



TOWN OF QUEEN CREEK, ARIZONA REQUEST FOR QUOTATION

ATM SERVICES RFQ NO. 10-003

SUBMITTAL DUE DATE AND TIME: January 5, 2010 at 2:00 P.M. LOCAL AZ TIME

SUBMITTAL LOCATION: Town of Queen Creek, Development Services Building
22358 S. Ellsworth Road, Queen Creek, AZ 85242

QUOTE PROCESS QUESTIONS: Kim Clark, CPPO, CPPB
Sr. Financial Services Analyst, (480)358-3000
Kim.clark@queencreek.org

TECHNICAL QUESTIONS: Tim Lithgow, (480) 358-3723
Management Assistant I, Parks and Recreation
Tim.lithgow@queencreek.org

THIS IS NOT A PURCHASE ORDER

Notice is hereby given that sealed quotations for the specified materials or services will be received at the Town of Queen Creek, Development Services Building located at 22358 S. Ellsworth Road, Queen Creek, AZ 85242, until the time and date cited above. Late quotations will not be considered.

Quotation shall be submitted in a sealed envelope with the quotation name, quotation number, Offeror's name and address clearly indicated on the envelope. All quotations must be submitted in ink or typewritten. No oral, telegraphic, electronic, facsimile, or telephonic quotations or modifications will be considered unless specified. Additional instructions for preparing an offer are provided within. A formal public opening will not be held for this quotation.

Offerors are strongly encouraged to carefully read the entire solicitation.

PLEASE NOTE: THE VENDOR IS RESPONSIBLE FOR OBTAINING ANY AMENDMENTS EITHER THROUGH UPDATES ON THE WEB SITE, OR BY CONTACTING THE PERSON CITED ABOVE.

INSTRUCTIONS TO OFFEROR

1. **Inquiries:** Any question related to the *Request For Quotation* shall be directed in writing or via e-mail to the person whose name appears on the front. Any correspondence related to a *Request For Quotation* should refer to the appropriate *Request for Quotation* ID, page, and paragraph number. However, the Offeror shall not place the *Request For Quotation* ID on the outside of any envelope containing questions since such an envelope may be identified as a sealed quotation and may not be opened until after the official *Request For Quotation* due date and time.
2. **Due Date and Time:** Offerors must submit quotations to the Town of Queen Creek Development Services Building by 2:00 PM/Local AZ time on January 5, 2010 at the address or physical location listed on the cover page. Late Quotations will not be accepted.
3. **Withdrawal of Quotation:** At any time prior to the specified quote due date and time, an Offeror (or designated representative) may withdraw the quotation by submitting a request in writing or via e-mail to the contact person whose name appears on the front page. Request must be made by a duly authorized representative of the Offeror. Offeror is responsible for making arrangements and expenses associated with the return of quote.
4. **Amendment of Quotation:** Receipt of a quote amendment shall be acknowledged by signing and returning the document with the quote by the specified quote due date and time. Potential Offerors are responsible for obtaining all amendments relevant to this solicitation via the Town's Web site or other means.
5. **Award of Contract:** Notwithstanding any other provision of this *Request For Quotation*, The Town expressly reserves the right, when determining whether to award a contract to an Offeror, to:
 - a. Waive any immaterial defect or informality; or
 - b. Reject any or all quotations, or portions thereof, or
 - c. Reissue a Request For Quotation
 - d. Unless the Offeror states otherwise, the Town reserves the right to award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the Town. If the Offeror's offer is an "all or nothing" offer, it must be so indicated on the offer sheet.

SCOPE OF SERVICES

1. **Project Description:** The Town of Queen Creek is soliciting Request for Quotations from qualified firms to provide automated teller machine (ATM) services at Town events.
2. **Required Services:**
 - a) Provide one (1) fixed ATM at Horseshoe Park and Equestrian Center (20464 E. Riggs Road, Queen Creek AZ) and provide two (2) temporary ATM units at Horseshoe Park for large events. There are approximately six (6) large events each year.
 - b) Provide ATM services for three (3) Town events. One (1) temporary ATM unit will be required at each of the following three events (dates and locations are approximations).
 - I. Passport to Discovery
 - i. Desert Mountain Park (22201 S. Hawes Road, Queen Creek AZ).
 - ii. Typically held on the Saturday prior to Easter.
 - II. Monsoon Madness
 - i. Founders Park (22407 S. Ellsworth Road, Queen Creek AZ).
 - ii. Typically held on the second Saturday in July.
 - III. Trunk or Treat
 - i. Desert Mountain Park (22201 S. Hawes Road, Queen Creek AZ).
 - ii. Typically held on Halloween.
3. **Operating Plan:**
 - a) Describe the services you propose to deliver at the Facility(s). Include detailed information on your notification procedures and turnaround time for restocking machines, repair of machines and/or replacement of machines.
 - b) Provide the amount of lead-time you will need to provide requested machines for any event.
 - c) Provide the amount of time it will take to remove your equipment at the end of events.
 - d) Provide any other relevant information regarding the provision of ATM services to the Town of Queen Creek.
4. **Reporting:**
 - a) A detailed report will be required each month. The report must include the number of transactions and the total dollar amount dispensed for each event to verify the Town's commission/compensation.
5. **Term of Contract:** The term of any resultant contract shall commence on the date of award and shall continue for a period of one (1) year from the date of the award. The Town has the option, in the Town's sole discretion to renew the contract for four (4) additional one year periods. If the contract is renewed, the total length of the contract shall not exceed five (5) years. Any of the one (1) year contracts may be unilaterally extended by the Town for a period of thirty-one (31) days.

REFERENCES

Prompt delivery and retrieval is required for each of the temporary ATM units. Please provide three (3) to five (5) firms or government references so Town staff can verify past performance.

References must be current, and should be relevant to the required services. Please provide description of services with each reference.

1. Firms' Name: _____
Address: _____
Contact Person and Phone # _____
Description of services provided _____

2. Firms' Name: _____
Address: _____
Contact Person and Phone # _____
Description of services provided _____

3. Firms' Name: _____
Address: _____
Contact Person and Phone # _____
Description of services provided _____

4. Firms' Name: _____
Address: _____
Contact Person and Phone # _____
Description of services provided _____

5. Firms' Name: _____
Address: _____
Contact Person and Phone # _____
Description of services provided _____

FEES AND COMMISSION

1. Please identify the terminal usage fees that will be charged to ATM users (\$3.50 maximum). \$ _____
2. Please identify any commissions that will be paid to the Town.
 - a) If the fees vary based on usage, please identify what level or levels of usage correspond to commission percentages. \$ _____
3. Provide the amount of lead-time you will need to provide requested machines for any event: _____ DAYS
4. Provide the amount of time it will take to remove your equipment at the end of events: _____ HOURS

OFFER

To the Town of Queen Creek: By signing below, Offeror certifies that he/she has read, understands, and will faithfully execute the terms and conditions stated herein. The signer also certifies that he/she is an officer or duly authorized agent of the Offeror's firm with full power and authority to submit binding offers for the goods or services as specified. Offeror certifies that the prices offered were independently developed without consultation with any of the other offerors or potential offerors.

Authorized Signature (required)

Company Name

Printed Name

Address, City, State, Zip

Title

Telephone Number

Arizona Transaction (Sales) Privilege Tax
License Number

Federal Employer Identification Number

For clarification of this offer, contact:
(If different from above)

Contact Name

E-mail Address

Telephone Number