



"The Pass of the Oaks"

REQUEST FOR PROPOSAL
COMMERCIAL BANKING SERVICES

Department of Administrative Services

**Primary Contact:
Mike Compton
City Treasurer**

Proposal Issue Date

October 21, 2016

Proposal Submittal Due Date

**December 7, 2016
3:00 P.M.**

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REQUEST FOR PROPOSAL COMMERCIAL BANKING SERVICES

INTRODUCTION

The City of Paso Robles (hereafter referred to as the "City") is seeking proposals from qualified public depositories, as defined by Section 53635.2 of the California Government Code, to provide a variety of banking services. The City intends to select one qualified financial institution to provide all of the banking services outlined in this Request for Proposals (RFP). The City encourages financial institutions to submit the most comprehensive proposal possible offering the highest quality of service, which includes providing opportunities for implementing various technological advances that could help improve the current banking, cash management and customer services.

As a public agency, it is appropriate for the City to regularly review and evaluate its banking needs, alternative services and related costs. This Request for Proposal is expected to result in a firm fixed price contract. Proposals must be received by the City by 3:00 p.m. on December 7, 2016, Administrative Services Office, 821 Pine Street, Suite A, Paso Robles, California 93446. Proposal should be clearly marked 'Attention: City Treasurer'.

GENERAL INFORMATION

The City, with a population of approximately 30,000, was incorporated in 1889 and is located on the Central Coast of California, 200 miles south of San Francisco and 220 miles north of Los Angeles on State Highway 101. The City is a General Law City and operates under a "Council-Manager" form of government where the City Manager is appointed by the City Council and is the Chief Executive Officer of the Municipal Corporation. The City Council consists of five members elected at-large, on a non-partisan basis.

The City provides a full range of municipal services in the following departments: City Manager, Administrative Services, Community Development, Police, Emergency Services, Library and Recreation, Public Works, Water Operations, Sewer Operations, Transit Operations, and Airport Operations.

The City's primary banking relationship is currently maintained at Heritage Oaks Bank. Given the ongoing changes occurring within the banking industry and evolving technologies, it is the City's practice to review and evaluate its banking services on a five year cycle. The last evaluation was conducted in 2011. The City wishes to create efficiencies, make improvements where possible, and take advantage of new, applicable technologies. It is the City's intent to maintain all commercial banking services with one financial institution to maximize cash flow and minimize administrative costs. Banking services proposals must include services for the entire scope of the relationship outlined.

This RFP does not cover treasury related investment services, such as custody and trust services.

The City will endeavor to administer the proposal process in accordance with the terms and dates outlined in this RFP, however, the City reserves the right to modify the activities, time line, or any other aspect of the process at any time, as deemed necessary by City staff. By requesting proposals, the City is in no way obligated to award a contract or pay the expenses of proposing banks in connection with the preparation or submission of a proposal. The awarding of any contract shall be contingent on the availability of funds and the requisite staff and Council approvals. The decision to award any contract to a particular bank will be based on a variety of factors listed under 'Evaluation of Proposals and Negotiations'. It is the City's interest to do business with banking professionals who are dedicated to the government market. No single factor will determine the final award decision. It is the intent of the City to enter into a five (5) year contract but reserves the right to extend the contract for an additional five (5) year period subject to satisfactory performance.

PROPOSAL SCHEDULE

A. Schedule

The anticipated schedule for the proposal process is outlined below:

Issuance of RFP	October 21, 2016
Questions Due	November 9, 2016
Responses to Questions	November 16, 2016
Proposal Submission	December 7, 2016
In-person Meetings with Finalist(s) if Needed	December 14, 2016
Proposal Review Completed	December 21, 2016
Notice to Bidders	December 28, 2016
City Council Award	January 3, 2017
Implementation Beginning	January 17, 2017

B. Questions Related to the RFP

In order to avoid any potential confusion, and to minimize the burden on City staff, the City requires that all questions concerning this RFP must be directed to Mike Compton, City Treasurer by email at mcompton@prcity.com. Responses to any and all questions shall be shared with all potential RFP responders.

MINIMUM QUALIFYING REQUIREMENTS

Banks who fail to meet the minimum qualifications set forth below should not submit a response as any such response shall be deemed non-responsive and not be considered.

All respondents must:

1. Be a member of the Federal Reserve System
2. Be a state or national bank as defined in Government Code Section 53630.5.
3. Meet all California Government Code requirements pertaining to collateralization and depository requirements.
4. Be insured by the Federal Deposit Insurance Corporation.
5. Be a full service bank in good standing.
6. Have a branch within the City limits of Paso Robles during the term of this agreement.
7. Be capable of providing the services the City requires including a wide range of electronic payment and deposit services.
8. Be in compliance and good standing with the Community Reinvestment Act, having a minimum 'Satisfactory' CRA rating.
9. Assign a dedicated staff with at least five (5) years' experience providing municipal government banking services and capable of servicing the City's accounts.

