to determine the requested increase; and
 - 4. Documentation sufficient for the State to independently verify the request.
- F. Failure to submit a complete request with adequate supporting documentation will result in denial.
- G. Any approved adjustment **must**:
 - 1. Be based on the Consumer Price Index for All Urban Consumers (CPI-U), U.S. City Average, All Items, as published by the U.S. Bureau of Labor Statistics;
 - 2. **Not** exceed the lesser of:
 - a. The percentage change in CPI-U for the most recent twelve (12) month period available at the time of request; or
 - b. Three percent (3%) per renewal year.
- H. Automatic price increases will not be allowed.
- I. Any adjustment requires prior written approval by the State.
- J. The total cumulative increase over the entire contract term, including all renewals and extensions, **must not** exceed fifteen percent (15%) of the original contract pricing established at the time of initial contract award without a formal written contract amendment approved in accordance with Arkansas procurement law and regulations.
 - 1. This requirement does not apply to approved fuel-related adjustments under Section 1.10.
- K. This price adjustment structure applies to all pricing elements under the resulting contract, including but not limited to:
 - 1. Goods and commodities
 - 2. Equipment
 - 3. Services
 - 4. Maintenance and support
 - 5. Materials

1.10 VARIABLE OPERATING COST ADJUSTMENTS FOR FUEL

- A. The Contractor or Department may request adjustments for fuel costs.
- B. Adjustments **must** be based on a publicly available, verifiable index, such as the U.S. Energy Information Administration (EIA) On-Highway Diesel Fuel Price Index, or another index approved by the State.
 - 1. The index **must** provide data that is relevant to Arkansas.
 - 2. The baseline index value **must** be the published index for the month immediately preceding contract award, unless otherwise specified by the State.
 - 3. Adjustments may be upward or downward based on changes in the applicable index.

4. The State may, at its discretion, require that the applicable index change five percent ($\pm 5\%$) from the baseline before an adjustment will be considered.
- C. Any requested adjustment by the State will:
1. Be calculated using a fixed baseline index value.
 2. Reflect actual percentage change in the index.
 3. Only be submitted after there has been, for not less than three (3) months, a decrease to the index value of an average of at least five percent (5%) compared to the value at the time of a previously approved upward adjustment.
 4. Include sufficient documentation for independent verification.
- D. Any requested adjustment by the Contractor **shall**:
1. Apply only to the documented fuel costs.
 2. Be calculated using a fixed baseline index value.
 3. Reflect actual percentage change in the index.
 4. Exclude any additional markup, overhead, or profit.
 5. Be submitted no more than once, per contract year, unless otherwise approved by the State.
 6. Include sufficient documentation for independent verification.
- E. No other cost components, including but not limited to labor, insurance, equipment, or overhead, will be considered variable operating costs under this section.

SECTION 2 – SPECIFICATIONS AND REQUIREMENTS

2.1 MINIMUM PROSPECTIVE CONTRACTOR QUALIFICATIONS

- A. The Prospective Contractor **shall** provide a [Certificate of Good Standing](#), [Certificate of Authority](#), and other required [Arkansas Secretary of State](#) documentation such as non-filing or non-qualifying statements, upon DFA request.
- B. The Prospective Contractor **shall** possess a minimum of five (5) years' experience providing armored car services similar in size and scope to the State of Arkansas.

2.2 GENERAL REQUIREMENTS

- A. The Contractor **shall** provide service daily, Monday through Friday, between 11 a.m. and 4 p.m. CST, excluding [State observed holidays](#).
- B. The Contractor **shall** assign a single primary account representative within ten (10) business days of the contract start date.
- C. The Contractor **shall** provide licensed and armed security guards for services performed under the resulting contract.
- D. The Contractor's vehicles **must**:
 - 1. Have valid registration
 - 2. Have valid insurance
 - 3. Have valid permits
 - 4. Be clearly marked with the company's name
 - 5. Be properly armored and equipped for armored car service

2.3 SCHEDULING

- A. The Contractor **shall** notify DFA by phone, email, and/or text message to indicate when they will have late pickups or will miss a pickup.
- B. The Contractor **shall not** charge a service fee on days that a pickup is missed.
- C. The Contractor **shall not** apply any overage fees the following business day after a missed pickup.
- D. The Contractor **shall not** provide service if State Offices are closed due to inclement weather.
 - 1. A DFA representative will contact the Contractor's primary account representative to advise when closures are announced.
- E. DFA will notify and coordinate with the Contractor concerning any special holiday service request.

2.4 IDENTIFICATION

- A. The Contractor **shall** provide distinctive and appropriate uniforms for armored car staff providing services to the State.
- B. The Contractor **shall** provide photo identification for armored car staff, which **must** be always worn while providing services to the State.
- C. The Contractor **shall** provide DFA with a list of all Contractor employees, including copies of photo identifications.
 - 1. The list **must** be updated as employees leave employment with the Contractor or are newly hired.
- D. The Contractor **shall** leave a consignment log in the DFA Cashier's Office.

