



# University of Wisconsin Whitewater

## REQUEST FOR BID (RFB)

### FOR

### AUTOMATED TELLER MACHINE (ATM) SERVICES

#### Issued By

UNIVERSITY OF WISCONSIN-WHITEWATER

RFB NUMBER: 2026-UWWTW-01166-RFB

JUNE 15, 2026

**AGENT:** Ryan Moore (262) 472-1633

**E MAIL:** [moorer@uww.edu](mailto:moorer@uww.edu)

**BID DUE DATE: JULY 3, 2026 @ 3:00 P.M. CDT**

The University is accepting electronic responses via the Sourcing Module. Required materials must be received by the due date and time listed. Bids cannot be submitted once the event has closed in the Portal. **Bidders should allow ample time to enter their response in the ShopUW+ Event Sourcing Module. Late bids will not be accepted.**

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#### PROCUREMENT

UNIVERSITY OF WISCONSIN-WHITEWATER  
800 West Main Street, Hyer Hall #139  
Whitewater, WI 53190  
Email: [moorer@uww.edu](mailto:moorer@uww.edu)



# University of Wisconsin Whitewater

## UNIVERSITY OF WISCONSIN-WHITEWATER REQUEST FOR BID 2026-UWWTW-01166-RFB

### AUTOMATED TELLER MACHINE (ATM) SERVICES

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## 1 General Information

### 1.1 Purpose

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a bid for Automated Teller Machine (ATM) Services at the University of Wisconsin-Whitewater.

The State as represented by University of Wisconsin Board of Regents intends to use the results of this process to award a contract for Automated Teller Machine (ATM) Services on behalf of the University of Wisconsin-Whitewater as identified in this bid document.

### 1.2 Scope

The University of Wisconsin Whitewater intends to utilize this bid for (this purchase only or all purchases for a year, etc.) the purchase of Automated Teller Machine (ATM) Services as named in this Bid document.

### 1.3 Definitions:

The following definitions are used throughout this document:

- **Buyer** means UW purchasing agent responsible for this Request for Bid.
- **Bidder** means a firm submitting a bid in response to this Request for Bid.
- **Contractor** means successful Bidder awarded the bid.
- **CT** means Central Time.
- **DVB** means Disabled Veteran-Owned Business.
- **MBE** means Minority Business Enterprise.
- **Purchasing card** means State credit card.
- **Purchasing and/or Procurement** means the UW Procurement department is responsible for the procurement of goods and services.
- **RFB** means Request for Bid.
- **Sourcing Module** means the ShopUW+ Sourcing Event Module.
- **State** means State of Wisconsin.
- **University and UW** both mean the University of Wisconsin-WHITEWATER.
- **WBE** means Woman-Owned Business Enterprise.

### 1.4 eSupplier/VendorNet Registration:

Registration on the State of Wisconsin's eSupplier Portal ([eSupplier.wi.gov](http://eSupplier.wi.gov)) is available free of charge to all businesses and organizations that want to sell to the state. Refer to [Bidder Response: Registration and Sign-in Process](#) for further instructions. Registration allows a vendor to:

- Register for a bidders list for commodities/services that the vendor wants to sell to the state.
- Receive an automatic e-mail notification each time a state agency, including the University of Wisconsin System campuses, posts a Request for Bid (RFB) or a Request for Proposal (RFP) with an estimated value over \$50,000 in their designated commodity/service area(s).
- Receive an e-mail notification of addendums/amendments relative to the RFB or RFP.

Only vendors registered, with a valid e-mail address, at the time the RFB or RFP is posted will receive e-mail notifications of addendums/amendments. Vendors who obtain the RFB or RFP from a third party;



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through the public notice website; or other means assume responsibility for checking for updates to the RFB or RFP.

**NOTE:** Registration with eSupplier/Vendornet does not register the bidder with the ShopUW+ Sourcing Event Module. Instructions for registering with the Sourcing Module can be found here: [Supplier Login or Join JAGGAER Supplier Network \(scquest.com\)](#)

## **1.5 Campus Delivery Requirements:**

- Delivery of orders shall be made to University departments five days per week, Monday through Friday, during normal University business hours.
- Contractor shall follow the delivery requirements outlined by the ordering campus. Contact the ordering department or the Purchasing office for specific policy language, restrictions and a campus map.
- Any unique delivery arrangements must be pre-approved by contacting the ordering department.

## **1.6 Reasonable Accommodations**

The University will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request.

## **1.7 Parties to the Contract**

The contract shall be between the State of Wisconsin Board of Regents of the University of Wisconsin System doing business as the University of Wisconsin – Whitewater, hereafter referred to as the "University" and the successful bidder hereafter referred to as the "Vendor and/or Contractor" for the provision of Automated Teller Machine (ATM) Services according to the terms set forth herein. Melissa France, Director of Operations, James R. Connor University Center, UW-Whitewater shall be the representative of the University responsible for the administration of UW-Whitewater's contract and referred to herein as "the appropriate campus authority or Campus Contract Administrator".

## **1.8 Cancellation and Termination**

The University of Wisconsin Whitewater Procurement reserves the right to cancel the resulting contract/agreement, for any reason, by giving written notice to Contractor of such cancellation and specifying the effective date thereof, at least one hundred twenty (120) days before the effective date of such cancellation. Contractor shall, in the event of such cancellation, be entitled to receive compensation for any work accepted hereunder in accordance with the University of Wisconsin Whitewater Procurement order(s). Contractor may also be compensated for partially completed work in the event of such cancellation. The compensation for such partially completed work shall be no more than the percentage of completion of each work effort, as determined in the sole discretion of the University of Wisconsin Whitewater Procurement times the corresponding payment for completion of such work as set forth in the University of Wisconsin Whitewater Procurement order(s).

In addition, the University of Wisconsin Whitewater Procurement reserves the right to terminate the resulting contract/agreement, for reasons of breach of contract, by giving written notice to Contractor of such termination and specifying the effective date thereof, at least ten (10) days before the effective date of such termination. The University shall provide ten (10) calendar days written notice of contract breach and unless within ten (10) calendar days such neglect has ceased and arrangements made to correct, the University may cancel the contract by giving one hundred twenty (120) day notice in writing by registered or certified mail of its intention to cancel this contract. Contractor shall, in the event of such termination, be entitled to receive compensation for any work accepted hereunder in accordance with the University of Wisconsin Whitewater Procurement order(s). Contractor shall also be compensated for partially





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completed work in the event of such termination. The compensation for such partially completed work shall be no more than the percentage of completion of each work effort, as determined in the sole discretion of the University of Wisconsin Whitewater Procurement , times the corresponding payment for completion of such work as set forth in the University of Wisconsin Whitewater Procurement order(s).

Should the University breach any terms or provisions of this contract, the contractor shall serve written notice on the University setting forth the alleged breach and demanding compliance with the contract. Unless within ten (10) calendar days after receiving such notice, the allegation shall be contested or such breach shall cease and arrangements be made for corrections, the contractor may cancel the contract by giving one hundred twenty (120) day notice, in writing, by registered or certified mail of its intention to cancel this contract.

Upon cancellation, termination or other expiration of the resulting contract/agreement, each party shall forthwith return to the other all papers, materials, and other properties of the other held by each for purposes of execution of the contract/agreement. In addition, each party will assist the other party in the orderly termination of this contract/agreement and the transfer of all aspects hereof, tangible or intangible, as may be necessary for the orderly, non-disruptive business continuation of each party.

The University may discontinue this contract, in whole or in part, without penalty at any time due to non appropriation of funds.

If the contractor fails to maintain and keep in force required insurance, the University shall have the right to cancel and terminate the contract without notice.





## 2 Process Instructions

### 2.1 Bid Acceptance

Bids which do not comply with instruction or are unable to comply with the specifications contained in the RFB may be rejected by the University of Wisconsin – Whitewater Procurement Office. The University of Wisconsin – Whitewater may request reports on a vendor's financial stability and if financial stability is not substantiated may reject a vendor's bid. The University of Wisconsin – Whitewater Procurement Office shall be the sole judge as to compliance with the instructions contained in this RFB.

