



**State of West Virginia
Agency Request for Quote
Financial**

Proc Folder: 1522654		Reason for Modification:	
Doc Description: Reverse ATM Services		Addendum #1	
Proc Type: Agency Master Agreement		Respond to Vendor Questions and Modify specifications of product or service being sought	
Date Issued	Solicitation Closes	Solicitation No	Version
2024-10-10	2024-10-15 11:30	ARFQ 1300 STO2500000001	2

BID RECEIVING LOCATION

WEST VIRGINIA STATE TREASURERS OFFICE
322 70TH ST SE
CHARLESTON WV 25304
US

VENDOR

Vendor Customer Code:
Vendor Name :
Address :
Street :
City :
State : **Country :** **Zip :**
Principal Contact :
Vendor Contact Phone: **Extension:**

FOR INFORMATION CONTACT THE BUYER
Kevin L Bowling
304-558-5000
lee.bowling@wvsto.gov

Vendor Signature X **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

ADDENDUM #01 - AGENCY RESPONSE TO VENDOR QUESTIONS AND TO MODIFY SPECIFICATIONS (SEE ADDENDUM FOR ADDED REQUIREMENT)

The WV State Treasurer's Office is soliciting bids to establish a contract for Reverse ATM Services per the attached Specifications, Instructions and General Terms & Conditions. The base term of an award will be for One Year with optional renewal years.

See Instructions to Vendors document for more information on submitting bid responses..

INVOICE TO		SHIP TO	
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE		WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Banking machine administrative fee	12.00000	EA		

Comm Code	Manufacturer	Specification	Model #
72151801			

Extended Description:
Monthly Administrative Fee

INVOICE TO		SHIP TO	
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE		WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE	
CHARLESTON	WV	CHARLESTON	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Banking/ATM Machine Service	1500.00000	EA		

Comm Code	Manufacturer	Specification	Model #
72151801			

Extended Description:
Per Loaded Card Fee (one-time fee)

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	TECHNICAL QUES Due 2:30pm	2024-10-07

	Document Phase	Document Description	Page
STO250000001	Final	Reverse ATM Services	4

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: ARFQ STO2500000001
Addendum Number: 01

The purpose of this addendum is to modify the solicitation identified as ARFQ STO2500000001 (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought (See last item of questions/responses)
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: ARFQ STO2500000001

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

Vendor Questions
Solicitation # ARFQ STO2500000001
ADDENDUM #01

Question 1

How many self-service kiosk units is WVSTO interested in?

Answer 1: Unknown. Once a contract is in place, agencies will determine the number they want when they decide to setup the service.

Question 2

Is WVSTO looking to purchase the kiosk hardware/software or lease the units?

Answer 2: Terminals would be leased based on the cost breakdown provided in the cost sheet.

Question 3

Is the vendor required to physically collect/deposit the cash and replace the cards when they run low, or will the state agency do this routinely? Our standard report will notify the state in real-time of the cash collected and card count.

Answer 3: Yes, the vendor is responsible for collecting and depositing the cash as well as replacing low card stock inside the Reverse ATM kiosks. (**Agency note: this item/requirement will also be added to a requirement of the service delivery of the specifications**).

Question 4

It is stated that you are looking for pricing for the monthly cost for a 1-year agreement. In the quantity when it states 12, are you looking for a quote to include 12 machines? Or are you looking for a quote for 1 machine and the 12 quantity regarding 12 monthly payments?

Answer 4: The quantity is based on what the per month fee would be for that year. It does not stipulate the number of machines. It is unknown at this time how many locations will want a machine and if more than one will be requested. So, the pricing should be based on One (1) machine with a monthly fee for that machine.

Question 5

For the 1,500 assumed volume of cards, should that be estimated per machine?

Answer 5: The amount provided is a total estimate. This would be a brand-new service so estimates on usage are unknown. It is likely that if the service is adopted by multiple agencies that the volume could be higher.

Question 6

Also, can you share how you got to the estimation of 1,500 cards either total or per machine?

Answer 6: The estimation of quantity of cards is based on the STO inquiry with multiple agencies interested in the services. Volumes could be higher once the service is in place.

******Agency correction/addition to Specifications – Adding New Item 4.1.21:******

4.1.21 Vendor shall be required to physically collect/deposit the cash and replace the cards/inventory when they run low. Vendor shall notify the state in real-time of the cash collected and card count.