



**PALOMAR COMMUNITY
COLLEGE DISTRICT**
Business & Contract Services, Room A-10
1140 West Mission Road
San Marcos, CA 92069
(760) 744-1150 ext. 2697
(760) 761-3548 (Fax)
www.palomar.edu

REQUEST FOR PROPOSALS
RFP NO. 301-14
Automatic Teller Machine (ATM) Service

ALL RESPONSES MUST BE RECEIVED BY
FEBRUARY 12, 2014 BEFORE 3:00 P.M.

The Palomar Community College District is seeking proposals preferably, from not-for-profit financial institutions interested in providing the Palomar Community College District ATM service at the District's San Marcos campus.

Three (3) copies of the proposal are to be delivered and addressed to Palomar Community College District, 1140 West Mission Road, San Marcos, CA 92069, Contracts Office, Room A-10, Attention: Eileen Poole, no later than 3:00 p.m., February 12, 2014. Proposals shall be labeled "RFP NO. 301-14, "ATM Services". Proposals received after 3:00 p.m. on February 12, 2014, will not be considered and will be returned unopened.

The District reserves the right to reject any or all proposals and to waive any irregularities or informalities in the RFP or RFP process. District is an equal opportunity employer.

Questions regarding this RFP may be directed to Eileen Poole at (760) 744-1150, ext. 2697, or by email at epoole@palomar.edu.

Sincerely,

*Eileen Poole, Contracts Specialist
Contract Services*

PALOMAR COMMUNITY COLLEGE DISTRICT
RFP No. 301-14
TABLE OF CONTENTS

TABLE OF CONTENTS	2
NOTICE FOR PROPOSAL	3
SECTION 1. INTRODUCTION	4
SECTION 2 INFORMATION FOR RESPONDENTS	4
SECTION 3 INSTRUCTIONS TO VENDORS	5
COMPANY PROFILE/BACKGROUND INFORMATION	5
PROPOSAL SUBMISSION FORM	6
INSURANCE	6
SECTION 4 BASIS FOR AWARD & NEGOTIATED CONTRACT	6
GENERAL CONDITIONS	7
1. Definition of Terms	7
2. Hold Harmless Class & Indemnification	7
3. Licenses	7
4. Taxes	7
5. Term of Contract	7
6. Exclusive Franchise	8
7. Evaluation of Service	8
8. Health & Safety Regulations	8
9. Assignment	8
10. Independent Contractor	8
11. Force Majeure	8
12. Attorney Fees	8
13. Notice	8
14. Ordinances, Laws & Regulations	9
15. Cost of Operation	9
16.. Risk of Loss	9
17. Space Allocation	9
18. Access by District	9
19. Supplier Base	9
20. Assignment of Contract	9
21. Changes to Contract Terms	9
22. State & Federal I.D. Number	10
23. Subtracting	10
24. Use of District/College Name & Registered Trademarks	10
25. Non-Discrimination & ADA	10
26. Rules & Regulations	10
27. Management & Personnel	11
28. Marketing	11
PROPOSAL SUBMISSION FORM	12
VENDORSPROPOSAL INFORMATION QUESTIONNAIRE	13
PROPOSAL FEE MATRIX	14
EXHIBIT "A" CAMPUS MAP	15
PICTURES	16

**Request for Proposal
(RFP 301-14)
Automatic Teller Machine (ATM) Service**

NOTICE IS HEREBY GIVEN that the Palomar Community College District (the "District") of San Diego County, California, acting by and through its Governing Board, will receive up to 3:00 p.m., on the 12th day of February 2014 proposals, preferably, from not-for-profit financial institutions to provide ATM service at the District's San Marcos campus.

Proposals shall be received in Business & Contract Services, Administration Building, Room A-10, 1140 W. Mission Road, San Marcos, California 92069 on the date and time as stated above.

Each submittal shall conform and be responsive to the RFP, a copy of which is on file and may be obtained by calling the District's Contract Services at (760) 744-1150, ext. 2697 or 2129, or at the following website:

<http://www.palomar.edu/businessservices/BusinessOpportunities.html>

The District intends to review the proposals received and enter into a five (5) year agreement with the successful vendor who can provide ATM services that best suits the District's needs.

