



BUNCOMBE COUNTY REQUEST FOR PROPOSAL AUTOMATIC DEPOSIT ON-SITE SAFE

REQUEST FOR PROPOSAL

Date of Issue: April 7, 2021

Proposal Submission Deadline: April, 28, 2021, 3:00 pm ET

I. Intro

Buncombe County Tax Collections seeks proposals from parties interested in providing an on-site drop safe for currency, with automatic deposit to the County's banking institution for each batch.

II. Scope of Services

At a minimum the service should provide the following:

- Receipting for each deposit/batch processed through on-site safe
- Electronic identification and tracking of deposit/batch owner
- Pick up of cash deposits on regular schedule
- Processing of change orders

If you believe your organization meets the above requirements, please consider responding to this RFP.

III. Selection Criteria

If you or your organization are interested in assisting the County with this service please submit a proposal that includes answers to the questions listed below.

- How does the safe process coins?
- How are deposit discrepancies handled?
- What activity reporting is available?
- What is the frequency of pick-up?
- What is the process for change orders?
- What is the speed of the currency feed into the safe?
- What changes are needed to current County space to accommodate safe placement?

Selection will be based on the following criteria. These criteria are not necessarily listed in order of importance.

- Meet the needs of the County
- Ability to perform the service
- Cost of the service
- Experience

V. General Information & Questions

Inquiries and questions concerning this RFP shall be directed in writing to the Procurement Manager, Ron Venturella at ron.venturella@buncombecounty.org.

VI. Site Visit

To schedule an appointment to view the building and space where the safe will be located contact: Lisa Jenkins by email, lisa.jenkins@buncombecounty.org or by phone (828) 250-4912.

VII. Instructions for submitting proposals

Proposals will be received until **Wednesday, April 28, 2021, 3:00 pm**. All proposals may be submitted electronically via email and properly identified with the subject:

RFP: AUTOMATIC DEPOSIT ON-SITE SAFE PROPOSAL

Proposals may be emailed to: ron.venturella@buncombecounty.org

The County's capacity for email attachments is 9mb. It is the responsibility of the applicant to assure that their proposal is received. Receipt of proposals can be verified by calling Ron Venturella at 828-250-4154. Late proposals will not be accepted.

VIII. Limitations

This Request for Proposal does not commit Buncombe County to award a contract. The County reserves the right to accept or reject all or any part of any proposal, waive informalities and award the contract to best serve the interest of the County.

IX. Conflict of Interest

No employee, officer, or agent of the County or the selected Vendor shall participate in the selection or in the award of any contract resulting from this RFP if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when one of the following has a financial or other interest in any proposing firm: (1) the employee, or an officer or agent of the employee; (2) any member of the employee's immediate family; (3) the employee's business partner; or (4) an organization which employs, or is about to employ, any of the above. Such standards shall be designed to preclude personal or organization conflicts of interest, real or apparent, from impairing the fairness of any procurement process or the public's confidence in the integrity of the County and the Contractor. Such standards shall also prohibit said individuals from accepting gifts, gratuities, favors, or anything of monetary value from contractors, potential contractors, or customers.

END OF RFP: AUTOMATIC DEPOSIT ON-SITE SAFE