



**JEFFERSON COUNTY, TEXAS
PURCHASING DEPARTMENT**

1149 Pearl Street – First Floor
Beaumont, Texas 77701
409-835-8593

ADDENDUM TO RFP

RFP Number: RFP 11-003/AW
RFP Title: Term Contract for Installation and Operation of ATMs for Jefferson County
RFP Due: **February 8, 2011, 11:00 AM**
Addendum No.: 2
Issued (Date): January 24, 2011

TO BIDDER: This Addendum is an integral part of the RFP package under consideration by you as a Bidder in connection with the subject matter herein identified. Jefferson County deems all sealed proposals to have been proffered in recognition and consideration of the entire RFP package – **including all addenda.** For purposes of clarification, **receipt of this present Addendum by a Bidder should be evidenced by returning it (signed) as part of the Bidder’s sealed proposal.** If the Proposal has already been received by the Jefferson County Purchasing Department, Bidder should return this addendum in a separate sealed envelope, clearly marked with the RFP Title, RFP Number, and Opening Date and Time, as stated above.

Reason for Issuance of this addendum: Q&A - see following page

The information included herein is hereby incorporated into the documents of this present Bid matter and supersedes any conflicting documents or portion thereof previously issued.

Receipt of this Addendum is hereby acknowledged by the undersigned Bidder:

ATTEST:

Witness

Witness

Approved by _____ Date: _____

Authorized Signature (Bidder)

Title of Person Signing Above

Typed Name of Business or Individual

Address

QUESTIONS AND ANSWERS CONCERNING ATMS FOR JEFFERSON COUNTY

1. Do any of the twelve locations listed currently have ATMs? If so, which ones? Will the ATMs be removed before installing ATMs for this RFP?

The following locations currently have ATMS:

Location	Address	Contract	Phone Number
Historic Courthouse	1149 Pearl St., Beaumont	Harry Fuselier	409-835-8511
Subcourthouse	525 Lakeshore Dr., Pt. Arthur	Mark Bernard	409-983-8307
Ford Park Arena	5115 1H10 South, Beaumont	John Hughes	409-951-5400
Ford Park Amphitheater	5115 1H10 South, Beaumont	John Hughes	409-951-5400

Machines currently in place will be removed so that the new vendor can place machines.

2. What is/was the surcharge rate for transactions that dispense cash?

There is currently a \$1.50 charge per transaction, \$0.75 of which is paid quarterly to Jefferson County.

3. What is the transaction history for each location that currently has an ATM or has previously had an ATM? Please list separately.

Transaction history for the last three years is as follows. An individual breakdown is not available.

Year	Number of transactions
2010	5862
2009	4162
2008	3251

4. Have there been any service issues that affected transaction volume?

There have been complaints regarding the machine at the historic courthouse in Beaumont, but we do not have records of those complaints.

5. Have any ATMs been removed by a prior vendor at any of the twelve locations? If so, which locations and why?

No machines have been removed since the beginning of the current contract (2004), with the exception of moving of machines at the airport during the time the main terminal was closed.

6. What is the estimated traffic expected at each location? How many staff and employees are at each location? Please list separately.

There are approximately 478 employees working in the Historic Courthouse and approximately 46 working in the Subcourthouse. Additionally, numerous members of the public visit the courthouses for jury duty, court appearances, registration renewals, requests

for records, payment of taxes, etc. There is a café located in the basement of the Courthouse, as well as vending machines in various locations.

There are approximate 11 employees at Ford Park. Public traffic at Ford Park depends primarily on scheduled events.

7. How many gates does the Jack Brooks Regional Airport have? How many passengers and flight crew go thru the airport per year? How many other ATMs? What are the food options? How many employees are at the airport?

The airport has two gates. There were approximately 36,000 passengers arriving or departing from the airport in 2010. We do not have data on the number of flight crew. There is one ATM at the airport. The airport has numerous vending machines. There are 13 employees at the airport.

8. What types of services are provided at the two courthouses?

Numerous services are provided at both courthouses, including registration renewals, requests for records, payment of taxes, etc. There is a café located in the basement of the Historic Courthouse. Both Courthouses have vending machines in various locations.