Authorize the first of three one-year renewal options for a one-year service price agreement for Automatic Teller Machine Services, RFP 2017-058-6682, with Choice ATM Enterprises, Inc. - Estimated Revenue of $6,000.00

Briefing Date: Jun 2 2020
Funding Source: 120
Originating Department: Purchasing
Prepared by: Brandon Fitzgerald, Buyer
Recommended by: Michael Frosch, Director of Purchasing

BACKGROUND INFORMATION:
This service price agreement provides North Dallas Government Center, Oak Cliff Sub-Courthouse, and East Dallas Government Center with automated teller machine (ATM) services. ATM's in these facilities provide visitors an efficient method of accessing their bank funds for personal use or for the purpose of making payments such as fees, taxes, or fines.

Under the terms of the agreement, the customer is charged $3.00 per transaction, which is within industry standards. Additionally, the agreement requires the contractor to pay the County a minimum annual guarantee (MAG) of $6,000.00 annually for the privilege of operating the ATM's in County facilities. The Treasury Department manages the contract, collects the revenue (MAG), and deposits the revenue in the general fund.

Prior Action
On June 5, 2018, Dallas County Commissioners Court with Court Order 2018-0684 authorized the award of Automated Teller Machine Services to Choice ATM Enterprises, Inc. through RFP 2017-058-6682.

On August 1, 2017, Dallas County Commissioners Court with Court Order 2017-0999 authorized the purchasing Department to release, advertise, and negotiate a contract agreement with the highest ranked firm for the Request for Proposal for Automated Teller Machine Services.

OPERATIONAL IMPACT:

FINANCIAL IMPACT:
Revenue is deposited in the general fund.

LEGAL IMPACT:
N/A
PROJECT SCHEDULE:

SBE PARTICIPATION:
This extension was awarded under the M/WBE program, SBE does not apply.

ADMINISTRATIVE PLAN COMPLIANCE:
This action meets the Dallas County Administrative plan, Vision 1: Dallas County is operationally a model governmental entity by enhancing Dallas County's alternative payment methods available to its customers and employees.

RECOMMENDATION:
Authorize the first of three one-year renewal options for a one-year service price agreement for Automatic Teller Machine Services, RFP 2017-058-6682, with Choice ATM Enterprises, Inc. - Estimated Revenue of $6,000.00

OTHER:
N/A

MOTION:
On a motion made by TBD, and seconded by TBD, the following order will be voted on by the Commissioners Court of Dallas County, State of Texas:

Be it resolved and ordered that the Dallas County Commissioners Court does hereby Authorize the first of three one-year renewal options for a one-year service price agreement for Automatic Teller Machine Services, RFP 2017-058-6682, with Choice ATM Enterprises, Inc. - Estimated Revenue of $6,000.00

CONTRACT DETAILS:

Contract Title: RFP 2017-058-6882 First Renewal Option For Automatic Teller Machine Services
Description: For Automatic Teller Machine Services for North Dallas Government Center, Oak Cliff Sub-Courthouse and East Dallas Government Center with Choice ATM Enterprises, Inc.
Transaction Type: Change/Amendment
Contract Number: 2017-058-6882
Total Cost: 0
Start Date: June 5, 2020
Expiration Date: June 4, 2021
Vendor: Choice ATM Enterprise

ATTACHMENTS:
Department Letter Automatic Teller Machines Services
2020 - County of Dallas- Choice ATM -Chapter 2270 Verification Form
2020 - County of Dallas Renewal -RFP 2017-058-6882 -signed extension
Court Order 2017 0999
February 21, 2020

TO: Pauline Medrano, Treasurer
    Tracy Hines, Treasurer
    Reina Reyna, Treasurer

FROM: Laura Ortiz, Purchasing

SUBJECT: RFP No. 2017-058-6882 – Automated teller machine services – 1st Renewal option

The aforementioned agreement awarded to Choice ATM Enterprise, Inc. due to expire on June 5, 2020. This is the second renewal option on this agreement, your department has three options: (Please initial one only and sign below).

