



# Central New Mexico Community College

Purchasing Department  
525 Buena Vista SE  
Bldg A, Room #109  
Albuquerque, NM 87106  
(505) 224-4546

## Amendment/Addendum # 1

**DATE:** Friday, April 26, 2013  
**TO:** All Offerors of Record  
**FROM:** Keith Adams, CNM Sr. Buyer  
**SUBJECT:** Amendment/Addendum #1 to P-335 "Automated Teller Machine (ATM) Services."

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This addendum becomes part of the Contract Documents.

**Offerors are required to acknowledge receipt of this addendum in the space provided on page 16; Section E. SIGNATURE OF FIRM'S AUTHORIZED REPRESENTATIVE FOR RFP #P-335**

### Questions / Clarifications as follows:

**Question 1:** In Section B: item #24 indicates that the renewal options are those of CNM, While in Section D: in the first paragraph of item #1 and in Exhibit E: item number 3 both simply state there are two options. Will you please clarify who has right to exercise the renewal options?

**ANSWER:** The governing verbiage is what is found in Section D in the first paragraph of item #1. CNM has the right to exercise the renewal options.

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**Question 2:** In Section B: at item #46 there is a provision that indicates that CNM may (for its convenience) terminate the agreement with 15 a business day notice while In Exhibit E: in item #7 either party is given the right to terminate this agreement with 60 days written notice. Is it the intention of CNM to abide by the 60 day or 15 business day notice period?

**ANSWER:** Exhibit E, item #7 is correct, with either Party is given the right to terminate the Agreement with 60 days written notice.

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**Question 3:** In Exhibit E: item #11 provides for assignment of this agreement by either party with the consent of the other party, while in Section C: at item #4 there is a statement regarding assignment of this order by CNM without consent of the other party. Is it the intent of CNM to utilize the assignment clause as per Exhibit E?

**ANSWER:** Exhibit E, item #11 is correct, with either Party, with the consent of the other Party, being able to assign.

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**Question 4:** As was discussed at the meeting on Tuesday CNM requested installation on or about May 20<sup>th</sup>, 2013 and restated that in this package in four places. Just for clarification this is a desired and not required date? Both potentially bidding parties attending the meeting indicated it would be approximately 90 days from the award of the agreement before an installation would likely be possible and that May 20<sup>th</sup> would not be possible. Is it the intention of CNM to allow the time as indicated in the preceding sentence?

**ANSWER:** May 20, 2013 was a desired date for installation. CNM understands that there may be a minimum lead time of at least 90 days for Offerors to be able to acquire and install their ATM machine and this will not be an issue.

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**Question 5:** In the SITE PLAN DRAWINGS there are two questions:

- The space width for each ATM is shown as up to four feet – will we be able to utilize all of that space for the ATM and any housing and/or signage or are we limited to a lesser space?
- The electrical drawings seem to indicate there will be two separate 20 amp circuits for each ATM. Is this correct?

**ANSWER: Bullet 1:** Yes, as long as there is no obstruction to the other vendor’s capability to maintain and operate their equipment. The 4’-0” would have to allow for the machine and any required clearances.

**Bullet 2:** This is what has been installed and provided for the ATM machines:

Install 3 double duplex and 3 duplex receptacles with weather proof covers as shown on ASI #6, run conduit and wire back to panel P1C. Run 3 CAT6 cables and terminate on faceplate in 1” conduit. Terminate all telecommunication cables back to IT room 193.

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**Question 6:** In Exhibit E: the Sample Lease/License Agreement there are two items of clarification:

- In the second paragraph there is a description of the Lessee which does not fit CU Anytime. We are a subsidiary of multiple Credit Unions and we do own and operate the ATMs but it is the Credit Unions which operate branches. Can this language be modified to accommodate our circumstance?
- The second item is in regards to item #5 (g) – is the claim or loss that you are speaking of relating to a claim or loss that could extend to CNM? Claims or losses which occur in the ordinary course of business for an ATM operator would not be appropriate to disclose to CNM and may well be in violation of privacy and other regulations.

**ANSWER: Bullet 1:** Yes, mutually agreed to language can be negotiated between the Parties upon award of the RFP.

**Bullet 2:** The claim or loss intended in the RFP is in regard to claims or losses that could extend to CNM only unless there is a legal requirement to disclose that information to CNM.

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**Question 7:** Will there additional signage opportunities other than using the fascia to use directional signage or any type of signage on the building itself?

**ANSWER:** Additional signage will have to be approved by CNM’s MCO (Marketing & Communications Office). With that being said, vendors will not be allowed to post any type of signage on the building (fascia) itself. The ATM machines need to be self-sustaining. This is due to the age and condition of the wall. CNM wants to minimize wall penetrations.

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**Question 8:** Can you provide the contact information for Roger Soto – CNM IT person?

**ANSWER:** Please have all communications regarding this RFP come through Keith Adams, Sr. Buyer.

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**Question 9:** When responding to the RFP: Clarify that we should start to address the questions beginning on page 11 with 3.2 and continue through 4.3.4.2 on page 15.

**ANSWER:** Begin on page 10 (3. Scope of Work) through page 15, 4.3.4.2. Be sure to write your response so that it addresses all the Evaluation Criteria, paying particular attention to 4.3.1 through 4.3.4.2. Include any other information you think may be pertinent to an adequate response. Also remember to include the "Required Submittal Documents" as listed in paragraph 1 on page 3 of the RFP.

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**Question 10:** Can you let us know your requirements for the ATM and surround dimensions?

Height ?

Width ?

Depth ?

**ANSWER:** CNM has indicated a standard desired size ATM unit of 20"W, 32"D, and 62"H. Each location has a current limitation of 4 feet in width. However, CNM will accommodate the awarded Party(s) as best as we are able to, within reason, providing it does not encroach on a neighboring machines.

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