

## Automated Teller Machine (ATM) Services

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Automated Teller Machine (ATM) Services. Important Notice: 2026-UWWTW-01166-RFB has been closed and replaced with 2026-UWWTW-01374-RFB.

<b>Open</b>	6/19/2026 12:00 AM CDT	<b>Type</b>	Request for Bid
<b>Close</b>	7/3/2026 12:00 AM CDT	<b>Number</b>	2026-UWWTW-01374-RFB
		<b>Currency</b>	US Dollar

### Contacts

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**Ryan Moore**

[moorer@uww.edu](mailto:moorer@uww.edu)

### Commodity Codes

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<b>Commodity Code</b>	<b>Description</b>
01	Administrative, Financial, and Management Services
18	Miscellaneous Commodities and Services

## DESCRIPTION

### Description

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The University of Wisconsin-Whitewater hereinafter referred to as the “University”, through its Procurement Department, hereinafter referred to as “Procurement”, on behalf of James R. Connor University Center, hereinafter referred to as “Department”, requests bids for the purchase of Automated Teller Machine (ATM) Services. See the Terms and Requirements document in the **BUYER ATTACHMENTS** tab for specific bid information.

The BUYER for this Procurement is Ryan Moore, [moorer@uww.edu](mailto:moorer@uww.edu).

All questions related to this RFB must be submitted through the ShopUW+ Sourcing Event Module, hereinafter referred to as “Sourcing Module”, by the Q&A Submission date.

If a Bidder discovers any significant ambiguity, error, conflict, discrepancy, omissions, or other deficiency in this RFB, they have five (5) business days after the RFB issue date and time to notify the BUYER and request modification or clarification through the Sourcing Module.

If a Bidder fails to notify Purchasing of an error in the RFB document which is known to the Bidder, or which must have reasonably been known to the Bidder, then the Bidder shall submit a response at the Bidder's risk and if awarded a contract, shall not be entitled to additional compensation or time by reason of the error or its later correction.

Any revisions or additions to this RFB will be posted through the Sourcing Module and a link to the Sourcing Module will be provided on VendorNet: [VendorNet Home \(wi.gov\)](#)

Any contact with University employees concerning this RFB is prohibited from issue date until the award is released, except as authorized by the BUYER. Contacting anyone other than the BUYER may disqualify your submission.

### PREPARING AND SUBMITTING A BID

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.**

### \*IMPORTANT\*

To respond to this event, bidders must have an online profile with JAGGAER. If you or your organization does not have an established profile with JAGGAER, register using this link: [Supplier Login or Join JAGGAER Supplier Network \(scquest.com\)](#)

For more information and supplier resources, please visit the ShopUW+ Essentials website here: [ShopUW+ Essentials – UW System Purchasing and Payables System – UW–Madison \(wisc.edu\)](#)

**Failure of the bidder to allow enough time to register appropriately and/or meet required steps will NOT be considered an extenuating circumstance. It is the bidder's sole responsibility to familiarize themselves with the electronic bid Sourcing Module and the electronic bid submission requirements.**

For all technical issues or password resets for your supplier portal login for ShopUW+, the University of Wisconsin's Procurement System, please reach out to the Jaggaer Supplier Support team at 1-800-233-1121 Option 2 or submit a support ticket via the Supplier Support page here: [Supplier Support Information | JAGGAER](#)

When all responses to event sections have been entered and saved, you must confirm your submission and click the **submit button** to send your response to the University. All Bids MUST be submitted by 3:00 PM Central Time on the stated due date. The email address provided in your organization's profile should receive an email confirmation message that your bid has been submitted. Late bids will not be accepted.

The University is not liable for any cost incurred by bidders in replying to this RFB.

#### **PUBLIC BID OPENING**

The public bid opening will be held virtually on **June 3, 2026 @ 3:15 pm CT**. During the session, only the names and prices of the bidders will be announced. Please note that the reading of names does not constitute an award decision. No questions will be entertained during the opening.

Meeting link:

<https://uww.webex.com/uww/j.php?MTID=mc8a70c73f9a2f1be73bdda8da1158e1e>

## Prerequisites

There are no Prerequisites added to this event.

## Buyer Attachments

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1. [Request for Bid \(RFB\) - Automated Teller Machine \(ATM\) Services.pdf](#)
2. [ATTACHMENT A – ITEMIZED BID LIST.pdf](#)
3. [EXHIBIT A INSTITUTION SPECIFIC BUSINESS REQUIREMENTS.pdf](#)
4. [DOA-3054StandardTermsandConditionsRFB-RFP.doc](#)
5. [FOR+SERVICES+ONLY++DOA-3681+SupplementalStandardT&Cs.doc](#)
6. [Applicable Federal Rules.docx](#)

