



# **RAPID CITY REGIONAL AIRPORT**

## **REQUEST FOR PROPOSALS (RFP) FOR ATM Services**

**Proposal Due Date & Time:  
Thursday, March 21, 2019  
2:30 PM MT**

**EXECUTIVE DIRECTOR**  
Patrick Dame

### **AIRPORT BOARD MEMBERS**

Michelle Thomson  
Rod Pettigrew  
Shawn Gab

Darren Haar  
Helen Usera

**SECTION 1**  
**NOTICE FOR REQUEST FOR PROPOSAL**  
**ATM SERVICES**

Notice is hereby given that sealed Requests For Proposals (RFP) to provide ATM services in the passenger terminal building located at 4550 Terminal Road, Rapid City, SD 57703, in accordance with the documents prepared by the Airport staff, will be received in the offices of the Rapid City Regional Airport, Rapid City, South Dakota until 2:30 PM MT, Thursday, March 21, 2019.

The sealed RFP envelope shall contain one (1) Proposal only and shall be marked with the words "AIRPORT ATM RFP."

RFP documents are on file and may be obtained at the Rapid City Regional Airport Office, 4550 Terminal Road, Suite 102, Rapid City, South Dakota 57703, or <https://www.rapairport.com/about-the-airport/news>.

The Airport reserves the right to reject any and all proposals, award multiple contracts to more than one Proposer, to waive any minor irregularities in the process, to negotiate with any proposers, and to accept the proposal considered in the best interest of the Airport.

The Rapid City Regional Airport is an Equal Employment Opportunity (EEO) organization which does not discriminate against any prospective Proposer on the basis of race, religion, color, sex, age, national origin, sexual orientation, or presence of any sensory, mental, or physical disability in the consideration of contract award. Successful Proposer will be required to comply with all EEO, federal, state, and local laws and regulations.

Since the Rapid City Regional Airport is a nonhub primary airport, it is required to have a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the US Department of Transportation 49 CFR Part 26. All DBE firms and small businesses qualifying under this solicitation are encouraged to submit proposals. Additional information on the DBE program is available upon request.

s/ Michelle Thomson  
President, Rapid City Regional Airport

Advertise:

February 23, 2019  
March 2, 2019

## **SECTION 2 INFORMATION AND INSTRUCTIONS TO PROPOSERS**

### **GENERAL INFORMATION**

The Rapid City Regional Airport is seeking proposals from experienced and qualified financial institutions eligible and licensed to establish and maintain an ATM pursuant to the laws of the State of South Dakota, to install, operate and service two-three (2-3) Automated Teller Machines (ATMs) in the passenger terminal located at 4550 Terminal Road, Rapid City, South Dakota.

### **AIRPORT/OPERATOR OBLIGATIONS**

The Airport will provide at its expense:

1. Area for ATM to be installed on the premises.
2. Electrical outlet and installation of telecommunications port.
3. Basic lighting, heating and air conditioning for general commons area.

The Operator will provide at its expense:

1. Connection to and testing of free-standing kiosk style ATM machine. Machine cannot be bolted to the floor.
2. Repair, maintenance and improvements required for ATM equipment operation.
3. Pay for monthly telecommunication fees (if any).

### **ATM MACHINE SPECIFICATIONS**

1. Conduct all transactions in United States currency.
2. Accept all major credit cards.
3. Operator's name and address must be clearly identified on ATM
4. ATM must serve the public 24 hours a day, 365 days a year. A toll-free service phone number clearly posted with procedures for reporting problems.
5. Transaction fees or surcharges must be made available to customer prior to transaction.
6. ATM shall not be used to display advertising materials.
7. ATM shall provide a written receipt option, and at minimum, shall support account inquiries, withdrawals and cash advances.
8. ATM shall comply with the Americans with Disabilities Act.

### **ATM EQUIPMENT**

Provide make and model of proposed ATM machine.

### **LOCATION AND UTILITIES**

A minimum of two ATMs will be placed in the terminal as follows:

1. Non-secured passenger waiting area on the 2<sup>nd</sup> floor.
2. Security waiting area on the 2<sup>nd</sup> floor.
3. Optional location – Baggage claim area on the 1st floor.

