



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Automated Teller Machine License Agreement

Solicitation Number: RFP 23-029; RFx 6100016328

Description: License Agreements for the installation and operation of automated teller machines (standing or in-wall units) across the City for the benefit of City customers in the following locations:

- 2-Market Square (with one at El Mercado)
- 1-Farmers Market Plaza
- 1-Police Headquarters
- 1-Police Property Room
- 1-City Tower
- 1-One Stop
- 1-Municipal Courthouse
- 2-Convention Center (with one at Lila Cockrell Theater)
- 7-Alamodome (split across various levels)
- 6-Airport (split evenly across Terminal A & B, various levels)

Would like the ability to add additional sites when it becomes necessary.

The Financial Institution shall primarily administer the ATM's, including their placement and service. They may subcontract to a third-party for the servicing of the ATM's.

ATM needs to have accessibility options for languages with a minimum of English, Spanish and braille.

Would like the possibility of card less (mobile pay) withdrawal options such as Apple Pay, Google Pay, Cash App, etc.

Applicable Product Categories: 94622-ATM Services

Date Issued: December 16, 2022

Due Date & Time: January 31, 2023, 11:00 a.m. Central Time

Pre-Submittal Conference: The conference will be held via WebEx call at 11:00 a.m., Central Time, on January 4, 2023. Attendance is optional, but highly encouraged. Respondents may call:

Toll Free Number: 1-415-655-0001

Meeting number (access code): 2469 261 9856

Meeting password: COSA

Staff Contact Person: Valeri Jasso, Procurement Specialist III, valeri.jasso@sanantonio.gov

Evaluation Committee Voting Members:

Melanie Keeton, Assistant Finance Director, Finance Department
Monica Ramos, Assistant Director, Convention and Sports Facilities Department
Steven Milburn, Airport Property and Development Manager, Airport
Danielle Kent, Special Activities Coordinator, Market Square
Rozeanne Cantu, Banking Office, Finance Department

Pursuant to Section 011 – Restriction on Communications and in accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFP or proposal from the time the RFP has been released until the contract is posted for consideration as an agenda item during a meeting designated as an A session; and 2) City employees from the time the RFP has been released until the contract is approved at a City Council “A” session.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on January 11, 2023**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

Valeri Jasso, Procurement Specialist III
City of San Antonio, Finance Department – Purchasing Division
valeri.jasso@sanantonio.gov

Questions submitted and the City's responses will be posted with this solicitation.

All proposals **must** be submitted electronically through the portal. **ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.**

To view this solicitation, go to the SAePS portal; <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed

the City's SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response. Once you have logged on to the SAePS portal, click on "My Bids" (first), if not viewable then click "Other Bids" (to view all already published competitive bids).

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at (210) 207-0118 or by email at vendors@sanantonio.gov with "SAePS Portal" on the subject line so this can be expedited.