The District reserves the right to reject any or all applicants, and to waive any irregularities or informalities in the RFP and RFP process. District is an equal opportunity employer.

Nancy Ann Hensch
Secretary of the Governing Board

Palomar Community College District
San Diego County, California

Publication: San Diego Daily Transcript
Publication Dates: January 29, 2014

SECTION 1: INTRODUCTION

The Palomar Community College District ("District") is seeking proposals, preferably from not-for-profit financial institutions to operate and maintain an Automatic Teller Machine (ATM) for banking services for students, faculty and staff. The District has a free-standing kiosk structure in place to house the ATM located next to the Student Union and Bookstore, however, installation, improvement to the structure and related costs shall be borne by the successful bidder

The District and successful Vendor shall enter into an ATM Service Agreement for an initial term of 5 years to operate and maintain a ATM on the San Marcos campus and pay an agreed upon monthly fee.

Background: Palomar College is one of 108 colleges in the California Community Colleges systems and eight in San Diego County. Palomar College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC/WASC), an institutional accrediting body recognized by the Council of Higher Education Accreditation and the Department of Education. We are located in San Marcos, California, our 200-acre main campus is nestled at the foot of the region's rolling coastal hills and valleys in a lovely area once named Los Vallecitos de San Marcos (Little Valleys of St. Mark) by Spaniard settlers in 1797. San Marcos is perfectly situated just 30 miles north of San Diego, 90 miles south of Los Angeles, 12 miles east of the Southern California's serene beaches, and a two-hour drive from the Laguna Mountains and the Anza Borrego Desert State Park.

The Palomar Community College District is governed by a five-member Governing Board elected to four-year terms by voters in the District, which serves 2,500 square miles of northern San Diego County. Palomar College serves approximately 30,000 full-time and part-time students each fall and spring semesters, while about 18,000 students attend during summer semester. Approximately 25 percent of our students are enrolled full-time, while about 60 percent are enrolled part-time in credit classes and 15 percent are enrolled in noon-credit classes. A majority of Palomar students are employed.

SECTION 2: INFORMATION FOR RESPONDENTS

Contact Information: Your contact person at the District in reference to this RFP is Eileen Poole, Contracts Services, (760) 744-1150, ext.2697/email; epoole@palomar.edu or Debbi Claypool (760) 744-1150, ext. 2129/email: dclaypool@palomar.edu.

RFQ Submittals: Deadline for submittal is **February 12, 2014, not later than 3:00 PM**. Please send (1) original and two (2) copies of your respective RFP. Packages shall be received in Business & Contract Services, Attn: Eileen Poole, Room A-10; Administration Building located at 1140 W. Mission Road, San Marcos, California 92069-1487 and labeled: *RFP #301-14: ATM SERVICES*. The District will not accept any responses after the deadline date & time. Also no oral, telegraphic, electronic, facsimile or telephone statements will be considered.

The District will reject as "non-responsive" any RFP which is considered by the District at their discretion non-responsive to the material requirements of the RFP.

Errors/Discrepancies/Questions/Clarification of RFP: Any discrepancies, errors, questions or clarification pertaining to this RFQ should be directed in writing to Eileen Poole, Contracts Specialist at epoole@palomar.edu. Respondents are encouraged to submit their questions, as soon as possible, in order to give the District an opportunity to reply in a timely manner. The District will not accept any questions for clarification after February 5, 2014.

Addenda to RFP: If in the sole judgment of the District, any response to questions, discrepancies, clarification or errors which affects the RFP or other Respondents, the District will issue responses in writing in the form

of an addenda and post on the District's website at the following address: <http://www.palomar.edu/businessservices/Bids.html>. Prior to submittal of RFP, please check above referenced website for any Addenda issued.

RFP Response Cost: This Request for Proposal does not commit the District to pay for any direct and/or indirect costs incurred in the preparation and presentation of a response.

