

INDIAN RIVER COUNTY
OFFICE OF MANAGEMENT AND BUDGET
PURCHASING DIVISION

DATE: August 6, 2021

TO: BOARD OF COUNTY COMMISSIONERS

THROUGH: Jason E. Brown, County Administrator
Kristin Daniels, Budget Director

FROM: Jennifer Hyde, Purchasing Manager

SUBJECT: Recommendation of Award for RFP No. 2021052 – Automated Teller Machine Services

BACKGROUND:

Two Automated Teller Machines (ATMs) have been installed in Admin Buildings A and B since 2011. The original machines were placed by Oculina Bank, as the result of a request for proposals (RFP) process. At the expiration of the original agreement, another RFP was issued, with only Oculina responding. The term of the current agreement ends on August 15, with no renewals available. During the term of the current the agreement, Oculina changed its name to iTHINK Financial Credit Union (“iTHINK”). The ATMs are utilized by residents doing business with the Tax Collector, Building Division and Utilities Department, as well as by County staff.

RFP RESULTS:

Advertising Date: July 19, 2021
RFP Opening Date: August 6, 2021
DemandStar Broadcast to: 69 Subscribers
Replies: 1 Firm

Proposing Firm	Location
iTHINK Financial Credit Union	Delray Beach

ANALYSIS:

The proposal received from iTHINK was determined to be responsive and included all requested information. A selection committee was not convened, as there is no need to develop a ranking of respondents. iTHINK proposes to continue providing ATM service with the existing equipment (which was replaced during the current agreement term). Fees are proposed to increase from the original \$1.50 per transaction to \$3.00, which is equal to their published non-member fees. Staff has been content with the service provided by iTHINK, and the ATMs have required no staff involvement.

FUNDING:

No separate funding is required. Cost of electrical service is negligible and will be funded out of the Facilities Management budget for electrical service.

RECOMMENDATION:

Staff recommends the Board award the RFP to iTHINK Financial Credit Union and authorize the Chairman to execute the Sample Agreement after review and approval by the County Attorney as to form and legal sufficiency.

ATTACHMENTS:

Sample Agreement