

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

**MEETING DATE:** 11/13/2024

**Staff Report No.** 18-253c

**TO:** AC Transit Board of Directors  
**FROM:** Michael A. Hursh, General Manager/Chief Executive Officer  
**SUBJECT:** Extension of Cash Revenue Service Contract

### ACTION ITEM

**AGENDA PLANNING REQUEST:**

**RECOMMENDED ACTION(S):**

Consider authorizing the General Manager to enter into a contract extension with Brink's for up to an additional six months for cash revenue collection services from January 1, 2025, through June 30, 2025.

Staff Contact:  
Chris Andrichak, Chief Financial Officer

**STRATEGIC IMPORTANCE:**

Goal - Financial Stability and Resiliency  
Initiative - Financial Efficiency and Revenue Maximization

Continued efficient collection and deposit of cash revenues is critical to the District's overall business operations.

**BUDGETARY/FISCAL IMPACT:**

The estimated value of the contract extension from January 1, 2025, through June 30, 2025, is approximately \$297,078. The funding is included in the District's Operating Budget.

**BACKGROUND/RATIONALE:**

Under the current Armored Car Transportation and Money Processing Service Contract (contract 2019-1462), Brink's provides the District with consolidated armored car transportation services and processing of cash fare revenue. In connection with the performance of service under the contract, the Contractor is required to use armored vault transfer vehicles to pick up and transport daily transit cash fare revenue and to provide complete money processing services. Staff is in the process of analyzing the current process and working with the vendor to identify potential cost saving measures, including but not limited to, changes to the frequency of pick-ups of cash revenue. The current contract with Brink's expires on December 31, 2024. The analysis has delayed development of a solicitation which necessitates a contract extension to cover these essential services.

**ADVANTAGES/DISADVANTAGES:**

Extending the Armored Car Transportation and Money Processing Service Contract through the end of June 2025, will allow the District to explore other options to meet the District's changing needs, while continuing to receive these essential services. Extending the contract will also allow the District ample time to complete a new contract that better meets the District's changing needs while reducing costs.

There are no identified disadvantages to extending this contract.

**ALTERNATIVES ANALYSIS:**

There are no feasible alternatives to the course of action recommended in this report.

**PRIOR RELEVANT BOARD ACTION/POLICIES:**

Staff Report 18-253a - Consider approving a contract award for Brinks' Armored Car Transportation and Cash Revenue Processing Services

Staff Report 18-253b - Consider approving an amended bid price for Brinks' Armored Car Transportation and Cash Revenue Processing Services

Board Policy 465 - Procurement Policy

**ATTACHMENTS:**

None.

**Prepared by:**

Sue Lee, Director of Revenue Management

**Approved/Reviewed by:**

Chris Andrichak, Chief Financial Officer

Aimee L. Steele, General Counsel/Chief Legal Officer