RFP Modification/Cancellation: The District reserves the right to reject any and all RFP submittals, to amend the RFP and the RFP process and to discontinue or re-open the process at any time.

Non-Liability of District: The District shall not be liable to the Respondent (CM) for personal injury or property damage sustained in the performance of these services, however caused.

Site Visits: Vendors are strongly encouraged to conduct their own site visit to determine the potential value of the site. Thus, Vendors are invited to visit the campus during regular business hours to determine all requirements associated with this RFP. If assistance is needed with a site visit, please contact the Business & Contract Services, (760) 744-1150, ext. 2697 or 2129. Exhibit "A", herewith attached, is a campus map outlining the location of the existing ATM structure.

All Vendors shall be responsible for the examination and understanding of the terms of this RFP, the location of the existing ATM site, and the operational characteristics and requirements of the District. Respondents shall judge for themselves all of the circumstances and conditions affecting the proposal. Failure on the part of a Respondent to make such examination and to investigate thoroughly shall not be grounds for any declaration that the Respondent did not understand the conditions of this RFP.

SECTION 3: INSTRUCTION TO VENDORS

General: The RFP should provide a straightforward, concise description of the vendor's ability to satisfy the requirements of this RFP. Emphasis should be placed on conformance to the instructions, responsiveness and completeness and clarity of content. This RFP and the successful vendor's proposal shall become a part of a contract that is executed as a result of this RFP.

Bid Format Guidelines: Responses shall be submitted in "8 1/2 x 11" size paper, using a simple method of binding/fastening. Responses should be typed, page covers, tabs, and appendices, the Response may not exceed 45 pages single sided.

Bid Content: The bidder's submission package shall consist of the following:

- A. Transmittal/Introduction Letter
- B. Company Profile/ Background Information
- C. Proposal Submission Form, Questionnaire & Matrix
- D. Proof of insurance requirements

Transmittal Letter/Introduction: Brief letter of introduction on Vendor's letterhead expressing your interest in providing professional services and your qualifications. Also include the Vendor's principal contacts in connection with this RFP, to include their telephone, fax numbers and email address. Signature of a person authorized to bind the offering firm to the terms of the proposal.

Company Profile/ Background Information

This section should establish the ability of the Vendor to satisfactorily operate the identified location in the RFP by reasons of: demonstrated competence in the work to be provided; nature and relevance of

similar work recently completed for other clients; competitive advantages over other firms in the same industry; strength and stability as a business concern; and supportive client references.

Specifically include:

(1) Background information about your firm, including date of founding, state of incorporation, charter or license number and location of offices, principal lines of business, number of employees and other pertinent data.

(2) Noteworthy qualifications for providing the required services to District. Specifically highlight those qualifications that distinguish you from your competitors.

(3) List of current business clients Please list a minimum of 3 current business clients, preferably educational institutions, to which your firm has recently provided similar services. Specifically, include the following: name and address of organization, contact name/title/phone numbers.

(4) A statement to the effect that the RFP submittal shall remain valid for a period of ninety (90) calendar days from the due date of submittal.

Identification of any information contained in the bid which the Vendor deems to be, and establishes as, confidential or proprietary and wishes to be withheld from disclosure to others under the state Public Records Act (a blanket statement that all contents of the Bid are confidential or proprietary will not be honored by District).

Proposal Submission Form

Complete and return as part of your submittal, the attached Proposal Submission form, along with *Vendor Information Questionnaire and Fee Proposal Matrix*. Failure to return questionnaire and matrix may deem submittal non-responsive.

Insurance

Provide information on the types and amounts of insurance carried by the Vendor, including GLC, automobile liability, Workers Compensation. Minimum limits of insurance required by the District for are as follows:

- Commercial General Liability Insurance (CGL) with a combined single limit of not less than \$1,000,000 each occurrence/\$1,000,000 in the annual aggregate.
- Business Automobile Liability Insurance with a combined single limit of not less than \$1,000,000 each accident.
- Professional Liability (Errors & Omissions) Insurance with a limit not less than \$1,000,000 each occurrence/\$2,000,000 in the annual aggregate.
- Workers' Compensation Insurance as required by the state of CA.

