



Solicitation Information
24 Oct 03

LOI # B03069 (Master Price Agreement # 335)

TITLE: Automated Teller Machines

Submission Deadline: 26 Nov 03 @ 1:40 PM

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **12 Nov 03 at 12:00 Noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at
www.purchasing.state.ri.us.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

Introduction

The Rhode Island Department of Administration / Division of Purchases, on behalf of the Division of Central Services is soliciting proposals from qualified vendors to furnish and install stand alone Automatic Teller Machines throughout the State of Rhode Island in accordance with the terms of this solicitation and the State's General Conditions of Purchase (which is available at www.purchasing.state.ri.us).

It is the intent of the State to use this solicitation to establish a single/multi vendor list (which ever is in the best interest of the State) for a three-year Master Price Agreement, administered by the Division of Central Services, commencing on, or about 1 JAN 04, with an option to renew for an additional one (1) year term at the discretion of the State.

This is a Request for Letters of Interest, not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

Instructions And Notifications To Offerors:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. **PROPOSALS FAXED OR E-MAILED TO THE STATE WILL NOT BE CONSIDERED.** The official time clock is located in the Reception Area of the Division of Purchases, One Capitol Hill, Providence, RI.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint

venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

- ➔ In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation (a corporation without a Rhode Island business address) shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401 222-3040). *This is a requirement only of the selected vendor (s).*
- ➔ Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

THERE MAY BE ADDITIONAL ADDENDA TO THIS BID/RFP AT ANY TIME BEFORE THE OPENING DATE AND TIME. IT IS THE VENDOR'S RESPONSIBILITY TO CHECK AND DOWNLOAD ANY AND ALL ADDENDA. AN ADDENDUM TO A BID/RFP IS LISTED AS THE BID NUMBER WITH AN "A" AND THE NUMBER OF THE ADDENDUM FOLLOWING; FOR EXAMPLE, **3025A1 INDICATES ADDENDUM #1 HAS BEEN ISSUED FOR BID 3025. **3025A2** INDICATES ADDENDUM #2 HAS BEEN ISSUED.**

Qualifications

To be considered qualified, offerors must be FDIC or NCUA insured and be licensed by the State of Rhode Island.

Scope of Work

The State of Rhode Island is seeking to qualify vendors to furnish, install and maintain stand alone Automatic Teller Machines at the William Powers Building, One Capital Hill, Providence, RI, URI College of Continuing Education, Shepard Bldg. 80 Washington Street, Providence, RI, and other locations as may be deemed necessary throughout the term of the contract. It is anticipated that the Registry of Motor Vehicles will also be installing ATMs in branches throughout the State.

Specifications

- In-service time of over 99%
- Compatible with all major ATM networks, including but not limited to:
 - NYCE
 - CIRRUS
 - PLUS
 - VISA
 - MasterCard
 - HONOR
- East-to-use screens and keypads

- Multiple-language access
- Color graphics
- No capture of cards
- No fees to the State
- Cash Dispensing machine only (No Deposits)
- State will provide space & electricity
- Vendor must supply installation & maintenance
- Vendor must include revenue sharing proposal
- Vendor must include machine description and specifications

Background

The **William Powers Building** is open to the public from 8:00 am to 4:30 pm Monday through Friday. It is closed on weekends and ten holidays per year. The building is centrally located in a complex of state buildings which houses approximately 1500 state employees who often use the cafeteria in the Powers Building for coffee breaks and lunch. The Division of Taxations, Office of Purchases, Office of Personnel, Office of Training are among the agencies located in the building that bring a significant number of outside visitors. The Capital Hill Complex includes the State House, the Cannon Health Building, and the State Office Building (the former Division of Motor Vehicles/Registry). Currently the nearest ATM is located approximately 200 yards from the Powers Building in a privately owned Building.

The **URI College of Continuing Education** is accessible to the public from 8:00 am to 10:30 pm Monday through Thursday, Friday and Saturday from 8:00 am to 5:00 pm. The Shepard Building has limited access on Sundays for computer lab use and for special events. URI/CCE's regular Providence day and evening student population total 4,000 students, special non-credit and special credit "client" population total 530 clients on a weekly basis, summer school students is typically 5,900 students, faculty and staff total 522 with a building frequency equivalence 1,550 + weekly, activities and events sponsored through out the year varies from 20+ to 500+.

The general public access to the Shepard Building exceeds available parking in the area. The number is immeasurable. This includes, but is not limited to: walk-ins, students coming to the library, the bookstore, the Child Development Center and the Cafeteria.

The Current contract for the ATM machine in the Shepard Building will expire on 12/31/03.

The Division of Motor Vehicles has eight locations, Pawtucket, Woonsocket, West Warwick, Westerly, Wakefield, R.I. Mall, Middletown and Warren.

The Pawtucket, Woonsocket, West Warwick and Middletown offices are open to the general public from 8:30 a.m. – 3:30 p.m. Monday through Friday. The Westerly office is open Monday, Tuesday and Friday; Wakefield is open Wednesday and Thursday;

Warren is open Tuesday and Wednesday. These offices are open to the general public from 8:30 a.m. – 3:30 p.m.

The Mall is open to the general public Tuesday – Saturday. The hours are Tuesday – Friday 12:00 p.m. – 7:30 p.m. and Saturdays 12:00 p.m. – 4:30 p.m.

The Pawtucket office has approximately 75 employees and processes approximately 250,000 transactions for the general public. The satellite offices have from 5 employees to 7 employees. The West Warwick office processes approximately 75,000 transactions annually; Middletown 35,000 transactions; Westerly 21,000; Wakefield 23,000; Woonsocket 31,000; Warren 18,000 and the R.I. Mall 27,000.

The large volume of business transacted at all DMV offices would greatly justify ATM's in all locations.

Questions and Submission

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **12 Nov 03 at 12:00 Noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Interested offerors may submit proposals to provide the services covered by this Request **on or before 26 Nov 03 @ 1:40 PM**. Proposals received after this time and date will not be considered.

Responses (an original plus five copies) should be mailed or hand-delivered in a sealed envelope marked "LOI # B03069:Automatic Teller Machines"

By Courier:

RI Dept. of Administration Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

By Mail:

R.I. Department of Administration Division of Purchases
P.O. Box 6528
Providence, RI 02940-6528

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. The official time clock is located in the reception area of the Division of Purchases.

Proposals must include the following:

- A completed and signed R.I.V.I.P.generated bidder certification cover form (downloaded from the R.I. Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>)
- A signed Cost Proposal reflecting the transaction fee to the card holder for foreign transactions (A foreign transaction will be defined as an ATM transaction performed by a card holder who uses a card that is not issued by the successful bank/credit union and a monthly commission paid to the agency per transaction.
- A Technical Proposal describing the background, qualification, methodology and experience with and for similar programs,

- A completed and signed W-9 Taxpayer Identification Number and Certification Form, which may be downloaded from www.purchasing.state.ri.us Call the Helpline at 401 222-2142, ext 134 if computer technical assistance is needed.

Evaluation and Selection

Only offerors who can demonstrate that they meet the Qualifications above will be considered for selection.

The State will commission a Technical Review Committee, which will evaluate and score all proposals, using the following criteria:

- Qualifications, and Capacity staff 35 points
- Qualifications of the Offeror (including methods, experience, etc.) 35 points
- Business Capability, and Capacity of the offeror 10 points
- Cost 20 Points
- Total 100 Points

Notwithstanding the foregoing, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.