### 2.2 Bid Evaluation

Bids will be evaluated by the University of Wisconsin – Whitewater Procurement Office to verify that they will meet all specified requirements in this RFB. This verification may include requesting reports on the vendor's financial stability, conducting demonstration of the vendor's proposed products(s) and/or service(s), and reviewing results of past awards to the vendor by the University of Wisconsin – Whitewater Procurement Office.

### 2.3 Contract Length

It is the intent of the University to commence the resulting contract on or about August 1, 2026. The contract term will be for a one (1) year period from the effective date with six (6) automatic one (1) year extensions. The contract shall be automatically extended unless either party notifies the other in writing one hundred and twenty days prior to the anniversary date.

The total contractual length will be five (7) years

### 2.4 Method of Bid:

The Bidder shall submit its proposed composite commission and ATM surcharge rates. All pricing shall be stated in U.S. dollars. In the event of a pricing discrepancy, the unit price shall prevail. Bidders must provide net unit pricing for each item based on a line-item award basis, regardless of any total lot pricing structure.

### 2.5 Method of Award

The award shall be made to the bidder with the highest Commission rate and/or annual guarantee and the lowest surcharge to Automated Teller Machine (ATM) users (transaction fee) which is in the best interest of the University as determined by the University. Priority shall be given to obtaining a low or no transaction surcharge rate. The University shall determine if the bidder is financially, managerially and operationally capable of providing the required services based on the vendor's response to this bid. Only those vendors determined to be capable and currently operate Automated Teller Machine (ATM) Services shall be considered. Representatives from the University reserve the right to inspect the bidder's facilities and other operations under the contractor's management prior to award of this bid.

- **Supplier Diversity Preferences**

State of Wisconsin agencies may make awards to certified Minority Business Enterprise (MBE), or Disabled Veteran-Owned Business (DVB) firms submitting the lowest qualified bid when that qualified bid is not more than 5% higher than the apparent low bid or the bid is no more than 5% lower than the apparent high point score. Authority for this program is found in ss. 16.75(3m) (b)2,3, 16.75(3m) (c)(4) and 560.0335(1)(b)(3), 15.107(2), 16.75(4), 16.75(5) and 560.036(2), Wisconsin Statutes. However, the permissive 5% price preference is currently paused for certified MBEs.

- **Life Cycle Cost**



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Life Cycle Cost formulas may be used in evaluation for bid awards which may include, but are not limited to: the applicable costs of energy efficiency, acquisition and conversions, interest charged, transportation, warranties, maintenance fees, licenses, disposal or any other costs not directly related to the bid

## **2.4 Appeals Process:**

Any protest of the University's solicitation or intent to award must be based on an alleged violation of the Wisconsin State Statute or a provision of a Wisconsin Administrative Code.

No later than five working days after the date of solicitation or the notice of intent to award is issued by the University, written notice of intent to protest must be received by:

The Office of the Procurement Director of the University of Wisconsin System  
The University of Wisconsin-SYSTEM ADMINISTRATION  
**780 REGENT STREET - MADISON, WI 53715**

With a copy to:

Director of Procurement  
University of Wisconsin-WHITEWATER  
**800 WEST MAIN STREET - HYER HALL 139 - WHITEWATER, WI 53190-1790**

The complete protest must be received by both parties listed above no later than ten working days after the date of solicitation or the intent to award is issued. The protest must be in writing. Protesters must make their protests as specific as possible and must specifically identify the Wisconsin State Statute and/or State of Wisconsin Administrative Code provision(s) allegedly violated.

The decision of the University regarding the protest may be appealed to the Secretary of the Department of Administration within five working days after denial by the University, with a copy of such appeal filed with the University.

## **2.5 GSA Pricing:**

This bid may qualify for GSA Pricing. If you have a GSA contract covering any of the items specified, enclose information on use of that contract including the contract number.

## **2.6 F.O.B. Job Site:**

Services are to be performed at locations indicated when orders are placed. Delivery of all materials shall be F.O.B. job site, freight paid by Contractor. Contractor shall have a representative present at the delivery site when materials are direct shipped. University employees will not accept deliveries on behalf of the Contractor. The University shall not be responsible for any materials received or accepted on behalf of the Contractor.

## **2.7 Incurring Costs**

The State of Wisconsin and University of Wisconsin System (including the Board of Regents of the University of Wisconsin System, its officers, agents and employees) are not liable for any cost incurred by a vendor in the process of responding to this RFB.

## **2.8 News Releases**

News releases pertaining to the RFB or to the acceptance, rejection, or evaluation of bids shall not be made without the prior written approval of the University of Wisconsin Whitewater Procurement.

Each bid shall stipulate that it is predicated upon the terms and conditions of this RFB and any supplements or revisions thereof.



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### 3 Bidder Qualifications

#### 3.1 Bidder Experience

Bidder company must be in the business of providing the requested items/services and must have done so for the past **FIVE (5)** years.

#### 3.2 Authorization

Bidder must be an original manufacturer, authorized distributor, or dealer authorized by manufacturer .  
*Provide account number with manufacturer, as applicable, in the TECHNICAL RESPONSE QUESTIONS.*

#### 3.3 Minimum Order

Bids that require any minimum order quantity or dollar amount shall be disqualified.

#### 3.4 Trademark

Bidder must be, or must become, a UW Licensee for items bearing trademarks, logos or other symbols of the University in which the University has a proprietary licensed or copyright interest.



## 4 Performance and Contract Requirements

### 4.1 Firm Prices and Discounts

Pricing for this bid is in two categories. The first category is for specific items listed in this bid. The second category is for non-listed, related items from manufacturer's catalog or item list.

- **Specific Items Listed:**

- For Specific items requested in this bid, prices must remain firm for the initial contract term. Prices established may be lowered due to general market conditions, or negotiations between the University and Contractor.
- Price increase requests proposed after the initial Contract term, along with an updated price list, must be received by Purchasing in writing 30 calendar days prior to the beginning of the next contract term for acceptance or rejection. Proposed price increases are limited to fully documented cost increases submitted with the request. If Purchasing deems cost increases are not acceptable, it reserves the right to rebid the contract in whole or part or to negotiate price increase requests with the Contractor.
- Price increases must be labeled with the contract number and be submitted in the same format as the original pricing request. Any price increase requested that is not submitted in the proper format may be rejected.

- **Non-Listed, Related Items:**

- The University requests that all non-listed, related items available from the manufacturer be made available at a single percentage discount from the manufacturer's catalog or price list identified by the bidder.
- Percentage discount(s) for non-listed, related items must remain firm during the initial and each succeeding Contract term; or may be renegotiated by the University and the Contractor.
- One (1) electronic copy - in searchable Excel, Word or PDF format - of the manufacturer catalog or price list for the non-listed, related items should accompany your bid response. Referencing your website for pricing information is not sufficient. After award, Contractor must also provide a copy to Purchasing and University departments upon request.
- Should price lists change for non-listed, related items during the Contract term, it is the responsibility of the Contractor to submit a letter, referencing the Contract number and including an electronic copy of the new pricing in searchable Excel, Word or PDF format to Purchasing, 30 days prior to any price increase becoming effective. Proposed price increases are limited to fully documented cost increases submitted with the request. Invoices shall be audited using the most current price list on file in Purchasing on the date the order was placed.
- Price lists should be labeled with the contract number and the item(s), *if applicable*, to which they apply.

### 4.2 F.O.B. Destination

All deliveries shall be FOB Destination. Delivery charges and risk of loss shall be borne by the Contractor.

Delivery will be made by common carrier or Contractor's truck, with unloading to be performed by the carrier/contractor and carton(s) transported to a designated interior/ground floor space or inside dock at 500 North Fremont Street, Whitewater WI 53190. Bid prices must include all packing, freight, insurance charges and installation/operation manuals, excluding any import/export costs.