Option 1: [✓] Exercise the renewal option for a twelve (12) month period based on existing terms and conditions, no changes are required or allowed to the master agreement. Services currently performed by the Contractor are in compliance with contract requirements.

Option 2: [   ] Re-bid this master agreement. If your department choses to re-bid the agreement, please update any required revisions to the specifications, terms, conditions, and requirements.

Option 3: [   ] The services and/or goods stated in this master agreement are no longer required by this department. Please cancel all future solicitation requests relating to this contract.

Please sign and return this form with all comments and/or revisions (if any) to the Purchasing Department, fax number 214-653-7449, Attn: Laura Ortiz, no later than February 26, 2020. Should you have any questions, please contact me at 214-653-5639.

Your cooperation is greatly appreciated.

Laura Ortiz, Buyer
Dallas County Purchasing Dept.
Founders Square
900 Jackson Street Ste. 680
Dallas, TX 75202
O: 214.653.7431 | F: 214.653.7449
laura.ortiz@dallascounty.org
Note: If your department chooses to extend, how would you rate vendor performance for the requested services and/or products over the past twelve (12) months? (This survey information is required for each contract per Commissioners Court).

Choice ATM Enterprises, Inc.

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>RATING</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Was the service provided compliant with the contractual terms, conditions, and pricing?</td>
<td>4 Excellent</td>
<td>3 Good</td>
</tr>
<tr>
<td>2. Was the product or service delivered in a timely manner?</td>
<td>✓</td>
<td></td>
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<td>3. How would you rate each vendor’s quality of work performed?</td>
<td>✓</td>
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<td>4. Was the vendor responsive to Dallas County questions, inquires, or problems?</td>
<td>✓</td>
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<tr>
<td>5. How would you rate each vendor’s overall quality of work performed?</td>
<td>✓</td>
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<td>6. Have you had any problems or issues with the current vendor? If yes, please state the problem or issue.</td>
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Please elaborate on any areas of concern or indicate improvements that may be required.

Contract Manager Authorized Signature: [Signature]

Printed Name: Pauline Medrano

Date: 3-26-2020

Attachment: Only if necessary.

CC: RFP No. 2017-058-6882 – Automated teller machine services – 1st Renewal option

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3.11.19
Dept. Contract Extend/
Rebid/Cancel
TEXAS GOVERNMENT CODE  
CHAPTER 2270 VERIFICATION FORM

1. [Signature]  

CHIEF FINANCIAL OFFICER  

AFFIX NOTARY STAMP / SEAL ABOVE

CONNIE WATKINS  
Notary Public, State of Texas  
Comm. Expires 08-12-2023  
Notary ID 815799-6

Sworn to and subscribed before me, by the said [Signature], this the 23rd day of April, 2020, to certify which, witness my hand and seal of office.
April 17, 2020

Choice ATM Enterprise
Attn.: Brian von Merveldt
bvonmerveldt@choice-enterprises.com


Dear: Mr. Brian von Merveldt,

The aforementioned contract between Dallas County and Choice ATM Enterprises Inc. will expire on June 5, 2020. The Dallas County Purchasing Department would like to exercise the extension option of this contract for an additional twelve (12) month period to include terms and conditions set forth in the original contract award.

If you are interested in extending the current contract, please complete the form below and return it no later than April 23, 2020. If you desire to extend this contract we will also need an updated EEO1 form, insurance certificate, 2270 form and 1295 Form. (Forms are attached)

Please check one:

Yes [ ] I agree to extend the contract with Dallas County at the original terms and agreements of aforementioned contract for a twelve (12) month period (June 5, 2020 through June 4, 2021)

No ______ I cannot extend the contract beyond December.

Signed by: ________________________

Company Name: CHOICE ATM ENTERPRISES, INC.

Email: bvonmerveldt@choice-enterprises.com

Should you have any questions, please feel free to contact my office.