## **AIRPORT ENVIRONMENT**

It is important for Proposers to note that the Airport environment presents a set of unique challenges which are not typical of an off-airport setting.

1. Facilities must be open three hundred and sixty-five (365) days a year with operating hours and staffing levels reflecting the fluctuation in seasonal and daily passenger traffic. Last year, 625,918 passengers came through our facility.
2. The Airport is subject to specific federal security requirements and Proposer employees will be required to abide by all current and future security requirements at all times. All employees of the Operator must pass a TSA mandated security background check and shall be properly badged. Badges must be clearly displayed at all times in the post security location. The cost of badging Proposer employees is the responsibility of the Proposer.
3. Requirements for security screening of employees and goods are established by the Transportation Security Administration and may be changed from time to time. Proposer shall be responsible for complying with these requirements and any future requirements.

## **TERM OF CONTRACT**

The term of the contract will be from June 1, 2019 through December 31, 2024.

## **AWARD OF CONTRACT**

The Airport will evaluate all proposals and select the one based on what is most advantageous to the Airport and its patrons. It is anticipated that the recommendation will be made to the Airport Board and a contract awarded by the Board at its regularly scheduled meeting on April 9, 2019.

## **PROPOSAL INSTRUCTIONS**

Proposals should include one original and one electronic copy of the proposal on either a compact disk or flash drive.

Proposals must be submitted in sealed envelopes address to: Rapid City Regional Airport, Administration Office, 4550 Terminal Road, Suite 102, Rapid City, SD 57703 and received no later than 2:30 PM, MT, Monday, March 18, 2019. No proposals will be received after the deadline.

All Proposals will be time-stamped upon receipt and any Proposals received after the time specified above will be returned unopened. In bold lettering, mark the sealed envelope with the following words: “**AIRPORT ATM RFP**”. Faxed or emailed copies will not be accepted. All responsive Proposals become the property of the Airport and must be provided without cost to the Airport. Except as otherwise provided for herein, Proposals which are incomplete or which are not in conformance with the law, may be rejected as non-responsive.

## **Proposal Information**

The Proposer's documents must include the following information, at a minimum:

1. Completed Attachment A – Proposer Certification and Addenda Acknowledgement Form
2. A cover letter with the company name and address, the name, title or position and telephone number of the person or persons authorized to bind the organization to all commitments made in the proposal.

3. The types of ATM, credit or debit cards that will be supported by the ATM.
4. A photograph of the equipment should be provided.
5. A complete description of the services available at the ATM (e.g. withdrawals, cash advances, balance inquiries).
6. An operating plan describing the manner in which the ATM will be regularly maintained and replenished with cash. The operating plan must address the manner in which service outages should be reported, and the expected response times for repair services.
7. The initial surcharge amount proposed for chargeable transactions.
8. The compensation to be paid to the Airport. The proposed compensation may be in the form of a flat monthly rental fee or a percentage of the chargeable transactions.

The Airport reserves the right to accept or reject any or all Proposals, award multiple contracts to more than one Proposer, to waive any informalities and irregularities in the Proposal submission process, to extend the date for submittal of responses, to request additional information from any or all Proposers, to supplement, amend or otherwise modify the RFP prior to the closing date and time, to cancel this request with or without the substitution of another RFP, to negotiate with any Proposers, to re-solicit or cancel the procurement process, or to accept a Proposal which is considered to be in the best interest of the Airport.

This RFP does not obligate the Airport to enter into an Agreement or pay any costs incurred in the preparation of a Proposal pursuant to this RFP or incurred in subsequent negotiations. It is the intention of the Airport to negotiate an Agreement with the Proposer(s) it deems most beneficial to the Airport. During the Proposal evaluation process, the Airport may request additional information or clarification from Proposers.

By submittal of a Proposal pursuant to this RFP, the Proposer certifies that no fee or commission, or any other thing of value, has been paid or agreed to be paid to any employee, agent, representative, official or current Proposer of the Airport in order to procure the contract described in this RFP. The Proposer also certifies that the financial information in its proposal has been arrived at independently and without consultation, communication or agreement with the Airport, or other Proposers, to restrict competition as to any matter relating to this RFP.