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If bidding other than F.O.B. Destination, as stated, F.O.B. point and shipping charges must be identified with bidder's submitted pricing. This additional cost will be added to the bid total and will serve as the basis for determining the award. *You may be asked to Indicate the Country of Origin and Shipping Point.*

Failure to bid FOB DESTINATION delivery charges and risk of loss borne by the Contractor in bid price or discount may disqualify your bid.

#### **4.3 Requirements for Criminal Background Checks**

This contract is contingent upon, Contractor supplying workers who have passed a criminal background check that includes a national criminal background check database demonstrating the worker has no convictions or pending criminal charges that are substantially related to the contracted-for activities or services, including but not limited to, those that would render the worker unsuitable for regular contact with children. Disqualifying convictions or charges include, but are not limited to, sexual offenses, violent offenses, and drug offenses.

#### **4.4 Mandatory Reporting of Child Abuse or Neglect**

If, in the course of providing services to the UW, Contractor (or its employee) observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the Contractor (or its employee) has reasonable cause to believe that child abuse or neglect has occurred or will occur, Contractor must make a report of that abuse or neglect to law enforcement or to a county social service agency as provided in UW's Policy on Mandatory Reporting of Child Abuse and Neglect ("the Policy"). If the suspected child abuse or neglect involves an allegation against a UW employee or agent (e.g. student, volunteer, contractor, etc.), or the incident or threat of child abuse or neglect occurred on a UW campus or during a UW-sponsored event, the Contractor shall also report to the Police Department.

#### **4.5 Timeliness of Delivery**

Delivery is desired as soon as possible after receipt of an order. State in the TECHNICAL RESPONSE QUESTIONS when delivery can be made (Days ARO). Timeliness of delivery may be used in evaluation for bid award.

Once awarded, failure to meet this delivery date may result in cancellation of order (award). The University reserves the right to contract with a second vendor/contractor to receive the items/services per delivery requests.

The contractor is required to notify the ordering department of any back order, discontinuation of item(s) or other delays in shipping within 5 business day(s) of receipt of order or release against existing order(s).

#### **4.6 Item Return Policy**

Contractor should provide for return of items ordered in error for up to 30 calendar days from receipt with the University paying only the return shipping costs. Bidder should indicate in detail their company's return policy.

#### **4.7 Additional Items/Services**

Similar items/services may be added to this Contract provided it was mutually agreeable to both UW Purchasing and the Contractor. Scope of work and pricing (including discounts) must be consistent with the current contract items/services.





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## 4.8 Invoicing Requirements

### Invoices for Purchase Orders

Contractor must agree that all invoices and purchasing card charges shall reflect the discounts and net prices established for the items/services on this contract for all orders placed even though the contract number and/or correct prices may not be referenced on each order or at time of purchasing card order.

The University must meet a statutory mandate to pay or reject invoices within 30 days of receipt of properly submitted invoices by University Accounts Payable. Before payment is made, Accounts Payable must verify that all invoiced charges are correct per this Contract. Only properly submitted invoices will be officially processed for payment. The Prompt Payment Policy requires that your invoices be clear and complete and in conformity with the list below and must be itemized showing:

- Contractor name
- remit to address
- purchase order number
- release number if given
- date of order/release
- item manufacturer's name or abbreviation (if applicable)
- complete item description including catalog, model and/or stock number(s) identical to those stated in bid
- prices per the Contract

At the discretion of Purchasing, invoices not reflecting the correct discount or net prices may be short paid or disputed.

The original invoice must be sent to the address provided in the BILLING INFORMATION section of the PO, unless the customer identifies and establishes a different bill-to location.

### Purchasing Card:

Order confirmation shall contain the same detail as listed for Purchase Orders and should be sent to the address given at the time the order is placed. *Any fees charged for use of the University's purchasing card program are not allowed.*

## 4.9 Refund of Credits

The contractor agrees to pay the state within 60 days, at the state's request, any credits resulting from the order which the state determines cannot be applied to future invoices.

## 4.10 Invoice Dispute

Pursuant 16.528(3)(e) the UW System will notify supplier by e-mail or mail, at its discretion, of any disputed invoice.

## 4.11 Payment Terms

Payment will not be made until the item/service is determined to meet all specifications and has been accepted by the University. The University will pay the Contractor NET 30 DAYS as accepted by the University.

## 4.12 Shipments, Duplicates and Overshipments

Upon notification by the University of a duplicated order or overshipment, the items identified must be removed at the Contractor's expense. If the duplicated or overshipment items are not removed within 30



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days of written notification, the University reserves the right to dispose of them as its own property and shall not be held liable for any cost for the items.

#### **4.13 Training**

If requested, Contractor must provide personnel with instructions on set-up and operation of the items at no charge to the University. Training requirements will be negotiated with the Contractor if not identified in the bid specifications.

#### **4.14 Insurance**

The Contractor shall maintain insurance levels as required in the DOA 3054 Standard Terms and Conditions – Section 23.0. A certificate of insurance must be provided upon award.

The Contractor shall add: “The Board of Regents of the University of Wisconsin System, its officers, employees and agents” as an ‘additional insured’ under the commercial general, automobile, and Contractor's liability policies. The certificate holder shall be listed as the University of Wisconsin-System Administration or System campus for their respective purchases.

#### **4.15 Activity Reports**

Contractor should be able to report on an annual basis all items/services purchased against this contract during the designated report period, including but not limited to:

- Date of order/release
- Item manufacturer's name or abbreviation (if applicable)
- Complete item description including catalog, model and/or stock number(s) identical to those stated in bid
- Prices per the Contract

#### **4.16 Contract Termination**

- The University may terminate the Contract at any time, without cause, by providing 30 days written notice to the Contractor. If the Contract is so terminated, the University is liable only for payments for products provided or services performed, to the extent that any actual direct costs have been incurred by the Contractor pursuant to fulfilling the contract. The University will be obligated to pay such expenses up to the date of the termination.
- Shall either party fail to perform under the terms of this Contract; the aggrieved party may notify the other party in writing of such failure and demand that the same be remedied within 30 calendar days. Should the defaulting party fail to remedy the same within said period, the other party shall then have the right to terminate this Contract immediately. Performance failure can be defined as, but not limited to failure to provide any of the Terms, Conditions or Specifications.
- If at any time the Contractor performance threatens the health and/or safety of the University, its staff, students or others who may be on campus, the University has the right to cancel and terminate the Contract without notice.
- Failure to maintain the required Certificates of Insurance, Permits and Licenses shall be cause for Contract termination. If the Contractor fails to maintain and keep in force the insurance as provided in Standard Terms and Conditions, the University has the right to cancel and terminate the Contract without notice.





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- If at any time a petition in bankruptcy shall be filed against the Contractor and such petition is not dismissed within 90 calendar days, or if a receiver or trustee of Contractor's property is appointed and such appointment is not vacated within 90 calendar days, the University has the right, in addition to any other rights of whatsoever nature that it may have at law or in equity, to terminate this contract by giving 10 calendar days' notice in writing of such termination.
- All notices of performance failure must be submitted in writing to the Purchasing Office- **800 WEST MAIN STREET - HYER HALL 139 - WHITEWATER, WI 53190-1790**. Purchasing shall be final authority for all performance failure determinations not resolved through the ordering department.

#### 4.17 Travel Per Diems

All of the Contractor's travel and per diem expenses shall be the Contractor's sole responsibility. Payment to the Contractor by the University shall not include an additional amount for this purpose.

#### 4.18 Record and Audit

The Contractor shall establish, maintain, report as needed, and submit upon request records of all transactions conducted under the contract. All records must be kept in accordance with generally accepted accounting procedures. All procedures must be in accordance with federal, State of Wisconsin and local ordinances.

The University shall have the right to audit, review, examine, copy, and transcribe any pertinent records or documents held by the Contractor related to this contract. The Contractor shall retain all applicable documents for a period of not less than five years after the final contract payment is made. The University reserves the right to inspect any facilities used to support this Contract.