SECTION 4: BASIS FOR AWARD & NEGOTIATED CONTRACT

Each Vendor shall submit, as a part of their proposal, complete specifications and detailed descriptions of the services and items they propose to supply under this contract. District's decision as to the successful Vendor shall be based on the specifications and qualifications of the Vendor, and the operations plan most advantageous to the District. Factors that may be applied include service fee charges of the products to the consumers, additional incentives, programs, and consideration offered by the Vendor, as well as the Vendor's previous record of satisfactory services. The final details of the contract with the successful Vendor shall be negotiated based on the Vendor's details of the chosen proposal.

GENERAL CONDITIONS**1. DEFINITION OF TERMS**

a. "District": The Governing Board of the Palomar Community College District or its duly authorized agents.

2. HOLD HARMLESS CLAUSE & INDEMNIFICATION**Hold Harmless**

The Vendor agrees, at its sole cost and expense during the term of this Agreement, to defend, indemnify and hold harmless the District, its officers, management, staff and governing board as well as all officers, agents and employees against and from any and all claims or demands by or on behalf of any person, firm, corporation or governmental authority, arising out of, attributable to or in connection with the use, conduct of the designated ATM service areas of the DISTRICT including any and all claims for injury or death to persons or damage to property, arising out of the operation and/or use of said service.

The District shall not be responsible or be held liable for any injury or damage to persons or property resulting from the use, misuse, or failure of any equipment furnished by VENDOR or any of Vendor's agents, servants, or employees under this agreement. VENDOR shall accept full responsibility for, and agrees to indemnify the District and its officers, management, staff and governing board against any and all loss, liability, and claims for any injury or damage, including death, whatsoever resulting from the use, misuse, or failure of such equipment.

3. LICENSES

It is expressly understood that the VENDOR assume sole responsibility for the observance and compliance with all provisions of federal, state, and local laws and regulation relating to or governing the operation of ATM service, including but not limited to advertising, marketing, sales, services, management and operation thereof. All licenses and permits shall be obtained and paid for by the VENDOR. In addition, VENDOR shall be solely responsible for any fines, surcharges, assessments, penalties, or forfeitures arising out of its ATM services, equipment, and/or operations in any way connected with the ATMs provided under this agreement.

4. TAXES

The VENDOR assumes complete liability for all taxes applicable to the operations, income and transactions of the VENDOR. The District shall not be liable and will not make reimbursement to the VENDOR for any tax imposed whether directly or indirectly upon the VENDOR by any authority by reason of the contract or otherwise. The Vendor shall be responsible for collecting and remitting any sales, use, or exercise taxes applicable to its operations and activities hereunder.

5. TERM OF CONTRACT

The term of the contract shall be for a five year period renewable upon mutual agreement of the parties, not to exceed a total of five (5) additional years.

6. **EXCLUSIVE FRANCHISE**

The Vendor during the tenure of their contract shall be the only authorized supplier on campus, for ATM services.

7. **EVALUATION OF SERVICE**

The District reserves the right to have designated representative review, inspect and evaluate the operation and condition of the ATM service facilities at any time with respect to the quantity and quality of ATM services, the methods of service, the prices, and generally with respect to the safety, security and maintenance at levels satisfactory to the District.

8. **HEALTH AND SAFETY REGULATIONS**

The VENDOR shall comply with all federal, state and local laws and regulations relating to personnel, maintenance, and operation of ATM equipment and services.

9. **ASSIGNMENT**

The VENDOR shall not assign this contract in whole or in part without the express written consent of the District.

10. **INDEPENDENT CONTRACTOR**

Vendor shall perform all services as an independent contractor and shall discharge all its liabilities as such. No acts performed or representations, whether oral or written, made by Vendor with respect to third parties shall be binding on the District. Since the Vendor is deemed not to be an employee of the District, the District does not assume liability for any act or performance by the Vendor for any act or performance pursuant to this agreement.