Sincere regards,

Brandon Fitzgerald
Buyer
Dallas County Purchasing Department
Ph#214-653-7437

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Extension Ltr. to Vendor
## Section D - Employment Data

Employment at this establishment - Report all permanent full and part-time employees including apprentices and on-the-job trainees unless specifically excluded as set forth in the instructions. Enter the appropriate figures or all lines and in all columns. Blank spaces will be considered as zeros.

### Number of Employees (Report employees in only one category)

<table>
<thead>
<tr>
<th>Race/Ethnicity</th>
<th>Hispanic or Latino</th>
<th>Male</th>
<th>Female</th>
<th>Not-Hispanic or Latino</th>
<th>Male</th>
<th>Female</th>
<th>Male</th>
<th>Female</th>
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<tr>
<td></td>
<td>1. Executive/Senior Level officials and Managers</td>
<td>1.1</td>
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<td>4</td>
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<td>1</td>
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<td>5</td>
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<td></td>
<td>1.1 First/Mid-Level Officials and Managers</td>
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<td>1</td>
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<td>2. Professionals</td>
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<td>3. Technicians</td>
<td>3</td>
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<td>17</td>
<td>17</td>
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<td>4. Sales Workers</td>
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<td>5. Administrative Support Workers</td>
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<td>6. Craft Workers</td>
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<td>7. Operatives</td>
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<td>8. Laborers and Helpers</td>
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<td>9. Service Workers</td>
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<td>TOTAL</td>
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<td>23</td>
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<td>PREVIOUS YEAR TOTAL</td>
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</table>

1. Date(s) of payroll period used: 4-1-20 (Omit on the Consolidated Report)

### Section E - Establishment Information

What is the major activity of this establishment? (Be specific, i.e., manufacturing steel casings, retail grocer, wholesale plumbing supplies, title insurance, etc. Include the specific type of product or type of service provided, as well as the principal business or industrial activity.) Automated Teller Machine and Kiosk Servicing Company

### Section F - Remarks

Use this item to give any identification data appearing on the last EEO-1 report which differs from that given above, explain major changes in composition of reporting units and other pertinent information.

### Section G - Certification

- Check One
- All reports are accurate and were prepared in accordance with the instructions. (Check on Consolidated Report only.)
- This report is accurate and was prepared in accordance with the instructions.

- Name of Certifying Official: Brian von Menzeldt
- Title: Chief Financial Officer
- Signature: [Signature]
- Date: 4/23/20

- Name of person to contact regarding this report: Connie Watkins
- Title: Business Manager / HR
- Address (Number and Street): 2600 E. Lamar Blvd, Suite 350
- Zip Code: 76006
- Telephone No. (including area code and extension): 817-661-2148 x1213
- Email address: knawkins@choice-atm-enterprises.com

All reports and information obtained from individual reports will be kept confidential as required by Section 709(c) of Title VII.

WILLFULLY FALSE STATEMENTS ON THIS REPORT ARE PUNISHABLE BY LAW, U.S. CODE, TITLE 18, SECTION 1001.


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COURT ORDER
2017-0999

Request for Proposal for Automated Teller Machine Services - Authorization to Release, Advertise and Negotiate

On a motion made by Commissioner Dr. Theresa M. Daniel, District 1, and seconded by Commissioner Dr. Elba Garcia, District 4, the following order was passed and adopted by the Commissioners Court of Dallas County, State of Texas:

BRIEFING DATE: 7/5/2017
FUNDING SOURCE: No Cost Solution

Be it resolved and ordered that the Dallas County Commissioners Court does hereby authorize and approve the release of the Request for Proposal for Automated Teller Machine Services and further authorizes staff to negotiate a contract agreement with the highest ranked firm to and present to the Commissioners Court for final approval in accordance with local procurement laws.

Done in open court August 1, 2017, by the following vote:

IN FAVOR: Honorable Clay Lewis Jenkins, County Judge
Commissioner Dr. Theresa M. Daniel, District 1
Commissioner Mike Cantrrell, District 2
Commissioner John Wiley Price, District 3
Commissioner Dr. Elba Garcia, District 4

OPPOSED: None
ABSTAINED: None
ABSENT: None

Recommended by: Gloria McCulloch
Originating Department: Purchasing