#### 4.19 Random Sampling

Upon delivery and before payment of the final invoice, up to 1% of the final product may be pulled from the Contractor's delivery truck and inspected to assure the University that the specifications have been met in all respects. Failure to meet any specification will mean rejection of the entire order at no cost to the University. No changes in the specifications will be permitted without written authorization from Purchasing Services.

#### 4.20 Entire Contract

A contract will be awarded based on the criteria established in this Request for Bid, including attachments and any amendments issued. The RFB, the bid response, and written communications incorporated into the contract constitute the entire contract between the parties. The hierarchy of documents in descending order for resolution is as follows:

- A. Resulting Contract Award
- B. This Original Request Bid including amendments/attachments
- C. Bidder response to RFB
- D. Official Purchase Order (*if applicable*)

Any other terms and conditions provided by the Bidder with the bid or for future transactions against this contract, including but not limited to click on agreements accepted by the Department; shrink wrapped agreements; or terms submitted with quotations, order acknowledgements, or invoices; will be considered null and void and will not be enforceable by the Contractor unless agreed to in a written amendment signed by University Purchasing. Any exceptions to this RFB should be submitted with your response and alternative language proposed.



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Submitting a standard Bidder contract or term and condition as a complete substitute or alternative for the language in this solicitation will not be accepted and may result in rejection of the bid. The University reserves the right to negotiate contractual terms and conditions or reject the Bidder's response and proceed to the next qualified bidder.





## 5 Special Terms and Conditions

### 5.1 Performance Bond or Irrevocable Letter of Credit

The successful bidder, hereafter referred to as "contractor", shall be required to furnish a performance bond in the amount of Zero dollars (\$0). Such bond must be furnished upon notification by the University of Wisconsin Whitewater Procurement, hereafter referred to as "Procurement", and prior to contract award.

In lieu of the performance bond, the contractor may provide an irrevocable letter of credit naming the University as beneficiary. The irrevocable letter of credit shall be in the amount specified for the performance bond and the format content required by the University. The performance bond or irrevocable letter of credit shall be furnished by a company licensed to do business in the State of Wisconsin.

The performance bond or irrevocable letter of credit shall be for the entire contract period. If an irrevocable letter of credit is used, the period shall extend one month beyond the contract expiration date. The performance bond or letter of credit shall provide that in the event of non renewal, the Office of Procurement, and the contractor be notified in writing by the issuer a minimum of sixty (60) days prior to the anniversary of the effective date of the contract.

In the event of non renewal, the contractor shall provide the University evidence of the new source of surety within twenty one (21) calendar days after the University's receipt of the non renewal notice.

Failure to maintain the required surety in force may be cause for contract termination.

Failure to provide the bond or irrevocable letter of credit within twenty one (21) days of notification of award may result in cancellation of contract award.

### 5.2 Site Visit/Inspection of Premises

Bidders are invited to inspect the facility by appointment only between June 22, 2026 and June 26, 2026 at UW-Whitewater. Appointments for inspection may be made by contact Melissa France Director of Operations, James R. Connor University Center (Contact Information Listed Below). Bidders are invited to visit and inspect the project site location completely prior to submitting bid in order to determine all requirements associated with the contract. Failure to inspect adequately shall not relieve the contractor from the necessity of furnishing and installing, without additional cost to the University, any materials and equipment or performing any labor that may be required to carry out the intent of the contract.

Site Contact: Melissa France, Director of Operations, James R. Connor University Center, UW-Whitewater  
Telephone: (262) 472-1051  
mail: francem@uww.edu

### 5.3 Excused Performance

If, because of riots, war, public emergency or calamity, fire, flood, earthquake, act of God, government restriction, labor disturbance or strike, business operations at the University are interrupted or stopped, performance of this contract, with the exception of monies already due and owing, shall be suspended and excused to the extent commensurate with such interfering occurrence. The expiration date of this contract may be extended for a period of time equal to the time that such default in performance is excused.

### 5.4 Items Relevant to Automated Teller Machine (ATM) Services

The contractor agrees that items relative to Automated Teller Machine (ATM) Services which are not covered herein may be added to this bid and resulting contract by the University without voiding the



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provisions of the existing contract. Additional services shall be furnished to the University by the contractor with additional consideration as needed to make it legally enforceable. The University intends to acquire Automated Teller Machine (ATM) Services exclusively from the contractor.

## **5.5 Terms and Obligations Applicable to Automated Teller Machine (ATM) Services**

The terms and obligations of this contract shall be applicable to Automated Teller Machine (ATM) Services operated at the University, including those locations leased by the University to tenants in which the specified service shall be required. Lessors of space to the University may reserve the right to determine the extent that the specified service shall be provided under this contract on their premises.

## **5.6 Performance Success Dependent on User Response**

Recognizing that the successful performance of this contract is dependent on favorable response from the users, the contractor shall meet regularly with the Executive Director of the University Center (Campus Contract Administrator) or authorized student committees to effect adjustments in operations, and shall cooperate at all times to maintain maximum efficiency and good public relations with students, faculty and staff.

## **5.7 Process to Adjust Terms**

After the initial contract year, the parties upon mutual agreement may adjust the specific terms, commissions or guarantees of this contract where circumstances beyond the control of either party require adjustments. All required contract amendment(s) shall be issued by University of Wisconsin Whitewater Procurement.

## **5.8 Contract/Vendor Financial Responsibilities**

The contractor shall be financially responsible for obtaining all required permits, licenses (including parking), and bonds to comply with pertinent Board of Regents/University of Wisconsin System regulations, and municipal, county, state and federal laws, and shall assume liability for all applicable taxes including but not restricted to sales and property.

## **5.9 Contract/Vendor Required to Furnish**

The contractor shall furnish all supplies, equipment, management and labor necessary for the efficient operation of the specified services included in this contract, subsequent extensions and amendments.

## **5.10 Contractor/Supplier Use of Premises**

The contractor shall occupy and use the premises, as defined by the University, only for Automated Teller Machine (ATM) Services. The University shall not guarantee an uninterrupted supply of electricity or heat. The University shall be diligent in restoring service following an interruption. The University shall not be liable for any loss which may result from the interruption or failure of any such utility services.

## **5.11 University Right to Regulate and Access Automated Teller Machine (ATM) Service Areas and Locations**

The University shall have the right to make reasonable regulations on the method of service, opening and closing hours, safety, sanitation, maintenance and use of Automated Teller Machine (ATM) Service areas and the contractor agrees to comply with such regulations. Authorized representatives of the University shall have the full right of access to all Automated Teller Machine (ATM) Service areas at any and all times.



## 6 Technical Requirements

### 6.1 Automated Teller Machine (ATM) Services Terms

Automated Teller Machine (ATM) Services Requirements:

#### 6.1.1 Scope

The contractor shall furnish the services and requirements of this contract to University faculty, staff, students and guests in accordance with the provisions embodied herein utilizing space and utility service in the space provided.

Automated Teller Machine (ATM) Services shall be available to all students, faculty, staff and visitors. It is understood that the contractor has no control over any restrictions or limits that any individual financial institution may impose upon any person having access to ATMs, including persons who would otherwise be considered eligible users.

#### 6.1.2 Schedule of Operation and Performance Review

On or about June 1 the contractor and the Campus Contract Administrator shall meet to establish, by mutual agreement, a written schedule of hours and days of service for the coming academic year. Schedules for term breaks and holidays shall be determined at the time the University finalizes its schedule for these periods.

Recognizing that the successful performance of this contract is dependent on favorable response from the users, the contractor shall meet regularly with authorized student committees and /or the Campus Assistant Dean of Administrative Services and Finance to review operations and make necessary adjustments. The contractor agrees to maintain good public relations with students, faculty and staff.

#### 6.1.3 Goods and Services

At the start of this contract, the Contractor shall provide Automated Teller Machine (ATM) Services typically available from financial institutions.

The contractor agrees that items relative to Automated Teller Machine (ATM) Services which are not covered herein may be added to this bid and resulting contract by the University without voiding the provisions of the existing contract. Additional services shall be furnished to the University by the contractor with additional consideration as needed to make it legally enforceable. The University intends to acquire Automated Teller Machine (ATM) Service exclusively from the contractor.

