



## **Request for Proposal (RFP) for Automated Teller Machine (ATM) in the City of Deadwood Public Buildings**

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### **Services Being Sought**

The City of Deadwood is seeking vendors who provide automated teller machines (ATMs) to submit a proposal for patrons to access cash at the following locations:

- Deadwood Event Center – 11 76 Drive
- Welcome Center / Chamber of Commerce – 501 Main Street
- History and Information Center – 3 Siever Street
- 76 Museum – 18 76 Drive
- Adams Museum – 54 Sherman Street
- Outlaw Square – 703 Main Street
- Seasonally (May – October) at the following locations:
  - Mt. Moriah Cemetery – 1 Mount Moriah Drive
  - Adams House Gift Shop – 22 Vanburen Avenue

### **Why Services Are Being Sought**

Services are being sought to:

- give our residents and guests easier and more convenient access to cash.
- to increase revenue generated for Public Buildings to help offset costs of maintenance for facilities.

### **ATM Vendor and Equipment Requirements**

- ATM takes EMV “chip” cards.
- ATM will be ADA compliant.
- ATM will be T-31 compliant.
- Vendor fills the machine with money.
- Vendor services machine.
- The cost for use of the machine by a patron would be a surcharge payable to vendor.
- The vendor compensates the City of Deadwood with a set amount per transaction, to be proposed by vendor.
- Permission for the City to conduct credit check.

### **Additional Specifications of Contract**

- The City of Deadwood assumes no liability for damages caused by ATM, damage to ATM, loss or theft of ATM's while on City Property.
- The City and Vendor may mutually agree at any time to add ATM's or remove ATMs from facilities based on agreed upon economics of the ATM's and a 30-day written notice by either party.

### **Requirements for Proposal Preparation**

The proposal submission will include:

1. Collections of ATM machines and payment schedule.
2. Picture of the type of ATM to be placed at each location.
3. Requirements for service, such as a phone-line, power.
4. Description of cost-sharing proposal.
5. Description of space needed for placement and suggested placement on each property.

### **Contract and Award Process and Criteria**

Proposals will be evaluated and reviewed by the City of Deadwood Finance Department, based upon the criteria required in this RFP and how well the response to the criteria meets or exceeds the services required. The contract will be for a period of 3 years with optional 1-year renewals for years 4 and 5.

### **Process Schedule**

- Deadline for submissions: Thursday April 17, 2025, at 2:00 p.m.
- Bid opening: Thursday April 17, 2025, at 2:00 p.m.
- Contract award: May 5, 2025.

### **Deadline, Delivery, and Point of Contact for City of Deadwood ATM RFP By 2:00 p.m. on April 17, 2025**

Please submit sealed bids (hard copy proposal packet), according to the criteria listed above, to this address during business hours (8 a.m. to 5:00 p.m.): City of Deadwood: ATM Proposal 102 Sherman Street, Deadwood SD 57732. All proposals will be opened and recorded at 2:00 p.m. on Thursday April 17, 2025. Any submissions received after the deadline will be returned to the vendor, unopened. Questions: Call 605-578-2082 or send an e-mail to [lornie@cityofdeadwood.com](mailto:lornie@cityofdeadwood.com)