

## Automated Teller Machine Services

### **1. PROJECT DESCRIPTION AND SCOPE:**

Florida Polytechnic University (hereafter called University), invites qualified individuals or firms to submit proposals for supplying one (1) Free Standing Automated Teller Machine (ATM) in the Wellness Center – Phase I. (See Attached Diagram of the Site)

The Wellness Center –Phase I will house the following services: Dining, Bookstore, Fitness Center, Postal Operations, the Campus Card Office, Printing Services, and Parking &Transportation.

1.1 Florida Polytechnic University is Florida's 12<sup>th</sup> State University, with its main campus located in Lakeland, Florida. We will enroll our inaugural class during the Fall 2014 semester with approximately 500 students. The University has approximately 100 faculty and staff located at the main campus.

1.2 All proposers must be licensed to do business in the State of Florida.

### **2. SPECIFICATIONS:**

**1. Requirements of Operation:** The contractor shall furnish, install and maintain one (1) Free Standing Automated Teller Machine (ATM) in the Wellness Center – Phase I as indicated on the enclosed diagram. Florida Polytechnic University would like an ATM machine to be installed and functional by August 1, 2014. The ATM machine shall be operational twenty-four (24) hours each day, seven (7) days a week, except that the contractor may close the ATM unit at a prescheduled time, not to exceed one (1) hour and not more than once a day, for routine service and maintenance. The operating schedule shall clearly state scheduled hours of operation and be conspicuously posted on or near the ATM unit.

1.1 The University would prefer the ATM unit display to have color graphic and coupon advertising capabilities on the receipts.

**2. Space:** The University will provide space for the ATM unit. Contractor shall be responsible for all installation costs. All costs for removal and restoration at the end of the contract period will also be the responsibility of the contractor.

**3. Wiring, Power and HVAC:** The contractor shall be responsible for furnishing and installing any required data communications wiring and all power needs. The contractor shall also be responsible for HVAC requirements for the space.

3.1 The contractor shall provide the University a clean set of reproducible "as-built" drawings and wiring diagrams marked to record all changes to existing building made during the installation and construction process.

**4. Security:** Security is the responsibility of the contractor, including the installation, at their expense, of a security alarm system tied to the contractor's own security arrangements. The University will provide limited security in the form of routine patrolling.

**5. Availability of Funds and Supplies:** The contractor must provide, maintain, and replenish the cash in the ATM unit. Contractor, at its expense, must provide paper and supplies for the ATM unit.

6. **Custodial Service:** University shall be responsible for daily custodial service in the outside area of the ATM machine.

7. **Debris:** Successful proposer shall be responsible for the prompt removal of all debris which is a result of delivery, assembly, or installation.

8. **Exclusive Service:** The contractor shall have exclusive use of the area designated ATM as shown on the attached Diagram. This areas shall be used solely for the operation of one (1) ATM machine and the equipment supplies and material necessary and incidental to the use and operation thereof, and for no other purpose.

9. **Advertising:** The contractor shall not use the University's name or other identifying marks or property for advertising purposes unless the contractor receives prior written permission from the Florida Polytechnic University, the Executive Director of Business and Auxiliary Services, or his designee.

9.1 No bank advertising on the ATM unit or at the ATM location, except on the display screens, or as required by law, will be permitted unless the contractor receives prior written permission from the Florida Polytechnic University, the Executive Director of Business and Auxiliary Services, or his designee.

9.2 Any ATM display advertising, regular advertising, and coupons on receipts will need to be approved by the Executive Director of Business and Auxiliary Services, or his designee.

10. **Service:** Repair calls must have an average response time of under two (2) hours.

10.1 The contractor shall designate one of its employees as the University's "Customer Services Representative". This person shall coordinate the services provided to the university and shall have the responsibility and authority to resolve any problems concerning the services.

10.2 The contractor shall provide written documentation of their maintenance personnel, maintenance location, and estimated response time.

11. **Customer Usage and Service:** Contractor will provide a detailed list of instructions for using the ATM, including estimated time for each type of transaction, normal length of time required to post transactions to individual accounts, and limitations on individual withdrawals.