The contractor shall be financially responsible for obtaining all required permits, licenses (including parking), and bonds to comply with pertinent Board of Regents/University of Wisconsin System regulations, municipal, county, state and federal laws, and shall assume liability for all applicable taxes including but not restricted to sales and property.

Goods and Services will include:

The Automated Teller Machines (ATM) to be installed are to be certified by Pulse Corporation or other major provider as approved by the University and handicapped accessible. "Full Service" machines shall provide banking customers with at least the following bank services:

- Cash withdrawal from Checking
- Cash withdrawal from Savings Account
- Cash advance from Credit Card





- Transfer from Checking to Savings
- Transfer from Savings to Checking
- Payment to Credit Card or Loan
- Balance Inquiry
- Braille Keypad access
- Envelope Deposits to Financial Institutions
- “Limited Service” Automated Teller Machines (ATM) shall provide customers with at least the following bank services:
  - Cash withdrawal from checking
  - Cash withdrawal from Savings Account
  - Cash Advance from Credit Card
  - Transfer from Checking to Savings
  - Transfer from Savings to Checking
  - Balance Inquiry
  - Braille Keypad Access

#### **6.1.4 Automated Teller Machine (ATM) Networking**

Each financial institution sharing the equipment shall determine the services available to its customers through the machines according to each financial institution’s operating policies.

##### ***6.1.4.1 Equipment Sharing***

The Contractor shall allow other financial institutions to use the Automated Teller Machine (ATM) to transact business with their respective customers. The contractor may charge other institutions an appropriate fee for such use. Equipment sharing arrangements and related fees shall be in compliance with the joint rules of the Office of Commissioner of Banking and the Office of Commissioner of Savings and Loan under Section 221.04(1) (K)1 of the statutes.

##### ***6.1.4.2 Multiple Financial Institution Access***

It is the University’s desire to provide Automated Teller Machine (ATM) users access to several financial institutions through a national Automated Teller Machine (ATM) network. Bidders shall state their affiliation(s) or their intent to affiliate with networks as part of the bid submittal information.

##### ***6.1.4.3 Contractor Staffing***

The office shall have sufficient staff to provide prompt and efficient services at competitive prices for similar services and programs as available from other nearby community service offices. The quality of all such services and programs shall be satisfactory to the University.



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## *6.1.4.4 Contractor Contract Personnel*

*The Contractor shall provide headquarters management staff to review and inspect operations and fill staff vacancies. The contractor shall appoint a Contract Administrator to consult with the University on current and future Automated Teller Machine (ATM) programs and act with full authority on the contractor's behalf in all matters pertaining to contract requirements.*

## *6.1.4.5 Personnel Relations*

*The Contractor shall be responsible for personnel relations of pay-rolled employees. The contractor shall comply with all applicable government regulations related to the employment, compensation, and payment of personnel. On-campus personnel of the contractor shall observe all regulations of the University.*

## *6.1.4.6 Employee Identification*

*The Contractor shall provide employee identification which is mutually acceptable by the University.*

## *6.1.4.7 Mandatory Reporting of Child Abuse or Neglect*

*If, in the course of providing services to the UW, Contractor (or its employee) observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the Contractor (or its employee) has reasonable cause to believe that child abuse or neglect has occurred or will occur, Contractor must make a report of that abuse or neglect to law enforcement or to a county social service agency as provided in UW's Policy on Mandatory Reporting of Child Abuse and Neglect ("the Policy"). If the suspected child abuse or neglect involves an allegation against a UW employee or agent (e.g. student, volunteer, contractor, etc.), or the incident or threat of child abuse or neglect occurred on a UW campus or during a UW-sponsored event, the Contractor shall also report to the Police Department.*

## **6.1.5 Advertising and Promotion**

The contractor shall provide and pay for merchandise, promotion and advertising. The University shall cooperate by providing space for display and/or pickup of promotional materials. The University also agrees to include information about Automated Teller Machine (ATM) Services, where appropriate, in its various brochures and publications.

The contractor shall pay all costs of newspaper advertisements, brochure printing and similar publicity costs of materials developed and mutually agreed upon. Posting or distribution of handbills or other printed matter in or on the University building is subject to existing building rules and regulations. The Contractor may not use the University of Wisconsin-Whitewater or UW-Whitewater logo or other UW-Whitewater symbols in advertising its goods and/or services or in any way imply sponsorship of the contractor by the University.

The Contractor agrees that use of the facilities does not in any way constitute an endorsement of Contractor's business by the University or the State. The Contractor agrees not to use promotional or marketing material which state expressly or by fair implication that the University endorses either the Contractor or any sponsor of such material.

Contractor agrees to work with the Campus Contract Administrator to provide access to Automated Teller Machine (ATM) terminal Displays for in-house advertising messages. Contractor may at any time preempt these messages to instruct eligible users on how to use Automated Teller Machine (ATM) equipment. No third party advertising shall be allowed on any ATM covered under this contract. The Campus Contract Administrator shall approve all advertising on the ATM terminal.





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The University acknowledges that the Contractor has no control and is not responsible for any promotional activities by other group financial institutions or firms. The University shall provide and assist the Contractor with means of presenting promotional display information to eligible users on Automated Teller Machine (ATM) equipment. Nothing herein shall limit the right of the Contractor, any financial institution, or network provider to include the designation of Automated Teller Machine (ATM) equipment on any list of automatic banking facilities distributed or published by such institution.

Equipment bearing UW-Whitewater marks, logos or other indicia of the UW-Whitewater must be purchased from University licensees.

## **6.1.6 Contractor Operating Policies**

The contractor shall keep the University apprised of operating policies, prices, activities, incidents and all other information pertinent to an understanding of the activities of the Automated Teller Machine (ATM) Service.

## **6.1.7 Automated Teller Machine (ATM) Cards**

The University shall not provide, design, issue, control and pay for the user identification transaction plastic cards authorizing individual use of the Automated Teller Machine (ATM).

## **6.1.8 Eligible Users**

The Automated Teller Machine (ATM) shall be available to all students, faculty, staff and visitors, hereinafter referred to as "eligible users." It is understood that the Contractor has no control over any restrictions or limits that any individual financial institution may impose upon any person having access to the Automated Teller Machine (ATM), including persons who would otherwise be considered eligible users.

## **6.1.9 NRTL Certification**

The University strives to make sure all equipment purchased has the appropriate United States (US) NRTL certification ([Nationally Recognized Testing Laboratories \(NRTLs\) | Current List of NRTLs | Occupational Safety and Health Administration \(osha.gov\)](#)). Bidders should provide a list of all NRTL certifications their proposed product has achieved in their bid/proposal response. The University reserves the right to add the costs associated with acquiring an independent US NRTL certification to the submitted bid price to establish comparable costs across all responses. Preference may be applied to products that will have US NRTL certifications prior to shipment.

## **6.1.10 Warranty:**

Contractor must honor, at a minimum, the manufacturer's standard warranty on items and/or parts purchased under this contract. Bidder must provide warranty and service level information in the TECHNICAL RESPONSE QUESTIONS and should enclose standard warranty documents with your bid.

## **6.1.11 Employee Identification**

All the Contractor's employees, while working on University property, must wear a clearly displayed photo identification badge or uniform showing name of employee and/or company represented. Any identification must be provided by the Contractor at the Contractor's cost. *NOTE: Badges must be available but will not be required to be worn when protective clothing and respiratory protection is required.*

## **6.1.12 Purchased Services – USA Requirement**

The State of Wisconsin requires purchased contractual services to be performed in the United States (Wis Stats 16.705 (1r)). Contractor warrants that the services provided to the University under this contract will be performed in the United States. The inability to perform services in the United States shall be grounds for disqualifying your bid for this contract.