11. **FORCE MAJEURE**

Vendor shall notify the District immediately of any material delay in performance of specified service and shall specify in writing the proposed revised performance date as soon as practicable after notice of delay. Vendor shall not be liable for delays in performance due to causes beyond its reasonable control, but it will be liable for delays due to its fault or negligence. In the event of any excusable delay the term of the contract shall be extended for a period equal to the time lost by means of such delay on written approval by the District.

12. **ATTORNEY FEES**

In the event of a suit is brought based upon this RFP or any agreement derived here from, the prevailing party in such a suit shall be entitled to payment by the other party of all litigation expenses, including attorney's fees, court costs, expert witness fees and investigation expenses.

13. **NOTICE**

Any notice required under the contract shall be in writing and may either be given by personal delivery or sent by certified mail to Business & Contract Services, Attn: E. Poole, or Contract Services, Palomar Community College District, 1140 W. Mission Road, San Marcos, California 92069-1487.

14. **ORDINANCES, LAWS AND REGULATIONS**

The Vendor shall comply with all ordinances, laws, and regulations pertaining to the operation contemplated hereby; including, but not limited to, the California Workers' Compensation Act, the Federal Equal Employment Opportunities Act, and the Americans with Disabilities Act (ADA). The Vendor shall apply for, obtain, and maintain in force all permits and licenses required by the various agencies of Federal, State, and local government having jurisdiction over the VENDOR'S operations.

15. **COST OF OPERATION**

The VENDOR shall operate on its own credit and shall furnish at its own expense, ATM equipment and services necessary for the performance of the contract.

16. **RISK OF LOSS**

The Vendor shall bear the full responsibility for all risk of loss resulting from vandalism or theft of money or merchandise.

17. **SPACE ALLOCATION**

During construction or remodel of existing facilities by District, the District reserves the right, but shall not have the responsibility to, on a temporary basis, to relocate Vendor into another space or building within the San Marcos campus or off site location to a different location with no change to the contract terms. The new space or building shall be reasonably similar and reasonably suitable for VENDOR'S operations.

18. **ACCESS BY DISTRICT**

The District shall have complete access to the ATM service areas at all times in order to evaluate the Vendor's performance of any of the terms of the contract.

19. **SUPPLIER BASE**

In the operation of campus ATM services, the successful Vendor shall utilize reputable distributors as sources for supplies.

20. **ASSIGNMENT OF CONTRACT**

The contract entered into for the performance of these specifications may not be, in whole or any part, assigned or transferred, directly or indirectly, without the prior written consent of the District.

21. **CHANGES TO CONTRACT TERMS**

If experience or special circumstances dictate the need for modifications in the level or variety of services at any location, it shall be specifically understood and agreed that such modifications may be implemented by mutual written agreement without voiding in any manner the contract executed by the parties at the beginning of the contract term.

Any changes, additions, deletions, or modifications, which materially change operation of one or more ATM services, shall be made by written amendment and signed by the District and the Vendor.

22. **STATE AND FEDERAL I.D. NUMBER**

On or before the execution of an ATM service agreement(s), Vendor shall furnish to the District, the Vendor's State of California Tax Identification Number and Federal Employer I.D. Numbers. Vendor acknowledges and agrees that the District may furnish those Vendor numbers to federal, state, and local tax authorities.

23. **SUBCONTRACTING**

Subcontracts, if any, are subject to the prior approval of the District. The Vendor shall be responsible for the satisfactory performance and adherence to all contract specifications of the approved subcontractor and for the conduct of the employees of said subcontractor. Substandard performance by an approved subcontractor can constitute an event of default under this agreement.

24. **USE OF DISTRICT/ COLLEGE NAME AND REGISTERED TRADEMARKS**

In no instance shall the District's name or that of each campus' name or any of its registered trademarks be used by the Vendor in connection with any advertising or promotions which are not directly related to the District and/or one more campus' without first obtaining the District's specific written consent, as appropriate.

25. **NON-DISCRIMINATION & ADA**

In connection with the performance of work under this Agreement, the Vendor agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age. This provision shall include, but not be limited to, the following; employment, upgrading, demotion or transfer, recruitment advertising, lay off or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Vendor further agrees to take affirmative action to insure equal employment opportunities.