11.1 The fee charged to users or institution of users will be standard transaction charge per bank. Please include this fee amount in your response.

11.2 The ATM will handle inquires and withdrawals only.

11.3 Proposers must state "per day" withdrawal limits, if any.

11.4 Specify what denominations of money will be provided for cash withdrawals from checking, savings and from credit cards.

11.5 No additional fees or surcharges, except for the transaction fee as defined in paragraph 11.1, above, may be assessed the user or the University.

**12. Network Access:** Contractor shall specify the types of bank cards and access to which networks are to be provided. Contractor shall be required to have access to all major networks and switches; e.g. Southeast, Honor, Cirrus, Pulse, Presto, MAC, etc. At least one (1) international network would be preferable.

12.1 ATM is also expected to accept major credit, e.g., VISA, MasterCard, Discover, and, if possible, an arrangement with American Express to dispense funds.

**13. ADA Requirements:** ATM must comply with the regulations stated in the Americans With Disabilities Act.

**14. Future Expansion:** The contractor shall be able to provide assistance in the expansion of ATM usage. Include with your proposal a description of these capabilities.

**15. Size:** The desired size of each ATM is:

-max height seven feet, with six feet being normal

-36 inches wide by 36 inches deep from the inside wall safe door swing is 36 inches

(Need clearance of 60 inches from any wall for the ATM door to open).

### **3. VENDOR RESPONSES:**

1. Please send four (4) hard copies and four (4) electronic copies of your proposal to:

Florida Polytechnic University

ATTN: Jackye Maxey, Director of Special Projects & BOT Liaison

439 S. Florida Avenue, Suite 300

Lakeland, Florida 33801

2. All vendor questions must be submitted in writing to [jmaxey@floridapolytechnic.org](mailto:jmaxey@floridapolytechnic.org) by April 14, 2014.
3. Please mark the outside carton or envelope as ATM Proposal
4. All proposals must be delivered by April 28<sup>th</sup>, 2014.

## **EVALUATION CRITERIA**

### **CRITERIA**

1. References from similar operations. Include a description of these operations.
2. Number and commonly used network and card types which can be accepted in provider's system.
3. The Proposer's financial proposal including commissions.
4. The Proposer's maintenance capabilities, the proximity of maintenance personnel to the University, and the guaranteed maintenance response time.
5. The Proposer's capability to provide assistance in short and long range planning of ATM related facilities and services.