2.5 CONTRACTOR RESPONSIBILITY

- A. The Contractor **shall** maintain a maximum liability amount of a minimum of \$250,000.00.

1. In the event that the maximum liability amount is exceeded by DFA, the Contractor may impose an excess liability fee that will be set per \$1,000 or fraction thereof.
- B. The Contractor **shall** be liable for all funds from the time that they are received until they are deposited in the Cash Vault.
- C. The Contractor **shall** maintain reconstruction of Checks Insurance, or comparable insurance at no less than \$10,000 per shipment.
 1. This insurance **must** provide funds for check reconstruction, including, but not limited to:
 - a. Stop payment fees
 - b. Postage
 - c. Labor
 - d. Any other reasonable costs
- D. The Contractor **shall** deliver the funds to the Cash Vault, a secured, monitored facility that is designated by the Department's bank, on the same banking day that funds are received.
 1. Pickups made on a bank holiday **must** be vaulted and then delivered to Cash Vault on the next available banking day.
- E. The Contractor **shall** provide proof of deposit upon request by DFA.
- F. The Contractor **shall** be responsible for all reasonable investigative fees associated with allegations of theft or loss when the Contractor is found to be at fault.

2.6 PICKUP REQUIREMENTS

- A. The Contractor **shall** minimize stop times to eight (8) minutes or less.
 1. Stop times begin at the time the Contractor's authorized representative leaves the vehicle and ends when he or she returns to the vehicle.
- B. The Contractor may charge for excess time spent at the premises over eight (8) minutes.
- C. The Contractor **shall not** assign charges if the eight (8) minute stop time is exceeded due to fault or failure of the Contractor.
 1. Excess time due to activities including, but not limited to, use of restroom facilities inside the pickup location **must not** be charged.
- D. The Contractor may depart from the pickup location if the time at the location exceeds fifteen (15) minutes and is not due to fault or failure of the Contractor.
- E. The Contractor **shall** pick up a minimum of twenty-five (25) items before excess item handling fees apply.
 1. Items include, but are not limited to, the number of containers, sealed bags, or other vessels that the Contractor is required to transport.

2.7 PERFORMANCE STANDARDS

- A. State law requires that contracts for services include Performance Standards for measuring the overall quality of services that a Contractor **shall** provide.
- B. The State may be open to negotiations of Performance Standards prior to contract award, prior to the commencement of services, or at times throughout the contract duration. Table A: *Performance Standards* identifies expected deliverables, performance measures, or outcomes; and defines the acceptable standards.

- C. Performance Standards **shall not** be amended unless they are agreed to in writing and signed by the parties.
- D. Failure to meet the minimum Performance Standards as specified will result in the assessment of damages.
- E. In the event a Performance Standard is not met, the Contractor will have the opportunity to defend or respond to the insufficiency. The State has the right to waive damages if it determines there were extenuating factors beyond the control of the Contractor that hindered the performance of services. In these instances, the State has final determination of the performance acceptability.
- F. Should any compensation be owed to the Department due to the assessment of damages, the Contractor **shall** follow the direction of the Department regarding the required compensation process.

TABLE A: PERFORMANCE STANDARDS

Criteria	Standard	Damages
Pickups	Pickups occur every day required by the IFB (see section 2.6).	If a pickup is missed, the Department will not be charged for excess bags on the next pickup.
Pickup Duration	Contractor follows all pickup requirements (see section 2.6).	The Department must not be charged additional fees for the time overage.

SECTION 3 – SOLICITATION TERMS AND CONDITIONS

3.1 ACCEPTANCE OF REQUIREMENTS

- A. A Prospective Contractor's past performance with the State may be used to determine if the Prospective Contractor is responsible (19-CAR § 1-401).
 - 1. Bids submitted by Prospective Contractors determined to be non-responsible will be rejected.
- B. A single Prospective Contractor **must** be identified as the prime contractor.
 - 1. The prime Contractor **shall** be responsible for the resulting contract and jointly and severally liable with any of its subcontractors, affiliates, or agents to the State for the performance thereof.
- C. By submitting a bid, the Prospective Contractor represents and warrants:
 - 1. That the prices in the bid have been arrived at independently, without any collusion with another competing Prospective Contractor.
 - a. Collusion violates Arkansas Procurement Law and can lead to suspension, debarment, and can be referred to the Attorney General's officer for investigation and appropriate legal action (Arkansas Code Annotated § 19-61-403 and 19-61-702).
 - 2. That the Prospective Contractor has not retained a person to solicit or secure the resulting contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the Prospective Contractor for the purpose of securing business.
 - 3. Qualifications, services, and commodities **must** meet or exceed the required Specifications as set forth in the Solicitation.