26. **RULES AND REGULATION**

The Vendor covenants and agrees to comply with the District policies and guidelines set out below. The District reserves the right to make and enforce such other reasonable policies and guidelines which the District deems are necessary or advisable in order to promote the safety, care, preservation, and cleanliness of the designated ATM service areas and for the protection and maintenance of District property in general. The Vendor shall pay the cost of remedying or repairing damage to designated ATM service areas or other District property due to noncompliance with the following policies and guidelines.

- Facility Damage

No nails or screws shall be driven, screwed or otherwise placed into the walls, floors or other parts of any room or area without the consent of the District; nor shall Vendor permit the premises to be defaced or damaged.

- Prohibited Signs

No signs, advertisements or notices of any kind shall be painted, inscribed on or affixed to any part of the premises or any part of the buildings without the prior approval of the

District. The exception shall be Vendor employee postings in non-public areas controlled by the Vendor. All signs shall be of a uniform nature in all ATM units.

27 **MANAGEMENT AND PERSONNEL**

The Vendor shall maintain adequate staff to respond at each District campus at all times to ensure a quality ATM service operation. In order to maintain a high quality of service, the Vendor shall be responsible for providing expertly trained, experienced and qualified personnel for administration and supervision, service, sanitation, marketing, and equipment consulting both on-site at each campus and at Vendor's division and/or corporate levels.

28. **MARKETING**

28.01 Advertising & Promotion

The Vendor shall regularly implement advertising and promotional efforts to increase the visibility and image of each campus' ATM service program. The District campus shall reasonably cooperate with the Vendor in promoting and merchandising services and products to attract more customers and to more fully utilize the ATM service. At a minimum, the Vendor shall disseminate student, faculty and staff information brochures. Vendor may work with a college committee which will assist in coordination of surveys, promotional efforts and dissemination of information.

28.02 Approval

All advertising and promotional efforts shall be coordinated through, and reviewed by the District or college designee prior to publication and distribution, and shall be limited to campus media intended for students, staff, guests, and faculty. Advertising via off-campus media is strictly prohibited.

28.03 Other College/Campus Promotional Efforts

District-wide or individual college campus ATM service promotional materials may be included in College or promotional mailings so long as this inclusion does not materially affect mailing costs. Other materials, produced, printed, and mailed at the Vendor's cost, must first be approved in writing by the District.

28.04 Costs

The Vendor shall be responsible for all costs associated with advertising and promotional efforts through printed or other media vehicles.

**PALOMAR COMMUNITY COLLEGE DISTRICT
PROPOSAL SUBMISSION FORM
FOR
ATM SERVICES**

TO: The Palomar Community College District (hereinafter "DISTRICT"):

PROPOSAL OF: _____
(hereinafter referred to as the "VENDOR")

VENDOR, in compliance with your invitation for proposals for:

ATM SERVICES TO THE PALOMAR COMMUNITY COLLEGE DISTRICT

1. For Palomar Community College in San Marcos, California, ATM services are to be made available to students, faculty and staff. VENDOR has examined the Instructions for Submitting Proposals, the Notice Inviting Proposals, the General and Special Conditions, the Specifications, Proposal Submission Forms, and all other documents contained in the Request for Proposal (RFP), as well as all addenda to the RFP; understands and agrees that these documents are part of any agreement with the DISTRICT and VENDOR.

VENDOR hereby submits the following proposal, including responses to all questions and requests for quotes for information and pricing contained on this Form, and offers to provide the personnel, goods, capital improvements, equipment, tenant improvements and services necessary to manage and operate DISTRICT'S ATM services in accordance with Request for Proposal.

2. VENDOR understands and agrees that it may not withdraw this proposal for a period of ninety (90) days from the date of its submission to DISTRICT, and further understands that DISTRICT may accept that proposal that in its sole discretion presents the highest quality, most advantageous proposed ATM operation for as most likely to meet their needs and requirements for timely, efficient, cost effective, ATM services, for the five (5) year term of the proposed contract, covering a period commencing on or about March1, 2014.

