

**Invitation to Bid (ITB)**  
**Managed Cash Recyclers**

**ITB Release Date:** April 22, 2026

**Proposal Due Date:** May 7, 2026 by 5:00 PM (ET)

**Submission Email:** [Purchasing@SarasotaTaxCollector.gov](mailto:Purchasing@SarasotaTaxCollector.gov)

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**1. Introduction**

The Sarasota County Tax Collector's Office invites qualified firms or individuals to submit proposals to provide managed cash recyclers. The Sarasota County Tax Collector seeks to have managed cash recycler machines installed into four of its locations.

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**2. Scope of Services**

The selected vendor will be expected to meet or exceed the following goals and deliverables:

- **Provide Four Managed Cash Recycler Machines**
- **Machine Capabilities**
  - The unit must receive, dispense, make change, deposit tills, and authenticate all currency.
  - The unit must provide all needed reporting, including:
    - Starting cash tills.
    - Daily cash activity for each cashier.
    - Automated balancing process removing the need for the cashier to manually count their cash.
    - A portal for making change, and for mid-day drops for each cashier.
    - Permit cashiers to deposit remaining cash at the end of the day.
  - Security against counterfeit bills

- Accurate count of cash
  - Visible count of cash held.
  - **Install the machines in each of four Sarasota County Tax Collector offices.**
    - Ability to do on-site installation in four separate locations.
  - **Demonstration of the machine's capabilities.**
    - Demo period should last a few months to be certain that the machine meets the Sarasota County Tax Collector's needs.
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### **3. Proposal Requirements**

Proposals should include the following:

1. **Cover Letter** summarizing your firm's interest and understanding of the project.
2. **Qualifications and Experience** including examples of similar work with government or public agencies.
3. **Approach and Methodology** for meeting the Scope of Services and performance metrics.
4. **Project Team** names, titles, and relevant experience of key personnel.
5. **Timeline and Deliverables** for implementation.
6. **Pricing Structure** (monthly or project-based). If a subscription is necessary, the renewal rate.
7. **References** (minimum of three clients).
8. **Foreign Country of Concern Attestation and Human Trafficking Attestation Form**

The Sarasota County Tax Collector reserves the right to request audited financial statements, or the most recent annual report from the vendor at any time.

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### **4. Evaluation Criteria**

The contract shall be awarded to the responsive and responsible bidder submitting the lowest bid price. Preference shall be given to local businesses where applicable.

A tie shall exist when two or more bids are determined to be equal with respect to price, quality and service. Pursuant to Section §287.087 F.S., whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to qualify as a drug-free business, a *Drug-Free Workplace Certification* must be submitted with the original response.

If both proposers have implemented a drug-free program, and a tie continues to exist, the award shall be made based on random selection

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## 5. Submission Instructions

All proposals **must** be submitted **electronically**, in PDF format, by **5:00 PM ET** on May 7, 2026 to [Purchasing@SarasotaTaxCollector.gov](mailto:Purchasing@SarasotaTaxCollector.gov).

Responses submitted by any other means will not be considered. Late submissions will not be accepted. Responder shall assume full responsibility for timely delivery of the proposal.

Questions may be directed to the same email address with the subject line: **“ITB Inquiry – Managed Cash Recycler”**. No questions or requests for clarification received after 5:00 PM ET May 4 will be answered. All questions, and respective answers, will be posted online at [www.SarasotaTaxCollector.gov/Procurement](http://www.SarasotaTaxCollector.gov/Procurement).

All other unsolicited communications regarding the procurement may subject the bid to disqualification.

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## 6. Terms and Conditions

Any Purchase Order or Agreement will be subject to the *Tax Collector General Terms and Conditions of Purchase Orders* ([Sarasota County Tax Collector General Terms & Conditions of Purchase Orders](#)).

Additionally, the Sarasota County Tax Collector’s Office reserves the right to:

- Reject any or all proposals, in whole or in part.
- Request additional information from any respondent.
- Negotiate terms and conditions with the selected vendor.
- Terminate the solicitation process at any time.

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## 7. Anticipated Timeline

<b>Event</b>	<b>Date</b>
RFP Issued	April 22, 2026
Question Submission Deadline	May 4, 2026
Proposals Due	May 7, 2026
Review Period	May 8-11, 2026
Anticipated Selection	May 12, 2026
Inspection/Dispute Period	May 13-19, 2026
Contract Start Date	As soon as possible