Proposers shall assume full responsibility to review and evaluate the entirety of this RFP, the appendices hereto and any Addendum which may be issued, and to become fully informed of the detailed instructions and requirements of this RFP and the future Agreement expectations. Proposers shall thoroughly examine and become familiar with this RFP, the Proposal forms, the specimen Agreement, and all related documents comprising this RFP and any written Addendum thereto. Each Proposer shall judge for itself all conditions and circumstances within this solicitation having relationship to its respective Proposal.

Submission of a Proposal shall constitute an acknowledgment that the Proposer has thoroughly examined and is familiar with this RFP and Addendum which may be issued. The failure or neglect of a Proposer to receive or examine any RFP documents or Addendum shall in no way relieve Proposer from any obligation with respect to the Proposal or the obligations that result from submitting a successful Proposal. No claim based upon lack of knowledge or understanding of

this RFP or its contents shall be allowed. The provisions and terms of the Agreement may be revised or adjusted by the Airport prior to final execution.

### **Equal Employment Opportunity**

Rapid City Regional Airport is an Equal Employment Opportunity (EEO) organization, which does not discriminate on the basis of race, religion, color, sex, age, marital status, national origin, sexual orientation, or the presence of any sensory, mental or physical disability in consideration of a contract award. The successful Proposer will be required to comply with all federal, state, and local laws and regulations.

### **Airport Concession Disadvantaged Business Enterprise (ACDBE) Eligibility**

ACDBE firms are encouraged to submit a Proposal. Firms who propose to participate as a ACDBE must meet the experience and economic guidelines as set forth in 49 CFR Part 23 and should submit their ACDBE Plan and the ACDBE firms that will participate in this service.

### **Prohibition Against Lobbying**

The Proposer shall not lobby, either on an individual or collective basis, the Airport (its associated City employees, or outside advisors) or any federal, state, or local elected or public officials or staff regarding this RFP or its written Proposal. Proposers, the Proposer's acquaintances, friends, family, outside advisors, agents, or other representatives shall not contact the Airport (its associated City employees, or outside advisors) or any federal, state, or local elected or public officials or Airport staff to arrange meetings, visits, or presentations to influence the outcome of the selection process. Violation of this provision, by or on behalf of a Proposer, intentionally or unintentionally, will result in disqualification of the Proposer and/or rejection of a written Proposal.

### **Questions, Inquiries and Contact with Airport Staff**

The Airport is committed to providing all interested parties with accurate and consistent information in order to ensure that no Proposer obtains an undue competitive advantage. To this end, from the date of this RFP through award of contract, the Airport contact is Toni Broom, Deputy Airport Director for Finance & Administration. All questions from Proposers must be submitted in writing, electronically, to [toni.broom@rcgov.org](mailto:toni.broom@rcgov.org) by March 8, 2019. It will be the sole responsibility of the Proposer to ensure questions are submitted in a timely manner. Answers to questions, other clarifications and/or Addendums will be posted on the Airport's web site.

It shall be the Proposer's responsibility to monitor the Addendums that may be issued under and as a part of this RFP. Copies of this RFP, and any Addendum issued, are available for viewing at the following link: <https://www.rapairport.com/about-the-airport/news>. Any Addendums so issued are to be considered a part of this RFP document. Therefore, receipt of all Addendums issued during this RFP must be acknowledged on Attachment A – Proposer Certification & Addenda Acknowledgement Form.

**ATTACHMENT A**

*To be returned with Proposal*

**Proposer Name:** \_\_\_\_\_

**PROPOSER CERTIFICATION & ADDENDA ACKNOWLEDGEMENT FORM**

The Proposer hereby acknowledges that it has received, examined and is familiar with the Request for Proposals and attached specimen Agreement, documents, forms and addendum.

The Proposer hereby certifies that the Proposer meets or exceeds the Minimum Qualifications of this RFP.

The person signing this document hereby certifies that he or she has the full authority to bind the company to all terms and conditions and is duly authorized and designated to execute this Proposal and other documents required pursuant to this solicitation.

**Proposer Entity:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Acknowledgment of Addenda:** \_\_\_\_\_  
No. Date No. Date

**Signature:** \_\_\_\_\_

**Name: (Typed or printed)** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Dated:** \_\_\_\_\_