



## COMMISSIONERS COURT COMMUNICATION

AGENDA DATE: 5/21/2012

CONSENT OR REGULAR: Consent

CONTRACT REFERENCE NO  
(IF APPLICABLE): \_\_\_\_\_

**SUBJECT:** Disposition of RFP #12-020, ATM Equipment & Services for Multiple El Paso County Locations

**BACKGROUND/DISCUSSION OF TOPIC:** To include statutory requirement, operational impact, or performance goal.

This proposal is to solicit consultants to render services to provide Automatic Teller Machine equipment and services to multiple County-owned facility location.

**FISCAL IMPACT:**

This proposal will be awarded for an approximate cost of \$8,000.00 per year for five years.

**PRIOR COMMISSIONERS COURT ACTION (IF ANY):**

Commissioners Court approved and authorized the Purchasing Agent to solicit proposals for ATM Equipment & Services for Multiple El Paso County Locations on January 30, 2012.

**RECOMMENDATION:**

Recommendation that award be made to:

Authorize the Purchasing Agent to reject and resubmit proposals for RFP#12-020 ATM Equipment & Services for Multiple El Paso County Locations due to the change of price by the awarded vendor.

**COUNTY ATTORNEY APPROVAL**

The attached document has been given legal review by the El Paso County Attorney's Office on behalf of the County of El Paso, its officers, and employees. Said legal review should not be relied upon by any person or entity other than the County of El Paso, its officers, and employees.

COUNTY ATTORNEY: Cygne Nemir

LEGAL REVIEW: #2012-0153

LEGAL REVIEW NOTES (If Applicable):

DATE: 3-19-2012

SUBMITTED BY:	Jose Lopez, Jr., Assistant Purchasing Agent, Purchasing Department (915) 546-2048
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## PROPOSAL SUMMARY

RFP TITLE ATM Equipment & Services for Multiple El Paso County Locations

RFP NUMBER 12-020

DEPARTMENT Facilities Management CONTACT Monique Aguilar

<u>DESCRIPTION</u>	<u>DATE</u>
RFP OPENING APPROVAL BY COMMISSIONER'S COURT	<u>1/30/2012</u>
RECEIVED SPECIFICATIONS FROM DEPARTMENT	<u>2/21/2012</u>
RFP PACKAGES MAILED	<u>3/5/2012</u>
RFP ADVERTISED	<u>3/4/2012 &amp; 3/11/2012</u>
PRE-BID CONFERENCE	<u></u>
DEADLINE TO QUESTIONS	<u>3/13/2012</u>
OPENING DATE	<u>3/22/2012</u>
SPREADSHEET SENT TO DEPARTMENT	<u>3/27/2012</u>
SPREADSHEET RECEIVED FROM DEPARTMENT	<u>4/2/2012</u>
PLACED ON COMMISSIONER'S COURT AGENDA	<u>4/9/2012</u>

### ADDENDUMS

DATE

REASON

COMMENTS:



**Welch  
ATM**

643 Cepi Drive  
Chesterfield, Mo 63005  
[www.welchatm.com](http://www.welchatm.com)

Monique Aguilar, Facilities Manager  
Public Works/Facilities Management Department  
Ph 915-546-2009  
Fax 915-543-3820

Miss Aguilar,

We appreciate the opportunity to continue to be considered for your ATM needs in the El Paso TX market. In the following letter we intend to explain the clerical error made on the bid sheet sent in with our RFP response.

The misunderstanding on the RFP is in the Verbiage of the statement proposal form tab 1 pricing sheet. The per ATM fee we listed as \$1100, the intent was \$1100 for all locations. As explained in our ongoing correspondence this was a clerical error made by one of our interns working on the project.

I believe you will find the corrected pricing of \$1100 for all locations to be more in line with your other bids. We apologize for the misunderstanding and understand you may need to award this to the next bidder or re-bid the project.

Thank you,

Adam J. Hobelmann  
VP, Sales & Business Development  
WELCH ATM



**PURCHASING DEPARTMENT**  
**ATM Equipment & Services for Multiple El Paso County Locations**  
**Opening Date: March 22, 2012**  
**RFP #12-020**

Description	A-1 Merchant Services	Welch ATM
Monthly Lease Payment per ATM	\$100.00 (500 E. San Antonio location) \$75.00 (all other locations)	\$1,100.00
Non-Member Fees	\$1.50	\$2.50
Member Fees	\$1.50	\$0.00

Approved by: (signature)

Monique Aguilar  
Approved by: (print)

Facilities Management  
Department

04/02/12  
Date

Welch ATM  
Department Recommendation:

Formal Bid Buyer Approval

## Vendors Receiving Specifications

RFP #12-020, ATM Equipment & Services for Multiple El Paso County Locations

Opening Date: Thursday, March 22, 2012

Company	Contact	Address	City	State	Zipcode	Telephone	Fax	Addendums
A-1 Merchant Services		1401 Montana Ste. J	El Paso	TX	79902			1 2 3 4
Absolute ATM Services, Inc.		5611 Campbell Rd.	Houston	TX	77041	713-460-9959	713-460-8902	1 2 3 4
Absolute Financial Equipment		11630 Pyramid Dr.	Odessa	FL	33556	727-753-0233	727-753-0234	1 2 3 4
ATM Options, LLC		3104 E. Camelback Rd. #609	Phoenix	AZ	85016	866-574-5277	480-563-7961	1 2 3 4
Atm Services & Repairs		1401 Montana Ave. #J	El Paso	TX	79902	915-545-2808		1 2 3 4
Diebold		7618 Boeing Dr. Ste. A	El Paso	TX	79925	915-772-0987		1 2 3 4
Harland Clarke dba TransSource	Robin Nowotny	2435 Goodwin Ln	New Braunfels	TX	78135	830-609-6583	830-609-6540	1 2 3 4
NAB Independent		821 N. Raynor	El Paso	TX	79903	915-667-4954		1 2 3 4
NuSource Financial, Inc.		9749 Hamilton Rd.	Eden Prairie	MN	55344	952-942-9191	952-942-8922	1 2 3 4
SpeedyBuck		PO Box 12351	El Paso	TX	79913	915-351-1093		1 2 3 4
Superior ATM Services		2401 Alluvial Ave.	Clovis	CA	99611-05	559-325-9557		1 2 3 4
Welch ATM	Jeff Hewitt	643 Cepi Dr.	Chesterfield	MO	63005	314-707-1707	636-536-5045	1 2 3 4