3. Complete and submit herewith the following attachments that are incorporated by this reference:
Vendor's Proposal Information Questionnaire
Proposal Fee Matrix

Legal Name of Vendor

Signature of Authorized Officer or Agent

Typed or Printed Name of Authorized Officer or Agent

VENDOR'S PROPOSAL INFORMATION QUESTIONNAIRE**District specific requirements include the following.**

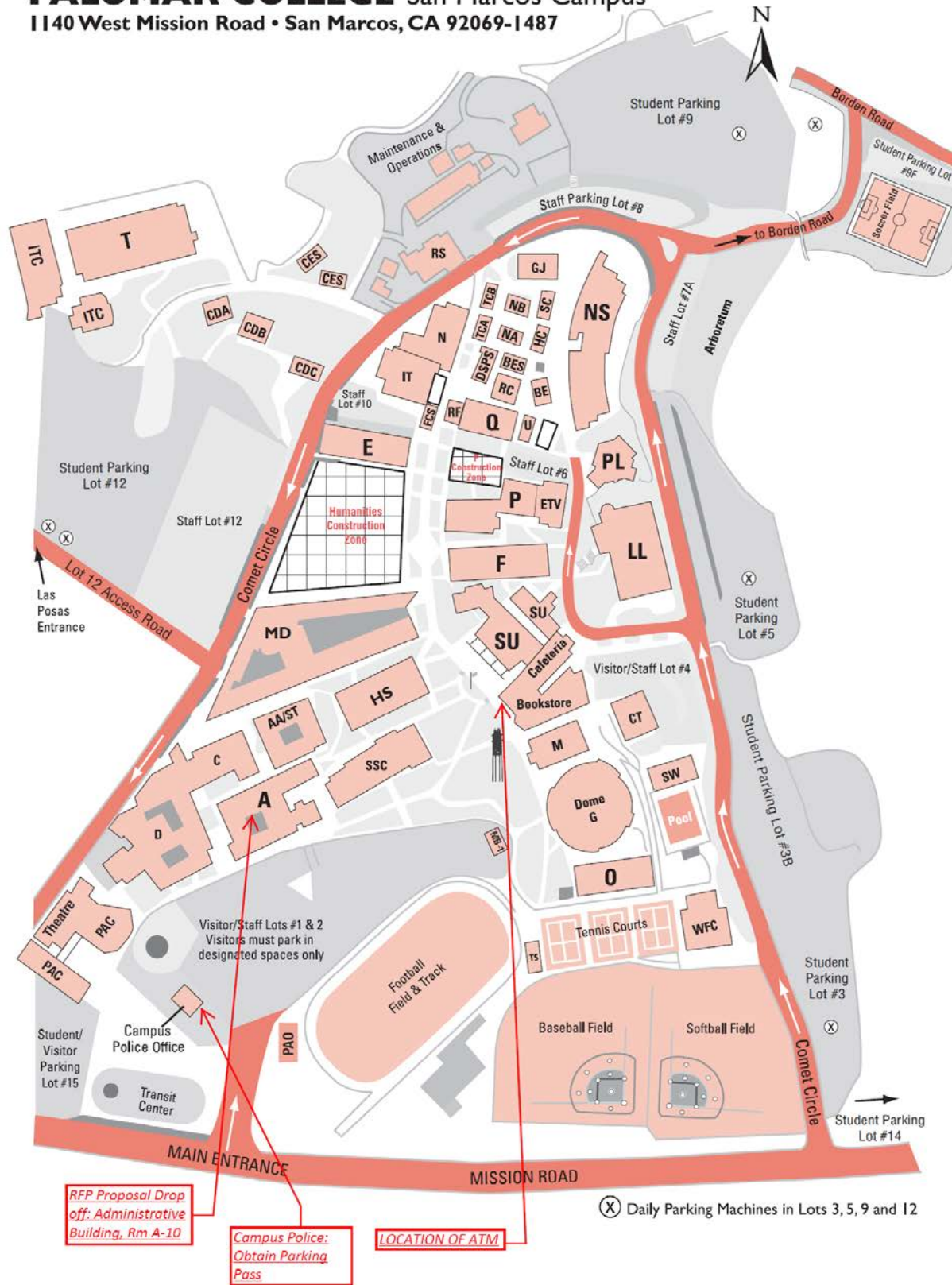
- 1) Do you charge fees for your account holders using your ATM? If so, how much?
☐ Y ☐ N \$
- 2) Do you charge fees for foreign card holders using your ATM? If so, how much?
☐ Y ☐ N \$
- 3) Can your ATM be used by cardholders with accounts at other institutions?
☐ Y ☐ N
- 4) Do you belong to a shared surcharge-free ATM network, which allows other credit unions or financial institutions access to a deposit and withdrawal transaction, as well as proprietary users?
☐ Y ☐ N Name of Network _____
- 5) Can cardholders with accounts at other institutions complete a full range of transactions at your ATM, such as:
☐ Inquiries
☐ Transfers
☐ Cash withdrawals
☐ Deposits
- 6) Do you have plans to implement voice guidance ATMs in compliance with the ADA?
☐ Y ☐ N
- 7) Do you have a research and development department to stay abreast of new technology and regulatory requirements?
☐ Y ☐ N
- 8) Do you have an ATM safety program that complies with the requirements of the California ATM user safety laws? Do you perform routine inspections of ATM & surrounding area for regulatory compliance with lighting candle power requirements, landscaping, visibility, etc., in order to limit potential safety liability?
☐ Y ☐ N
- 9) Do you install security cameras at the ATM site?
☐ Y ☐ N
- 10) Do you meet regulatory requirements for Triple Des encryption, EPP4 & Tamper Resistant Security Modules?
☐ Y ☐ N
- 11) Do you provide routine maintenance of cleanliness and appearance of ATM?
☐ Y ☐ N
- 12) Do you have a service/repair contract that outlines the service commitment to limit down time of the ATM machine, and if so, what is the contract guarantee time frame?
☐ 1 to 2 hours ☐ 3 to 5 hours ☐ no contract or guarantee
- 13) Do you have support staff available to respond to ATM user questions?
☐ Y ☐ N