3.2 GENERAL TERMS AND CONDITIONS

- A. The Contractor **must** be registered as a vendor to receive payment and may register online by visiting ark.org/vendor/index and clicking the *Start Here* button.
- B. All payments to the Contractor under a resulting contract **shall** be made exclusively through ACH (Automated Clearing House) direct deposit.
 - 1. The Contractor **shall** provide the necessary banking information, including account number, routing number, and any other details required to facilitate ACH direct deposits.
 - 2. The Contractor **shall** be responsible for ensuring that the provided banking information is accurate and up to date. Any delays or errors in payment caused by incorrect or outdated information provided by the Contractor **shall not** be the responsibility of the Department.
 - 3. The Department will process payments according to the agreed payment schedule, and all payments made via ACH direct deposit **shall be** considered as duly received upon successful transmission to the Contractor's designated bank account.
- C. Pursuant to Arkansas State Procurement Law, the Contractor **shall** certify that, unless they offer to provide the goods or services for at least twenty percent (20%) less than the lowest certifying Prospective Contractor:
 - 1. They are not engaged in and **shall not**, during the aggregate term of the resulting contract, engage in a boycott of Israel (Arkansas Code Annotated § 25-1-503),
 - 2. They are not engaged in and **shall not**, during the aggregate term of the resulting contract, engage in a boycott of an Energy, Fossil Fuel, Firearms, or Ammunition Industry (Arkansas Code Annotated § 25-1-1102).
- D. Pursuant to Arkansas Procurement Law, the Contractor **shall** certify that the Contractor does not knowingly employ or contract with illegal immigrants and that the Contractor **shall not** knowingly

employ or contract with illegal immigrants during the aggregate term of any contract with the State or any of its departments, institutions, or political subdivisions (Arkansas Code Annotated § 19-60-105).

- E. The Prospective Contractor **shall** certify that they are not a company owned in whole or with a majority ownership by the government of the People's Republic of China (a "Scrutinized Company") and that they do not and **shall not** during the aggregate term of the resulting contract employ a Scrutinized Company as a contractor (Arkansas Code Annotated § 25-1-1203).
- F. The Contractor **shall** invoice the State as required by the Department and should not invoice the State in advance of delivery and acceptance of any commodities or services (Arkansas Code Annotated § 19-4-1206).
 - 1. The Contractor should invoice the agency by an itemized list of charges. The Department's purchase order number and/or the contract number should be referenced on each invoice.
 - 2. Payment will be made in accordance with applicable State of Arkansas accounting procedures upon acceptance of commodities and services by the Department.
 - 3. Payment will be made only after the Contractor has successfully satisfied the Department as to the reliability and effectiveness of the commodities or services purchased as a whole.
- G. The Contractor should be able to accept the State's authorized VISA Procurement Card (p-card) as a method of payment. Price changes or additional fee(s) **must not** be levied against the State when accepting the p-card as a form of payment.
- H. This IFB incorporates all terms of the *Services Contract (SRV-1) Fillable Form* (found [here](#)).
 - 1. The contract template is attached to the Solicitation in ARBuy as a sample for your information only.
- I. A Prospective Contractor's bid may be rejected if a Prospective Contractor takes exception to any terms, conditions, or Requirements in this IFB.
- J. The Prospective Contractor agrees and **shall** adhere to all terms, conditions, and Requirements if selected as the Contractor.
 - 1. Items may only be modified if the legal requirement is satisfied and approved by the State during negotiations.
- K. Pursuant to Arkansas State Procurement Law, the Contractor **shall** in all other respects comply with the laws, rules, and executive orders of the state that apply to the Contractor's performance under a resulting contract.

3.3 PROPRIETARY INFORMATION

- A. The release of public records is governed by the Arkansas Freedom of Information Act (Arkansas Code Annotated § 25-19-101 et. seq.).
- B. Submission documents pertaining to the Solicitation become the property of the State and may be subject to the Arkansas Freedom of Information Act (FOIA).
- C. In accordance with FOIA, and to promote maximum competition in the State competitive sealed bidding, the State may maintain the confidentiality of certain types of information described in FOIA. Such information may include trade secrets and other information exempted from public disclosure pursuant to FOIA.
- D. Under no circumstances will pricing information submitted in response to an invitation for sealed bids be designated as confidential after the sealed bids have been opened.
- E. Consistent with and to the extent permitted under FOIA, any Prospective Contractor may designate appropriate portions of a bid as confidential by submitting a redacted copy of the bid. By so redacting any information contained in the bid, the Prospective Contractor warrants that, after having received

such necessary or proper review by counsel or other knowledgeable advisors, it has formed a good faith opinion that the portions redacted are not considered public records under FOIA.

- F. If a Prospective Contractor deems part of the information contained in a response not to be a public record, the Prospective Contractor should submit one (1) complete copy of the submission documents from which any proprietary or confidential information has been redacted in their bid response. Except for the redacted information, the redacted copy must be identical to the original.