

**COUNTY OF UNION,  
ILLINOIS**

**RESOLUTION REGARDING INSTALLATION OF  
AUTOMATIC TELLER MACHINE IN COURTHOUSE**

**WHEREAS**, pursuant to 55 ILCS 55/5-1122, a county board may enter into written agreements with financial institutions for the placement and services of an automatic teller machine at any county office building, including a courthouse; and

**WHEREAS**, county employees and individuals using the courthouse would benefit from the convenience of an automatic teller machine in the courthouse and county government would receive compensation from a financial institution for the placement of an automatic teller machine; and

**WHEREAS**, the Board of Commissioners of the County of Union, Illinois desires to engage in a competitive bidding process for the placement of an automatic teller machine in the Union County Courthouse.

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the County of Union, Illinois as follows:

1. The Board of Commissioners of the County of Union, Illinois shall issue a Request for Proposals, a copy of which is attached to, and made a part of, this Resolution regarding the installation of an automatic teller machine in the Union County Courthouse.
2. The Union County Clerk shall provide a copy of such Request for Proposals to each financial institution in Union County and publish a notice regarding such Request for Proposals in a newspaper of general circulation in Union County.

**PASSED AND APPROVED** at a regular meeting of the Board of Commissioners of the County of Union, Illinois this 17 day of August, 2009.

Chairman: John H. Hannon voting yes.

County Commissioner: Arnold Hannon voting yes.

County Commissioner: Donald Jerry voting yes.

Subscribed and Sworn to me this 17 day of August, 2009

County Clerk: Bobby John J.

**COUNTY OF UNION, ILLINOIS**

**REQUEST FOR PROPOSALS**

**FOR**

**PLACEMENT OF AUTOMATIC TELLER MACHINE  
IN UNION COUNTY COURTHOUSE**

Issue Date: August 17, 2009

Submittal Date: September 21, 2009

Contact Person:

Bobby Toler, Jr.  
Union County Clerk  
Union County Courthouse  
309 West Market Street  
Jonesboro, Illinois 62952  
Telephone: 618-833-5711

## **PLACEMENT OF AUTOMATIC TELLER MACHINE IN UNION COUNTY COURTHOUSE**

### **Overview**

Union County (the "County") is issuing this Request for Proposals (the "RFP") for a cash dispensing automatic teller machine (an "ATM") to be placed in the Union County Courthouse (the "Courthouse").

Sealed proposals will be received by the County until Monday September 21, 2009 at 4:00 p.m. in the Union County Clerk's Office.

Questions may be directed to the Union County Clerk at 618-833-5711.

*The County reserves the right to reject any and all proposals received pursuant to this RFP and to waive or not waive any informalities or irregularities in proposals or proposal procedures, and to accept or further negotiate cost, terms or conditions of any proposal determined by the County to be in the best interests of the County even though not the lowest cost proposal.*

### **Mandatory Requirements**

A response to this RFP must be **sealed** and must include the following:

- (1) A cover letter designating the name, address and telephone number of the person or persons available for contact concerning the proposal.
- (2) The type of the cash dispensing machine offered for use in the Courthouse.
- (3) A general description of services to be provided, the terms of delivery and service, and term of agreement. A proposed Agreement may be submitted, but is not required.
- (4) The ATM must accept credit, debit and all other bank cards.
- (5) The ATM must be stand-alone and not built-in
- (6) Ability to run reports showing performance of the ATM such as number of transactions, amount of transactions, etc.
- (7) Proposed fee to be charged for foreign transactions and any other fees to be charged to users of the ATM.
- (8) Other items the proposer wishes to have considered.
- (9) References.

### **Opening of Bids and Selection of Proposal**

Proposals will be opened by the Union County Board of Commissioners at the regular meeting at 4:00 p.m. on September 21, 2009 at the Courthouse.

### **Evaluation Criteria**

In determining the most favorable proposal the County shall consider the following:

- (1) Terms of delivery, installation and service.
- (2) Ability to provide the required services.
- (3) Capability features of the equipment and services to be provided.
- (4) Financial stability.
- (5) Pricing.
- (6) References.
- (7) Prior knowledge or prior dealings of the financial institution, as the knowledge or dealings relate to official business of the County.
- (8) Availability of support services.
- (9) Any other information and/or factors that the County considers relevant.