PROPOSAL FEE MATRIX

PROPOSAL FORM			
<p>The "PROPOSER", in compliance with your invitation for proposals for: ATM SERVICES for the Palomar Community College District, having examined the Request for Proposal, RFP #301-14 and having examined the site and being familiar with all conditions in connection with the proposed contract, I hereby proposes to provide, as an independent contractor, the personnel, goods and services necessary to provide exclusive ATM services for the benefit and use of the students, staff, and guests of the "DISTRICT". In return for the privilege of providing exclusive ATM services, the "PROPOSER" offers to compensate the "DISTRICT" in accordance with the schedule of 'PROPOSER'S" considerations stated hereinafter.</p>			
Instructions: Please fill in the amount of flat cash payments, and / or % of commission support below.			
A. GUARANTEED CASH PAYMENTS FOR EXCLUSIVE VENDING RIGHTS.		B. GUARANTEED % OF COMMISSION SUPPORT PER YEAR	
YEAR	AMOUNT	YEAR	%
Year 1:	\$	Year 1:	
Year 2:	\$	Year 2:	
Year 3:	\$	Year 3:	
Year 4:	\$	Year 4:	
Year 5:	\$	Year 5:	
C. OFFERS TO CONTRIBUTE SUPPORT AND CASH CONTRIBUTIONS TO DESIGNATED PALOMAR COLLEGE FOUNDATION, ACTIVITY, & ARTS PROGRAM			
Foundation & Advancement Office		\$	
Student Activities		\$	
Athletics		\$	
Music Programs		\$	
Art Programs		\$	
Scholarship Program(s):		\$	
At District's discretion		\$	

Exhibit "A"

PALOMAR COLLEGE San Marcos Campus
1140 West Mission Road • San Marcos, CA 92069-1487



Front of ATM Structure



ATM Structure located next to Student Union



Side of ATM Structure