## **7 Equipment, Utilities and Space Use**

Requirements for Equipment, Utilities and Space Use are as follows:

### **7.1 Space Use & Equipment**

Automated Teller Machine (ATM) Placement (Space Use) and Equipment Requirements:

#### **7.1.1 Automated Teller Machine (ATM) Equipment Location**

The University of Wisconsin Credit Union (UWCU) will continue to provide one full service ATM next to its UW-W branch on the lower level of the James R. Connor University Center.

The University requires additional Automated Teller Machine (ATM) equipment to be installed by the Contractor at the following locations:

- Whitewater Union (1-Limited Service)
- Whitewater Branch - Lower Level (1-Limited Service)
- Wells Residence Hall (1-Limited Service)
- Williams Center athletic complex (1-Limited Service)

At regular intervals during the duration of the contract the amount of required equipment shall be examined by the University and contractor with the objective of providing the best possible service to the eligible users.

At the request of the successful bidder, and with the agreement of UW-Whitewater, a cash only ATM can be added at other facilities on campus.

#### **7.1.2 Age of Equipment**

The Contractor may provide new or used equipment. Used equipment shall be reconditioned and refurbished to act and appear like a new piece of equipment. Used equipment shall be inspected and approved by the University before installation.

#### **7.1.3 Automated Teller Machine (ATM) Ownership**

Ownership of all Automated Teller Machine (ATM) equipment shall remain with the contractor. The University agrees to take such measures as may be reasonably required, as defined by the University, for the protection against loss by pilferage or destruction. Required equipment repair expense shall be the contractor's.

#### **7.1.4 Equipment Installation and Test Period**

The equipment shall be placed, installed and maintained at the sole expense and risk of the Contractor. All installation and alterations to the existing space, telephone or data infrastructure and facilities shall have prior approval of the Campus Contract Administrator or designee. The Contractor shall assume the costs of decorating the area including but not limited to painting, carpeting and wall coverings. After initial installations at the beginning of the contract, the contractor shall assume the costs of any telephone or data infrastructure changes required for ongoing operation of the equipment. Contractor shall provide installation requirements a minimum of 30 days prior to installation. Requirements should be approved by UW-Whitewater prior to scheduling installation. All installation requirements must be compliant with UW-Whitewater's standards and policies for utility and facilities maintenance.

#### **7.1.5 Signage**

The University shall permit the contractor to place an interior sign package identifying its operations near the Automated Teller Machine (ATM) Location as the University shall determine to be reasonable. Exterior and directional signs of such design and dimensions as the University and Contractor may mutually agree upon shall be allowed to be maintained in the building and throughout the Campus for the



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Automated Teller Machine (ATM). The University, without cost or expense to the University, will reasonably cooperate with the contractor in obtaining all necessary approvals from third parties with respect to such signs. Nothing contained herein shall be construed as requirement that the University surrender or compromise any of its existing exterior signs in order to accommodate or gain approval for the contractor's signs.

All attached signage, whether interior or exterior, must be approved by the University prior to installation and conform in general to building décor and good safety practices.

## **7.1.6 Condition Upon Contract Termination**

Upon termination or expiration of this contract, Contractor shall return the premises to the University in the same condition that the premises were in at the time the contractor entered. Within fifteen (15) days from termination of this contract, the Contractor shall have the right to remove furnishings, machinery and equipment placed in, upon, or affixed to the premises by the Contractor. However, the Contractor shall at its expense, repair any damage to the premises caused by the removal. The University, at its option, shall retain intact the lease hold improvements, except the Automated Teller Machine (ATM) equipment and Identification sign, or require that the contractor remove leasehold improvements within fifteen (15) days from termination.

## **7.1.7 Automated Teller Machine (ATM) Storage**

Automated Teller Machine (ATM) equipment not removed from the University upon termination of this contract after five days written notice to the contractor may be placed in storage by the University. The contractor shall assume all costs of removal and storage as well as product and revenue loss.

## **7.2 Utilities**

Utilities requirements are as follows:

### **7.2.1 Utility Supply and Source**

At the initiation of the contract, the University shall bring the necessary utilities including electrical power to the space. The contractor shall provide all communication lines, security and alarm circuits including necessary conduits. The routing and installation of these circuits and conduit must be approved by the University. The Contractor shall be responsible to actual communications utility costs on a monthly basis in addition to rent payments and installation costs. The contractor shall also be responsible for facilitating installation and the cost of telephone line installations(s) and/or data lines and hook-up to Automated Teller Machine (ATM) equipment. This shall include alarm installations from the Automated Teller Machine (ATM) locations to the University alarm system. Contractor shall provide installation requirements a minimum of 30 days prior to installation. Requirements should be approved by UW-Whitewater prior to scheduling installation. All installation requirements must be compliant with UW-Whitewater's standards and policies for utility and facilities maintenance.

### **7.2.2 Communications/Telephones**

Telephone service and data connection circuits shall be available at the Contractor's expense subject to availability of circuits.

The contractor shall be responsible for facilitating and the cost of all Telephone or data line installation(s), and hook-up to Automated Teller Machine (ATM) equipment and shall include alarm installation for the Automated Teller Machine (ATM) location if required by the Contractor. Contractor shall pay for all local and long distance Telephone and Internet charges. Data transmitted for machine operation may not be transmitted over UW-Whitewater data infrastructure or through UW-Whitewater servers. Contractor shall provide installation requirements a minimum of 30 days prior to installation. Requirements should



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be approved by UW-Whitewater prior to scheduling installation. All installation requirements must be compliant with UW-Whitewater's standards and policies for utility and facilities maintenance.

## **7.2.3 Available Energy**

The terms of utility supplies are subject to change by the University dependent upon availability of energy. If the heating and air handling provided by the University is not sufficient to maintain adequate temperatures, it shall be the responsibility of the Contractor to furnish and install the necessary equipment upon approval of the University.

## **7.2.4 Heat and Electricity Interruption**

The University shall not guarantee an uninterrupted supply of electricity or heat except that it shall be diligent in restoring service following an interruption. The University shall not be liable for any loss that may result from the interruptions or failure of any such utility service.

## **7.3 Additional Equipment**

The contractor shall be responsible for all costs connected with the provision and installation of additional equipment. The Contractor shall exercise care to keep these additional requirements at a minimum and in conformity with any Federal, State or University guidelines.

## **7.4 Facility Security/Locks/Keys**

The contractor is responsible for control of keys obtained from the University and the security of those areas that are used by its representatives. The University shall designate the person responsible for key issue and periodic review of key control. The contractor shall immediately report all the facts relating to losses incurred, equipment damaged or break-ins to their equipment or into areas of the University to this person. The Contractor shall not duplicate keys provided by the University without approval of the University.

## **7.5 Lock Cylinder/Key Replacement**

The University is responsible for the costs of re-keying and replacing lock cylinders, as determined by the University. The contractor shall be responsible for replacement of lost keys and the cost of re-keying and replacement of lock cylinders required as a result of its negligence and/or loss of keys.

## **7.6 Automated Teller Machine (ATM) Industry Improvements**

Industry improvements on Automated Teller Machine (ATM) equipment occurring during the life of this contract may be incorporated by the Contractor on the originally installed equipment and subsequent installations where it is deemed feasible by the University and mutually agreed by the contractor. Such improvements may include the ability for students to access information or make payments to the University via Automated Teller Machine (ATM) or University Debit Card Use.

The Contractor shall keep the University informed of new industry security measures in use. The University may, at its option, institute or execute new measures required to accomplish maximum property, product and revenue security when presented in writing by Contractor.

## **7.7 Cash Handling**

The Contractor agrees to provide appropriate safe-keeping for cash or cash-like items that remain overnight on the premises and shall assume sole responsibility for protection against loss.

## **7.8 Sanitation/Pest Control/Custodial Service**

The Contractor shall provide daily housekeeping and cleaning maintenance of the equipment and supplies for all areas used by the Contractor. The University shall cooperate with the Contractor in the implementation of these services. The University shall provide custodial services in public areas near and around the Automated Teller Machines (ATM's). The University shall provide custodial service on a schedule normally performed for like space. The contractor shall clean and service the Automated Teller





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Machine (ATM) Equipment. This shall include floor maintenance, trash removal, pest control, cleaning walls, ceilings, windows and drapes and replacement of lights.

