



CITY of NOVI CITY COUNCIL

www.cityofnovi.org

**Agenda Item C
October 8, 2007**

SUBJECT: Approval to award contract to Huntington Bank to provide Automated Teller Machine(s) (ATM) service at the Civic Center, the Police Department and the Novi Ice Arena.

SUBMITTING DEPARTMENT: Police Department

CITY MANAGER APPROVAL: *PWA for CJP*

BACKGROUND INFORMATION:

In an effort to enhance customer service and convenience for the citizens and visitors of Novi, a Request for Proposal (RFP) was initiated on August 7, 2007 on Bid-Net to provide Automated Teller Machine(s) (ATM) service for buildings owned and operated by the City of Novi. The locations considered were: Civic Center, Police Department, Meadowbrook Commons and the Novi Ice Arena.

Three local financial institutions attended a mandatory pre-bid meeting on August 14, 2007; however, Huntington Bank was the only vendor who submitted a complete proposal. The locations included in the proposal are the Civic Center, the Police Department and the Novi Ice Arena. After discussions with staff at Meadowbrook Commons, it was decided an ATM machine was not needed. There will be no cost to the city other than a nominal machine-specific electrical service. Additionally, the City has negotiated with Huntington to waive the number of monthly transactions required for a period of one year. To benefit citizens of the City of Novi, and in an effort to minimize fees paid by ATM users, Huntington is proposing to waive all Huntington customer transactions fees. A \$1.50 surcharge fee will be assessed to non-Huntington machine users. Huntington's standard surcharge fee is \$2.00.

Huntington proposes to install three (3) NCR P62 (or like model) ATMs within 90 days of contract acceptance by the City of Novi and Huntington at the Civic Center, the Police Department and the Novi Ice Arena. The ATMs would be capable of processing the following types of transactions:

- cash withdrawals from checking and savings accounts
- cash advance from credit cards and/or debit cards
- transfer from checking to savings or savings to checking accounts

The City has negotiated with Huntington to waive the number of monthly transactions required for a period of one year.

To benefit citizens of the City of Novi, Huntington proposes the following financial option minimizing fees paid by ATM users:

- waive all Huntington customer transactions and charge a \$1.50 surcharge fee to non-Huntington machines users. Huntington's standard surcharge fee is \$2.00.

Huntington offers a comprehensive, customized ATM program, including installation, ongoing maintenance of the ATM, and remote monitoring of the cash levels and the network. With remote, electronic monitoring of the network, they are able to detect and remedy malfunctions immediately. A toll-free, customer service number will be posted on the ATMs, so that customers can call directly with questions or problems.

Staff is recommending the proposal be awarded to Huntington Bank to install Automated Teller Machines at the Civic Center, the Police Department and the Novi Ice Arena. We believe the installation of these machines will enhance the delivery of service to the Novi Community.

RECOMMENDED ACTION: Approval to award contract to Huntington Bank to provide Automated Teller Machine(s) (ATM) service at the Civic Center, the Police Department and the Novi Ice Arena.

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Capello				
Council Member Gatt				
Council Member Margolis				

	1	2	Y	N
Council Member Mutch				
Council Member Nagy				
Council Member Paul				