



10065 INDUSTRIAL PARK, KINGSHILL VI
00850-9968

GOVERNMENT OF THE
VIRGIN ISLANDS OF THE UNITED STATES
BUREAU OF MOTOR VEHICLES

4605 TUTU PARK MALL, SUITE 231, ST. THOMAS VI
00802-1736



GOVERNMENT COMPLEX, CRUZ BAY, ST. JOHN
VI 00831

Scope of Work

Armoured Guard Services – St. Croix

Project Description

The contractor shall provide armoured transport and security services for the Bureau of Motor Vehicles Patrick Sweeney location at 10065 Industrial Park, Kingshill, St. Croix. Services shall be **performed five (5) days per week, with daily pickups scheduled after 4:00 p.m.**

Scope of Services

The contractor shall furnish all labor, supervision, equipment, tools, materials, and vehicles necessary to provide secure armoured transport services, including but not limited to the following:

Deposit Pickup and Delivery

- Collect, transport, and deliver securely sealed or locked deposits to designated financial institutions
- Deposits ("shipments") may include:
 - Currency
 - Coins
 - Checks
 - Securities
- Ensure all deposits are properly sealed and clearly labelled with:
 - Sender's name, title, location, and address
 - Recipient's name, title, location, and address

Chain of Custody and Documentation

- Provide receipt books to the Government as requested
- Issue written receipts for all collected deposits as proof of acceptance and proper sealing
- Refuse pickup of any deposits that are not securely sealed or locked

On-Call Services

- Provide on-call pickup services upon request by the Government



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- Make reasonable efforts to complete on-call pickups within twenty-four (24) hours of receiving the request.

Security and Personnel Requirements

- Provide armed, uniformed, and properly licensed security personnel trained in armoured transport operations and firearm use
- Assign a minimum of two (2) guards per armoured vehicle
- Ensure all guards wear uniforms and present valid identification at all pickup locations
- Equip personnel with reliable two-way radio communication devices

Precautionary Requirements and Conditions

The Contractor shall comply with the following:

- **Regulatory Compliance:** Adhere to all applicable federal, territorial, and local laws governing armoured transport, firearms, and private security operations
- **Secure Handling and Custody:** Always maintain strict chain-of-custody procedures to prevent loss, theft, or tampering of deposits
- **Safety and Risk Mitigation:** Exercise heightened caution during all pickup, loading, transport, and delivery activities to minimize risk to personnel and the public
- **Firearms Control:** Ensure all weapons are properly licensed, secured, and handled in accordance with applicable laws and safety protocols
- **Personnel Qualifications:** Ensure all guards are trained, certified, and physically capable of performing armoured transport duties
- **Professional Conduct:** Maintain professional demeanor at all times and adhere to BMV security protocols while on-site
- **Site Coordination:** Coordinate service arrival and departure times to minimize disruption and exposure at BMV facilities
- **Confidentiality:** Safeguard all information related to routes, schedules, and transported materials; such information shall not be disclosed
- **Equipment Safety and Maintenance:** Maintain armoured vehicles, locking systems, and communication devices in safe, fully operational condition
- **Incident Reporting:** Immediately report any suspicious activity, security breaches, accidents, or losses to BMV and appropriate authorities
- **Emergency Preparedness:** Maintain and implement procedures for emergencies, including robbery attempts, vehicle failures, or security threats
- **Use of Force Compliance:** Ensure all personnel comply with applicable laws and policies regarding the use of force.