## **7.9 Permits, Licenses, Operating Instructions**

The contractor shall provide each Automated Teller Machine (ATM) location with operating instructions and information on how malfunction reports may be made. The University shall approve the display of all required permits, licenses, price regulation, or other information.

## **7.10 Preventive Maintenance Programs**

The Contractor shall institute and maintain a program of preventative maintenance and regular replacement of worn, damaged, or malfunctioning Automated Teller Machine (ATM) equipment.

## **7.11 Unanticipated Repairs**

The Contractor shall provide Automated Teller Machine (ATM) maintenance and repair service from 7:00 a.m. to 6:00 p.m., Monday through Friday, excluding holidays. Repairs on weekends and holidays must be responded to within twenty-four hours. In the event of a major failure or malfunction, when the equipment will be out of service for more than twenty-four hours, the contractor shall install replacement equipment or obtain permission from the Campus Contract Administrator to extend downtime and post notification of alternate ATMs.

## **7.12 Industry Improvements**

Industry improvements on ATM equipment occurring during the life of this contract may be incorporated by the contractor on the originally installed equipment and subsequent installations where it is deemed feasible by the University and mutually agreed by the contractor. Such improvements may include the ability for students to access information or make payments to the New Security technology.

## **7.13 New Industry Security Measures**

The Contractor shall keep the University informed of new industry security measures in use. The University may, at its option, institute or execute new measures required to accomplish maximum property, product and revenue security when presented in writing by the contractor.



## **8 Accounting And Payments**

### **8.1 ATM Accounting**

Contractor shall adhere to the following Automated Teller Machine (ATM) Accounting Requirements:

#### **8.1.1 Record Retention**

The Contractor shall maintain complete and accurate records of Automated Teller Machine (ATM) transactions for each machine following accepted industry accounting practices. All financial records and statement of University operations shall be retained for three years from the close of each year's operation.

#### **8.1.2 Transaction Definition**

An Automated Teller Machine (ATM) transaction is defined as a single credit or debit of funds to cardholder's accounts. This includes cash advance from a credit card, payment to credit card or loan transfer of funds from one account to another and other debit or credit transactions accepted and recorded by the national Automated Teller Machine (ATM) network specified.

Under some circumstances, a balance inquiry may be defined as a transaction resulting from a card holder requesting the balance in their account. The Contractor shall indicate if a balance inquiry is considered a chargeable transaction.

#### **8.1.3 Automated Teller Machine (ATM) Monthly Statement**

The Contractor shall provide the University with a monthly statement showing the number of Automated Teller Machine (ATM) transactions and commissions due per each Automated Teller Machine (ATM) for the month and cumulative for the contract year. The Contractor shall provide a method to independently verify the transaction counts each period to the satisfaction of the University. This method shall be developed jointly by the University and the contractor and agreed to prior to the start of the contract. The explanation of transactions shall include the commission check number and dollar amount.

#### **8.1.4 Transaction Count Disclosure**

The Contractor shall provide a method to independently verify the transaction counts each period to the satisfaction of the University. This method shall be developed jointly by the University and the Contractor and agreed to prior to the start of the contract. The Contractor shall not be required to verify transaction counts by any method which might result in the disclosure of confidential information to the University which is proprietary to the contractor, any other financial institution, or group of financial institutions and would violate any applicable law or regulation, including the joint rules of the Commissioner of Banking and the Commissioner of Savings and Loan.

#### **8.1.5 Malfunction Report**

The contractor shall provide the University with a monthly report for each machine listing all system malfunctions. This report shall list the date and time of each malfunction, the time of service restoration, and the nature of the malfunction.

### **8.2 Payments**

The Contractor shall adhere to the following Payment requirements:

#### **8.2.1 Automated Teller Machine (ATM) Commission Payment**

The Contractor shall pay the University the commissions for each month transaction count on or before the twentieth (20th) day of the month following the last day of the month in which the commissions were earned. These payments shall be accompanied with a detailed explanation of transactions by location and extension of commissions and an extension total of commissions due. Causes of abnormal numbers of transactions shall be noted by the Contractor as part of these statements.



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Commissions or guarantee payments not received by the University on the twentieth (20th) day following the last day of the period in which they were earned shall be paid by the contractor plus a minimum interest penalty on the commissions due at the prevailing interest percentage and conditions the State of Wisconsin uses for delinquent income tax. A summary of all commission payments and statements shall be sent to Whitewater Procurement by the Contractor by the twentieth (20th) day following the quarter: June, September, December and March.

## **8.2.2 Guarantee Payments**

One year from the effective date of this contract and each successive full year after that, the contractor shall pay the University that portion of commission due, if any, to equal the guaranteed annual commission per machine required. Payment shall be made by the twentieth (20th) day of the following accounting month and recorded as commissions paid in the year the guarantee was due. On expiration or termination of this contract, partial year guarantee maximum commission due, if any shall be calculated by prorating the guaranteed annual commission over the number of months the contract is in effect.

## **8.2.3 Commission Paid Until Automated Teller Machine (ATM) is Removed**

On contract expiration or termination, commissions due the University shall be paid on transactions until all equipment has been removed. Removal dates shall be shown on the period statement, including equipment removed any time during the contract.

## **8.3 Contractor Losses**

All losses incurred by the contractor in the process of operation of On-Site Banking Services due to theft, fire, accident, protest, etc., shall be the responsibility of the Contractor.

## **8.4 Operating Profit or Loss**

Any profit or loss from the operation of the service after direct costs, contractor's management and administration costs and rental payments to the University shall be the Contractors.

## **8.5 Audit**

Any records pertaining to the operations of this service including ATM shall be open for inspection and/or audit by the State and/or University of Wisconsin at any or all reasonable times.

Nothing in this contract shall be construed to require the Contractor to provide or perform any service or disclose any information which is illegal or contrary to applicable law or regulation.

## **8.6 Automated Teller Machine (ATM) Statement Review**

On request of the University the Contractor shall meet with the University and review each monthly statement, explain deviations, discuss problems and mutually agree on courses of action to improve the results of the required services included in this contract. Monthly statement adjustments required because of review and/or audit shall be identified and reflected on the next monthly statement.

## **8.7 Reports**

The Contractor requirements for reports are as follows:

### **8.7.1 Monthly Statements**

The Contractor shall provide the campus contract administrator and the University of Wisconsin Whitewater Procurement a monthly statement showing the number of transactions and commission due for the Automated Teller Machine (ATM) for the month and the cumulative for the Contract Year. The Statement for each period shall also include a summary page detailing the monthly commission distribution payable to each Contract participant.

### **8.7.2 Report Format**

Final Format for all reports will be mutually agreed upon by the Campus Contract Administrator and the Contractor.





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#### **8.7.3 Statement Review**

On request of the University the contractor shall meet with the University and review each monthly statement, explain deviations, discuss problems, and mutually agree on courses of action to improve the results of the required services included in this contract. Monthly statement adjustments required because of review and/or audit shall be identified and reflected on the next monthly statement.

#### **8.7.4 Audit**

All records on the operations of this Automated Teller Machine (ATM) shall be open for inspection and /or audit by the State and/or University of Wisconsin at any or all reasonable times. Nothing in this contract shall be construed to require the Contractor to provide or perform any service or disclose any information which is illegal or contrary to applicable law or regulation.





## 9 Bidder's Qualifications and Information

Bidder's Qualifications and Information Requirements:

The bidder shall furnish and include responses to each item 8.1 through 8.14 as part of the Bid Submittal. Omission, inaccuracy or misstatement may be sufficient cause for rejection of the Bid Submission.

### 9.1 Purpose of invitation

It is the purpose of this invitation to bid to obtain as complete data as possible from each bidder to enable the University to determine which bidder is best able to serve all of the criteria which are to be considered in the award of the operation of Automated Teller Machine (ATM) Services. To this end, each bidder shall furnish as a part of this bid a complete general description of experience in the field of Automated Teller Machine (ATM) Service Operations.

