



Procurement and Contracting Services

**Request for Proposals for a Vendor to Furnish
the University of Arizona Student Unions with
Automated Teller Machines (ATMs)**

Addendum 3

**Please mark all Bid submission
Files with the following information**

**Sealed RFB # S192323
Due on May 4, 2023 no later than 2:00 PM, MST**

The following questions were received prior to the close of the Technical Question period on April 21, 2023 at 12:00 PM MST:

1. Section 3.8 – Proposal Submission and Subsequent Action

Our Corporation prohibits access to and the transferring of files/data using links provided in this section. Our access is strictly prohibited, blocked, and not allowable by our Corporate Security Policy. This does not seem to be something that can be overcome. At present, we are not at all able to access the provided link in the instructions in the RFP.

Can you please provide an alternative method for a prospective Vendor to submit a Proposal in response to this RFP?

See below.

Would it be possible to email a Proposals to cdkanzig@arizona.edu or another designated mail box? Perhaps this could be done within a more specific window of time near the bid due date and time cut-off.

As email can become lost, the University will not accept email responses.

Would it be possible for Vendors to submit a physical paper RFP Response Proposal in a sealed envelope, submitted not later than the due date, with an electronic copy to be emailed shortly after the due date deadline?

Yes. However, for the electronic copy, please include a flash drive rather than email. Both must be received prior to the RFP due date/time.

For U.S. Mail – Only (please note that all U.S. Mail, including Express Mail, is delivered to the University's Postal Services office and is then distributed to University Departments, including Procurement and Contracting Services, which may delay it by a day or more):

The University of Arizona
Procurement and Contracting Services
P.O. Box 210300
Tucson, Arizona 85721
Attn: Celeste Kanzig RFP L192323

For other methods of delivery (e.g. FedEx, UPS, etc.):

The University of Arizona
Procurement and Contracting Services
University Services Annex, Bldg. 300A
220 W. 6th Street, 5th Floor
Tucson, Arizona 85701
Attn: Celeste Kanzig RFP L192323

2. Section 3.8 – Proposal Submission and Subsequent Action

Would a contracted service provider be allowed to submit a Proposal on behalf of their client?

Example: Would a employee of another comapny be allowed to submit a signed and otherwise compliant responsive Proposal on behalf of a Mandatory Pre-Proposal conference attendee?

Yes, but the Proposal submittal needs to be under the name of the company that attended the Mandatory conference.

3. Section 4.8 -- Inspection and Audit

Pursuant to our corporate policies, if chosen as a Successful Vendor, we would require the below requested change/clarification to this section. Would the University accept the below?

Requested Change/Clarification: To the extent allowed by law, the University and its personnel shall keep in strict confidence all information furnished to the University by Vendor concerning the Vendor's business, including without limitation, any and all ATM transactional data furnished by Vendor to the University pursuant to this Agreement.

The University reserves the right to negotiate this upon award but has never shared this information previously.

4. Section 4.27 -- Insurance Requirements

Would the University agree to allow vendors the right to obtain all insurance required under the future contract through a program of self-insurance if it is chosen as a Successful Vendor?

This would have to be negotiated as part of any agreement. Without further specifics we are unable to give a definitive answer.

5. Section 4.37 Payment Terms

If chosen as one of the Successful Vendors, we request the below addition to its Contract. Would the following addition be acceptable to the University?

ADD: "Vendor shall have the right to make all payments of fees under the Agreement via Automated Clearing House ("ACH"). The University agrees to cooperate with Vendor to complete all necessary forms in order to accomplish such method of payment, within thirty (30) days of the University's receipt of such forms. Vendor shall have the right from time to time during the Term and any extensions or renewals thereof to change its method of rental payment upon not less than thirty (30) days prior written notice to the University."

This does not appear to be an issue, but the University reserves the right to negotiate upon award.

6. Section 5.2 - ATM Locations and Areas (Premises):

The RFP states that there are currently nine (9) ATM locations in four (4) areas of the SUMC available for rent. Are there other ATM locations on the University of Arizona Tucson Campus that the University leases? If yes, where are they located, how much do they pay in annual rental and sponsorship fees, what are their transaction volumes?

See Addendum 2.

7. Section 5.2 - ATM Locations and Areas (Premises):

It was recently learned that Wells Fargo closed its full-service retail banking branches located on the University of Arizona Tucson Campus. Does the University hope to replace or find a new Vendor to open and operate a full-service retail banking branch?

See Addendum 2.

8. Section 5.8- Subcontracts:

The RFP states The Vendor will not subcontract the performance of any part of the contract without obtaining the prior written approval for each subcontractor from the University, which approval the University may refuse at its discretion and without recourse to the contractor. Our operations model includes the use of subcontracted service vendors and utilizes them on the University currently.

Does the University agree that our operations on the University as they are currently being provided is acceptable to the University for the future contract for ATM services contemplated in this RFP?

If you have current operations involving subcontractors that is acceptable, as long as we know who to contact for each part of the business, it should remain acceptable in the new agreement.

9. Section 5.14 B - Services Offered

Item (c) states Vendor must include artist renderings of the proposed ATM Location(s) and a ¼" scale drawing with attached equipment schedule, signage, and design plans that detail the minimum requirement for the assigned space. We do not have an artist's rendering and a ¼" scale drawing available of its ATM equipment and signage.

If an incumbent Vendor were to propose keeping its existing equipment in place, would the University accept a photograph or detailed specifications of the existing ATM unit(s) in place of this requirement?

Yes, that is sufficient for an incumbent vendor. Drawings, etc. would only be needed for a new vendor OR if an incumbent wants to change/add positions from where their ATM units are currently located.

10. Section 5.15 Method of Payment & Discount for Early Payment

The University's preferred method of payment is via credit card. The University would issue a Purchase Order and upon receipt of goods or services, pay subsequent invoices by credit card.

Does the University agree that this section is not applicable where the selected Vendor will be the one paying the University? Yes, agreed.

Is it correct that the current University preference is to receive ACH payments from its ATM service providing Vendors? Yes, agreed.

End of addendum, all else remains the same.