**SKANSKA**  
 DESIGN BUILD  
 PROJECT CONTRACTOR  
 BRAMA COMPANY  
 P.E. 40214-0278  
 CELL: 919-977-0255

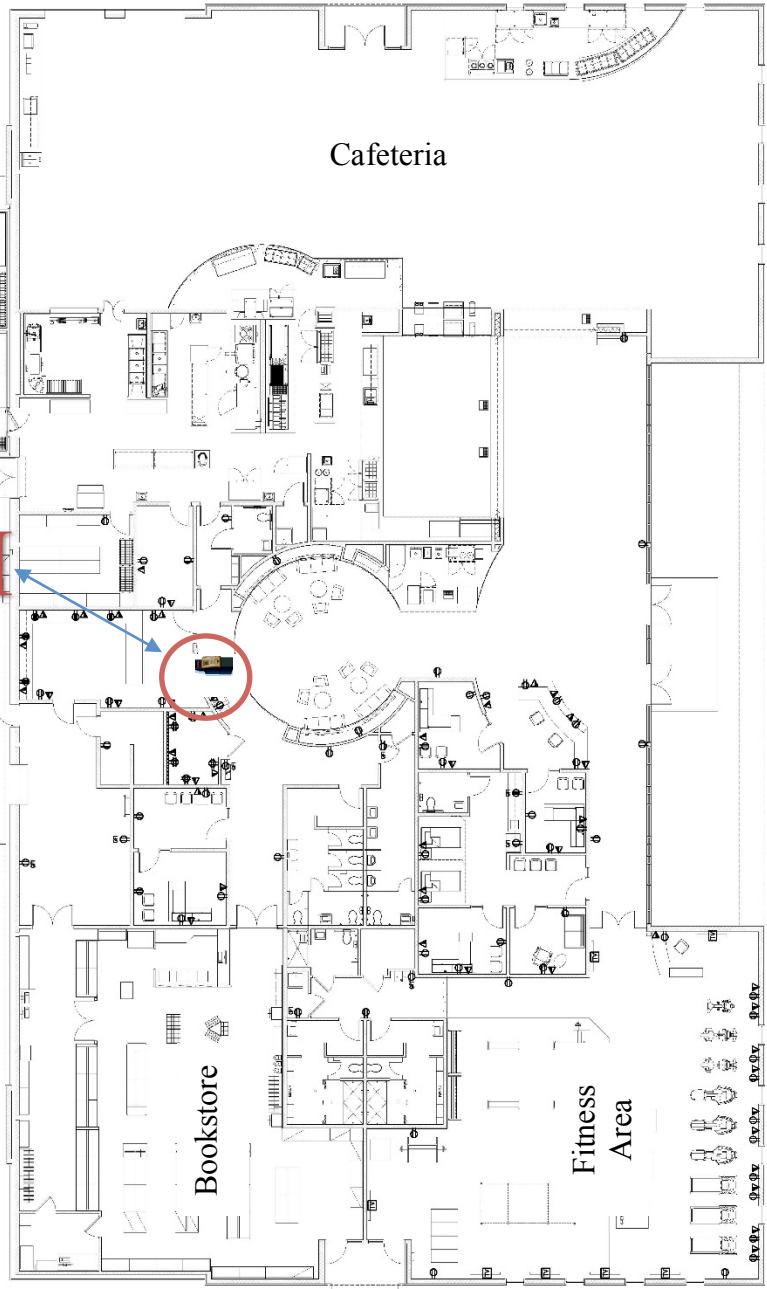
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DATE: 03-16-14  
 DRAWN: BSG/PPD  
 PROJECT: 3478  
 SHEET NO: E301

**ATM**



- GENERAL NOTES:**
1. CONTRACTOR SHALL VERIFY ALL NOTES FOR MECHANICAL EQUIPMENT REQUIREMENTS.
  2. CONTRACTOR SHALL PROPERLY SEAL ALL CONDUIT PENETRATIONS THROUGH ALL THE RATED WALLS. VERIFY WALL FINISHES WITH WALL FINISH CONTRACTOR. VERIFY PENETRATION OF RATED WALL DETAIL ON SHEET E401.
- MARKING NOTES:**
1. TELEVISION OUTLET TO BE FLUSH MOUNTED WITH COMPATIBLE CARPET PLUG. ROUTE TO 1" CONDUITS TO TELEVISION OUTLET THROUGH WALL FINISHES AND SPACE. TERMINATE CONDUITS WITH INSULATING BUSHING.
  2. TELEVISION OUTLET WITH 3/4" EMPTY CONDUIT HORNBACK TO TELEVISION OUTLET. SEE DETAIL ON THIS SHEET E401.
  3. TELEVISION OUTLET WITH 3/4" EMPTY CONDUIT HORNBACK TO TELEVISION OUTLET. SEE DETAIL ON THIS SHEET E401.
  4. CONDUIT BACK TO DATA ROOM ON THIS FLOOR.
  5. JUNCTION BOX IN CEILING FOR PROTECTOR. HORNBACK 1/2" CONDUIT TO TELEVISION OUTLET.
  6. JUNCTION BOX AND CIRCULAR ABOVE CEILING FOR TELEVISION OUTLET. HORNBACK 1/2" CONDUIT TO TELEVISION OUTLET. PROVIDE ALL CONTROL COUNTRY AND CONNECT COMPLETE FOR MANUFACTURERS INSTRUCTIONS.

ELECTRICAL PLAN - POWER  
 SCALE: 1/8" = 1'-0"

SEE CONNECTION LOG SHEET E302