



Procurement #: 49395

CITY OF PROVIDENCE, RHODE ISLAND

Department: Public Property

**RFP Title: CASH VAULT SERVICES – ONE-YEAR CONTRACT WITH TWO ONE-YEAR RENEWAL
OPTIONS**

Opening Date: 6/16/2025

Addendum #: 1

Issue Date: 5/20/2025

The purpose of this addendum is:

to extend the bid opening date to June 16, 2025 and to provide Appenixes A and B.

Providence City Hall
25 Dorrance Street
Providence, RI 02903

Appendix A - Locations of Requested Armored Courier Services

Department	Address	(Current) Pickup Frequency	Same Day Credit of Cash
Tax Collector	25 Dorrance St, Providence, RI 02903	2 x Weekly: Tuesdays and Fridays, between 8:30 AM and 4:00 PM	Preferred
DPW - Public Works (Parking Meters)	700 Allens Ave, Providence, RI 02905	Weekly: Tuesdays, between 8:30 AM and 4:00 PM	Preferred
Parks - City Center Rink	2 Kennedy Plaza, Providence, RI 02903 (Ticket Office)	2 x Weekly: from December 1 - March 15 Weekly: May 1 - October 31	No
Parks - Museum of Natural History and Planetarium at Roger Williams Park	1000 Elmwood Ave, Providence, RI 02907 (at the Museum)	Weekly	No
North Burial Ground	5 Branch Ave, Providence, RI 02904	Once in the Summer and Once in the Fall	Preferred
Botanical Center	1 Floral Ave, Providence, RI 02905	Weekly	No

APPENDIX B DETAILED NEEDS

City of Providence: Cash Vault/Armored Courier Services

1. Tax Collector

- Account number(s) 101-205-53500 (Miscellaneous account)
- Business name(s). City of Providence 25 Dorrance St Providence RI 02903
- Address of Business for each location 25 Dorrance St Providence RI 02903(Tax Collectors Office)
- Liability amount:
 - How much cash? - Include coins Approx. \$12 million Quarterly
 - How much in checks NO CHECKS
- Business operating hours for each location. Brinks currently picks up Tuesday and Fridays 8:30am to 4:30pm starting July 1. 8:30 to 4pm.
- Do we only need to make deposits? Or do we need cash from the bank? We only NEED to make deposits, no cash is needed from bank.

2. DPW – Parking Meters

- Account number(s): 101-516/41360 (Parking Meter Cash Returns).
- Business name(s) - I'm not sure how they have us classified in their system.
- Address of Business for each location: PVD DPW, 700 Allens Avenue, Providence, RI 02905 (Lower yard)
- Liability amount:
 - How much cash? - Include coins: Approximately \$3,000-\$7,000 in bagged coins each week. We did not previously have the means to determine exactly how much was collected prior to it being taken to the bank, but we may be able to determine it on a daily basis with our new parking meter systems.
 - How much in checks : No checks. Coins only.
- Business operating hours for each location: The building is open from 8:00am-3:30pm M-F except for July and August when the hours are 8:00am-3:00pm M-F.
- Do we only need to make deposits? Or do we need cash from the bank? This division only makes deposits of the coins collected from parking meters citywide.

3. City Center Rink

- Type of service: cash/bills, coins, money orders, checks
- Cash, bills, coins, checks
\$80,000 in cash received per winter
- We need between \$500-\$1000 worth of cash "change" per week, exchanging large bills \$100 and \$50 to \$5 and \$1
- \$50 worth of coin change exchanged per week. \$20, \$10, \$1 converted to Quarters, Dimes, Nickels, Pennies
- Monthly exchange of large bills to small bill and change
- Pick-up Location: 2 Kennedy Plaza, Providence RI 02908, Rink Ticket Office
- Frequency:
 - December 1 – March 15: 2 Deposits per week
 - May 1 – October 31: 1 Deposit per week

- Contact Person
 - Director of Athletic and Event Facilities – Brant Gawrys
 - Programming Supervisor – Kassy Galuska
 - Programming Supervisor – Vacant

- Volume \$ per week/month
WINTER
\$5,000 – \$18,000 depending on week

Other Seasons
\$200-\$1000

- Do you need same-day credit of cash? No

4. Museum of Natural History and Planetarium in Roger Williams Park:

- Type of service: cash/bills, coins, money orders, checks? Cash, coins, checks
- Pick-up location? Museum of Natural History and Planetarium in Roger Williams Park
- Frequency (e.g. once/twice a week) Once a week
- Contact person: Renee Gamba
- Volume \$ per week/month Dependent on season
- Do you need same day credit of cash? No

5. North Burial Ground

NBG does very little cash business, we could do a once a month pick up, or even just a summer and fall pick up:

- Cash/Bills
- North Burial Ground Office-5 Branch Ave, Providence, RI 02904
- Once a month would probably be fine
- Annalisa Heppner, City Cemetery Director
- We really only would take cash for merch, which we really only sell in the summer and fall, and the occasional vase-so like maybe 100 bucks max over the year?
- Holding some cash on hand to make change at events would be great, yeah.

6. Botanical Center

- Type of service: cash/bills, coins, money orders, checks
- Cash, bills, coins, checks
- December 1 – March 15
- 1 Deposit per week
- \$2,000 - \$4,000 each deposit each week,
- We need coins and paper change (1, 5, 10, and 20) We do a 100 bank
- Pick-up Location: RWP, Botanical Center office in the blockhouse
- Frequency: Once weekly

- Contact Person: RWP Botanical Center Director– Lee Ann Freitas
- Volume \$ per week/month: \$400 - \$1,000
- Do you need same day credit of cash? No