From the total information required, determination shall be made of the bidder's demonstrated financial, managerial and operational ability and resources to serve the University. Only bids from financially responsible organizations or individuals, as determined by the University, presently engaged in University Automated Teller Machine (ATM) Services which have the capability to perform as specified and provide good services shall be considered. Representatives from the University reserve the right to inspect the bidder's facilities and other operations under the contractor's management prior to award of this bid.

Bidders shall provide a written response to all required Bidder's Information. Each response shall be numbered to coincide with the Bidder's Information numbering and presented in the sequence listed. The Bidder's Information should be prepared simply and economically, providing a straightforward, concise description of that which is required. Emphasis should be on completeness and clarity of content. Elaborate Marketing materials are not desired.

The qualification criteria the bidders must meet to be considered for an award are:

- The contractor must currently own an Automated Teller Machine (ATM) Service and must have owned and operated an Automated Teller Machine (ATM) Service business a minimum of five (5) years.
- Reference checks from a minimum of three (3) clients currently under contract with your company must indicate high quality of service has been performed consistently.
- Financial capability of the contractor must be sufficient to support the specified service; provide initial inventories, equipment and labor and cash flow to guarantee performance.
- The contractor's response must clearly demonstrate the capacity to handle the requirements of this contract in addition to current workloads.
- Management qualifications and staffing requirements for this contract are satisfactory.
- Statements are required to be complete and accurate. Omission, inaccuracy or misstatement may be sufficient cause for rejection of bid.

### 9.2 Name and Address

Name and address of operating company and list of all the owners of the company or principles of the corporation.



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## **9.3 Extent of Experience in Automated Teller Machine (ATM) Service Operations**

Explain your company's duration and extent of experience in the operation of On-Site Banking and ATM Services. Explain in detail.

## **9.4 List Operations of Similar Complexity**

A list of operations of similar complexity (may be a list of a number of accounts) where you are, or have within the last year, owned or provided the specified service. Give length of time at each account, name, address and phone number of contact person of each operation. The list shall include a minimum of three (3) similar operations

## **9.5 Provide Operating Statement or Annual Report**

Please provide a complete operating statement or annual report as of your last fiscal year of operations. Certification of this report by a Certified Public Accountant may be required.

## **9.6 Description of Services and Equipment**

Please provide a complete description of services your company will provide to the University. Describe the Automated Teller Machine (ATM) equipment to be used in providing Automated Teller Machine (ATM) Service including manufacturer's name and model number (attach brochures, pictures, etc., which fully describe the equipment and service capabilities including type of card reader, transaction speed, security and other performance feature characteristics).

## **9.7 Operating Locations**

Provide a list of locations where the equipment described in 8.6 above has been operating live in shared mode for at least thirty (30) days.

## **9.8 Advertising and Promotions**

Please provide sample copies of promotional and advertising literature to be used.

## **9.9 Network Affiliations**

Describe your current Automated Teller Machine (ATM) Network Affiliation(s).

## **9.10 Recording, Checking and Reporting**

Provide a description of your method of recording, checking and reporting transactions.

## **9.11 Equipment Replacement and Preventative Maintenance**

Describe in detail your program of preventative maintenance and regular replacement of worn and/or malfunctioning equipment. Describe whether maintenance and programming are located in-house or are subcontracted.

## **9.12 Inquiry Transaction**

Indicate if a balance inquiry transaction is considered chargeable transaction.

## **9.13 Malfunction Reporting**

Describe the desired Malfunction Reporting frequency.

## **9.14 Other Information**

Please provide other Information as the bidder deems pertinent for consideration by the University.



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## 1 ATTACHMENT A – ITEMIZED BID LIST

Subject: Automated Teller Machine (ATM) Services for the University of Wisconsin-Whitewater. We, the undersigned, in compliance with the Request for Bid No. 2026-UWWTW-01166-RFP for Automated Teller Machine (ATM) Services dated June 15, 2026 hereby bid the following commission and guarantee to the University of Wisconsin-Whitewater for Automated Teller Machine (ATM) Services as follows: (In making these bids we acknowledge that we have read and understood this Request for Bid (RFB) and hereby submit our bid in accordance with the terms and conditions of the bid specifications and agree to fulfill our legal obligations pursuant to the attached contractual provisions.)

Commission per Automated Teller Machine (ATM) Transaction

### Commission per Automated Teller Machine (ATM) Transaction

The undersigned agrees to pay a composite commission per ATM transaction of \$\_\_\_\_\_ (\$\_\_\_\_\_) or maximum annual Guarantee commission of fifteen thousand dollars \$15,000.00 , whichever is greater.

**Total Guarantee Amount:** \$\_\_\_\_\_

OR

The Contractor, at its option, may elect to quote a lower maximum annual guarantee of \_\_\_\_\_ dollars, (\$\_\_\_\_\_). Please provide break down annually (see below).

Year 1 – \$\_\_\_\_\_

Year 2 – \$\_\_\_\_\_

Year 3 – \$\_\_\_\_\_

Year 4 – \$\_\_\_\_\_

Year 5 – \$\_\_\_\_\_

Year 6 – \$\_\_\_\_\_

Year 7 – \$\_\_\_\_\_

**Total Guarantee Amount:** \$\_\_\_\_\_

### Automated Teller Machine (ATM) Surcharge

The undersigned proposes to charge the following surcharge per ATM user transaction of \$\_\_\_\_\_ (\$\_\_\_\_\_).



## 2 EXHIBIT A: INSTITUTION SPECIFIC BUSINESS REQUIREMENTS

### Appendix I: University of Wisconsin – Whitewater

Potential bidders of this contract shall be provided the following pertinent information by the University along with the specifications of this bid. The information is for the most recent and complete fiscal year. Projections may be used where necessary.

1. Estimated University Population
  - a. Student Head Count Information:

Student Head Count	2024-2025 Academic Year	2025-2026 Academic Year
First Semester UW-W	10,194	10,397
Second Semester UW-W	11,042	11,424

- b. Faculty & Staff Head Count

Faculty & Staff Head Count	2024 Calendar Year
UW-Whitewater	1,216

Based on 2024 numbers

2. Transaction: Calendar Year 2023 and 2025

2023 ATM Activity by Terminal		Jan-Dec	
Terminal Number	Tran Type	Totals by type	Total Activity
670140	Deposit	556	
Whitewater Branch (lower level)	Transfer	336	
	Withdrawal	2,372	3,264
670826	Deposit		
Whitewater Union	Transfer	264	
	Withdrawal	1,862	2,126
670827	Deposit		
Williams Center	Transfer	279	
	Withdrawal	1,609	1,888
670825	Deposit		
Wells Hall	Transfer	170	
	Withdrawal	759	929



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## 2024 ATM Activity by Terminal

Terminal Number	Tran Type	Totals by type	Total Activity
670717	Deposit	447	
Whitewater Branch (lower level)	Transfer	292	
	Withdrawal	2,170	2,909
670826	Deposit		
Whitewater Union	Transfer	349	
	Withdrawal	1,770	2,119
670827	Deposit		
Williams Center	Transfer	260	
	Withdrawal	1,379	1,639
670728	Deposit		
Wells Hall	Transfer	212	
	Withdrawal	693	905

## 2025 ATM Activity by Terminal

Terminal Number	Tran Type	Totals by type	Total Activity
670717	Deposit		
Whitewater Branch (lower level)	Transfer	249	
	Withdrawal	2,294	2,413
670826	Deposit		
Whitewater Union	Transfer	310	
	Withdrawal	1,251	1,561
670827	Deposit		
Williams Center	Transfer	195	
	Withdrawal	1,104	1,299
670728	Deposit		
Wells Hall	Transfer	90	
	Withdrawal	805	1,658

- Day permits for campus parking are currently \$5 per vehicle.
- Current commissions as follows: \$15,000 per year, paid annually at the start of the contract year



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