



CITY OF SAN ANTONIO

FINANCE DEPARTMENT – PURCHASING DIVISION

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Automated Teller Machine (ATM) Services

Solicitation Number: RFP 13-099

Description: Respondents interested in providing automated teller machine (ATM) services at various City-owned locations as described in this RFP. There are fifteen (15) locations that have been identified for ATMs, however the City is interested in reviewing other proposed locations from respondents, provided proposed sites comply with the City of San Antonio's Unified Development Code (<http://www.sanantonio.gov/dsd/udc.asp>) and the Historic Preservation Code (<http://www.sanantonio.gov/historic/code.aspx>) for historic properties.

Applicable Product Categories: 94622, 93610, 99010, 91579, 91812 and 61560

Date Issued: December 20, 2013

Due Date & Time: January 31, 2014 at 2:00 P.M.

Pre-Submittal Conference: Wednesday, January 8, 2014 at 10:00 A.M. at the City of San Antonio Finance Department, Lone Star Conference Room, 111 Soledad, 5th Floor, San Antonio, TX 78205

Staff Contact Person: Grace Solis, Procurement Specialist III, Grace.Solis@sanantonio.gov

Evaluation Committee Voting Members:

Margaret Villegas, Assistant Director, Finance Department

Melanie Seale, Assistant Director, Finance Department

Amy Cowley, Department Fiscal Administrator, Finance Department

Maggie Metzner, Special Projects Manager, Building and Equipment Services Department

Patricia Muzquiz Cantor, Interim Assistant Director, Convention & Sports Facilities

Pursuant to the Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFP or proposals from the time the RFP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFP has been released until the contract is awarded.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **2:00 p.m.**, Local Time, on **January 10, 2014**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Grace Solis, Procurement Specialist III
City of San Antonio, Finance Department, Purchasing Division
grace.solis@sanantonio.gov

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