



CITY OF SUFFOLK

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ADDENDUM NO. 1

City of Suffolk
RFP #2014-00085-JS
April 22, 2014

Purchasing Division
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Suffolk, VA 23434-5237
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Automated Teller Machine (ATM) Services for City of Suffolk Municipal Buildings

The Request for Proposal (RFP) for Automated Teller Machine (ATM) Services for City of Suffolk Municipal Buildings issued April 18, 2014 has been amended as follows:

Q: Are there more government locations that may require ATM services?

A: Currently the City anticipates only one ATM, which will be located at the new Municipal Center. However, the City reserves the right to add locations as needs dictate.

Q: How far along is the construction of the new Municipal Center?

A: The interior is about 65% completed. The period for the installation of the ATM is planned from July 28 to August 28, 2014.

Q: Has a location been planned where the ATM would be located and are there facilities being constructed to support the machine and are you looking for the provider to make recommendations?


A: A location has been planned and a recessed area is being constructed to house the machine along with the necessary facilities. However, the City is interested in receiving recommendations from the offerors.

Q: Is the City planning a free standing machine or through the wall capacity?

A: The City is constructing a recessed area to house the machine. The City is interested in receiving recommendations from offerors regarding the option of free standing v. through the wall.

Q: What are the hours of this facility?

A: Normal business hours are Monday through Friday from 8:30 to 5:00 pm. However, City Council meetings start at 7:00 pm. The machine must be operational 24 hours / 7 days a week, except for required replenishing or maintenance.

Contract Officer: 
Jay Smigielski, Purchasing Agent.

If you have any questions regarding this Addendum, please contact Jay Smigielski, Purchasing Agent at jsmigielski@suffolkva.us

Acknowledged by: _____ **Date:** _____