**Group 1.1: Required Information and Forms****Instructions:**

- 1.1.1 Bidder must complete the Vendor Information Form attached here as a requirement of the bid. ★
- 1.1.2 Bidder must supply a client list of three (3) firms to which similar items/services have been provided during the past three (3) years to a comparable sized institution or company. If contacted, information received from those clients will be used to determine whether bidder can reasonably meet contract requirements and specifications. Client references may be used in the award consideration. Has Bidder completed the Client Reference List and uploaded the completed form here? ★
- 1.1.3 Pursuant to Public Law 95-507, indicate which of the following classifications apply to your organization. All vendors are considered Large Business unless otherwise indicated. (Select all that apply.) See website for more information: [www.sba.gov/](http://www.sba.gov/) ★
- 1.1.4 Purchases made under this contract may require further price analysis. Bidders must identify the type of documentation they will provide to allow the University to complete this analysis (i.e. published price list, list of previous buyers, etc.). The awarded Bidder will be required to provide this documentation prior to the order being issued. ★
- 1.1.5 In accordance with Wisconsin Statutes 560.035, 560.0335 and 560.036, indicate below if you are a Wisconsin certified Minority Business Enterprise (MBE), Work Center (WC), Disabled Veteran-Owned Business (DVB) or Woman-Owned Business Enterprise (WBE) See websites for more information: <https://wisdp.wi.gov/Home.aspx> or <http://stateuseprogram.wi.gov/section.asp?linkid=1424&locid=65>). ★

**Group 2.1: Supplier Acknowledgements/Certifications****Instructions:**

- 2.1.1 The DOA Standard Terms & Conditions (DOA-3054) have been provided in the Buyer Attachments to this solicitation. Does the bidder fully accept, without modification, the standard terms and conditions? ★
- 2.1.2 Please attach a WORD document indicating requested modification(s). ★
- 2.1.3 The Terms and Requirements for this solicitation have been provided in the Buyer Attachments. Does the bidder fully accept, without modification, the Terms and Requirements? ★
- 2.1.4 Please attach a WORD document indicating requested modification(s). ★
- 2.1.5 Any information contained in the Bidder's response that is proprietary must be detailed separately on form DOA-3027. Marking of the entire response as proprietary will neither be accepted nor honored. The University cannot guarantee that all such material noted remains confidential, particularly if it becomes a significant consideration in contract award. Information will only be kept confidential to the extent allowed by State of Wisconsin Public Disclosure Law (refer to Standard Terms and Conditions, Section 27.0). Does your organization have any proprietary information they wish to list on form DOA-3027? ★
- 2.1.6 Complete DOA form 3027 and upload/submit with your bid response. ★
- 2.1.7 Federal Executive Order (E.O.) 12549 "Debarment" requires that all contractors receiving individual awards, using federal funds, and all sub recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government. Do you certify that your organization and its principals are not debarred? Information on debarment is available at the following websites: <https://www.sam.gov/SAM/> and <https://acquisition.gov/far/index.html> see section 52.209-6. ★
- 2.1.8 By submitting a bid, the bidder certifies that no relationship exists between the bidder and the University that interferes with fair competition or is a Conflict of Interest, and no relationship exists between such bidder and another person or firm that constitutes a Conflict of Interest. Further, bidder certifies that no employee of the University whose duties relate to this request for bid assisted the bidder in preparing the bid in any way other than in his or her official capacity and scope of employment. ★

- 2.1.9 U.W. System campuses, State of Wisconsin agencies and Wisconsin municipalities, may desire to purchase from this contract. A Wisconsin municipality is defined by Wisconsin Statute 16.70(8) to include counties, cities, villages, towns, school boards, sewage, drainage, vocational, technical and adult education districts, and other bodies with the power to award public contracts. Do you agree to extending the contract to other University of Wisconsin campuses, State of WI agencies and Wisconsin Municipalities? ★
- 2.1.10 If your organization will allow other U.W. System campuses, State of Wisconsin agencies or Wisconsin municipalities to use the resulting contract, please indicate if there will be other charges added and what those charges would be.
- 2.1.11 As an authorized representative of the responding organization, I hereby certify that we are submitting a response that meets the requirements as specified in this bid. ★
- Group 3.1: Specifications & Bid Response**
- Instructions:** Specifications are outlined in the solicitation document provided in the BUYER ATTACHMENTS section. Complete the fields below as specified and provide completed documents to the correct locations. UW Specifications may not be revised without an official written amendment issued by Purchasing.
- 3.1.1 Do you certify that your organization meets the specifications as outlined in the Technical Specifications (Section 6) of the TERMS and REQUIREMENTS? ★
- 3.1.2 Please upload your complete "technical proposal" which should, in a detailed explicit manner, describe your organization's ability to meet and effectively deliver the technical requirements of this solicitation. NOTE: The file upload will require bidder to enter a title for the document. Follow the provided naming convention below: Supplier Name\_Technical Proposal ★
- 3.1.3 Please provide a detailed submittal explaining all warranty and service level agreements pertaining to your submission.
- 3.1.4 State delivery time in days After Receipt of Order (ARO). ★
- 3.1.5 Are you a original manufacturer, authorized distributor or dealer authorized by the manufacturer? ★
- 3.1.6 Enter your account number with the manufacturer.
- 3.1.7 Service/maintenance may be required. Indicate (1) where work will be performed - vendor site or University, (2) typical response time, and (3) miles vendor site is from the University. ★
- 3.1.8 Have you uploaded a fully completed ATTACHMENT A – ITEMIZED BID LIST? ★

Product Line Items

★ Product Line Items

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#	Item Name, Commodity Code, Description	Allow Alternates	Qty.	UOM	Requested Delivery
P1	Composite Commission 18 - Miscellaneous Commodities and Services Enter the "Total Guarantee Amount" commission per ATM transaction for all seven (7) years. If different from year to year please break down by years.	★	1	EA - Each	



There are no Items added to this event.