SCOPE OF WORK

The City of Paso Robles is seeking to enter into a contract with a firm that has demonstrated its ability to provide the following services:

- Demand Deposit Accounts
- Bank Compensation
- On-line Banking Services, ACH, Wire and Other Transfers General account
- City-wide Deposit Activity
- Account Reconciliation
- State Activity (LAIF)
- Direct Deposit of Payroll
- Payroll Tax Processing
- Overnight Sweep
- Balance & Detail Reporting
- Merchant Bankcard
- Electronic Daily Deposit of Checks
- Electronic Direct Payment Services
- Controlled Disbursement
- Safe Deposit Box
- Corporate Credit Cards

PROPOSAL PROCESS

All financial institutions are encouraged to be creative and innovative in responding to this RFP. Discuss any creative pricing or payment options the bank can provide. Describe alternate approaches to the requested services, where feasible, or additional services offered or recommended which may not be specifically requested but of benefit to the City.

A. Proposal Submission

The proposing bank must follow the instructions for preparing the proposal in the prescribed format. Proposing bank must submit one (1) unbound original proposal and the three (3) copies with the responses following the same order of the RFP. The original must be clearly marked, contain original signatures, and be easily reproduced on a standard copying machine. Failure to clearly mark the original and provide original signatures could result in a proposal being found non-responsive and given no consideration. Each question in the RFP should be repeated with the bank's response following. Do not include any extraneous or marketing information.

B. No proposal

If a service requirement or section of the proposal cannot be met by a proposer, then "No Proposal" should be indicated on the Bid Form and in the relevant section of the proposal. An alternative equivalent service may be offered.

C. Proposal Components

Cover Letter: (One page preferred.) The letter should designate the proposing bank, the address of the bank office where the relationship will be domiciled, the address of the closest local branch, if different, and be signed by an authorized bank officer. No pricing information should be included in this section.

Tab 1 - Table of Contents: (One page preferred.) Table of Contents should follow the RFP format.

Tab 2 - Bank Profile: (Three page maximum preferred.) Please respond to the following sections:

Bank Overview - General overview of bank, customer service philosophy, and identification of the primary office or branch that the City will be assigned to and where the City will conduct its banking

business. What sets the bank's government banking unit apart from others? Also please provide any relevant information regarding a correspondent bank relationship.

Experience – Describe the bank's direct experience in servicing public sector clients. Please include: the number of public agency clients, the dollar amount of public funds on deposit, and bank's knowledge of and adherence to the California Government Code and other applicable laws.

Relationship Management – Identify the size and scope of your public banking unit, bank officers responsible for the City's accounts, what each person's role and responsibilities will be, and the relevant credentials and experience of each person on the relationship management team.

CRA Rating and Other Community Involvement – Provide the bank's CRA rating and describe in detail, specific projects and community involvement activity in the Paso Robles Area. Are donations or *in-kind* contributions made to public agencies? If so, please give examples of recent contributions.

Tab 3 - References: Please provide three (3) references that are of similar size and scope of service utilization as the City, preferably cities or public agencies. Include the following information for each reference:

- Contact Name & Title
- Name of Customer
- Address
- Telephone Number
- Fax Number
- Number of Years as Customer
- Services Utilized

Tab 4 - Demand Deposit Accounts: (Two page maximum preferred.) The City currently uses two (2) demand deposit accounts. The schedule of bank accounts below reflects the desired account structure.

- General Account
- Payroll Account

Please respond to the following questions regarding demand deposit services:

1. Does the bank offer immediate (same day) credit for deposit items received during the regular scheduled banking hours whether or not accompanying deposit items are fully processed on the day of their receipt? Are same day credit deposit items "available" for same day use by the City?
2. Does the bank offer Zero Balance Accounts (ZBA's)? If so, please describe the service.
3. Does the bank provide a sweep facility so funds residing in the general deposit account at the end of the day may be reinvested overnight?
4. Does the bank offer Electronic Bank Statements, whereby the City can receive its bank statement in an electronic file in a desired custom format?
5. How many days after month-end will the City receive its bank and analysis statements?

Tab 5 - Bank Compensation: (Two page maximum preferred.) The City compensates for bank services in the form of a compensating balance, a direct fee basis, or a non-interest bearing certificate of deposit.

1. What is the bank's Earnings Credit Rate (ECR) based on, and how is it calculated?
2. List the bank's actual ECR for the months of July, August and September 2016 (convert monthly to last three quarters if necessary to provide adequate response).
3. Please explain, in detail, how and when the FDIC assessment is computed and charged.
4. What account analysis settlement period will be offered? Monthly, quarterly, or semi-annually?
5. How long will the bank's pricing as indicated in this proposal and the Banking Services Bid Form remain fixed?
6. Does the City have the option of compensating on a fees or balances basis or, a combination of both? Please describe any differences in related costs to the City with either option.
7. Are Account Analysis reports available on-line? If so, what is the cost for this?
8. What procedure is used to make any adjustments to Account Analysis statements and how long does it take for adjustments to take effect?
9. Please state the negative collected balance charge that the City will pay and, in detail, explain how this charge is computed. Is the rate quoted in this proposal good for the term of the contract?

Tab F – On-line Banking Services, ACH, Wire and Other Transfers: (One page preferred.) The City requires on-line banking services and bidders must be willing to demonstrate their system. The City currently initiates electronic payments using an on-line ACH function that is part of its electronic banking service. Occasionally, same-day Fed wire transfers may be initiated by telephone. The City's safekeeping custodian, Union Bank, currently initiates payment for securities transactions via on-line, direct debit to the City's General account. The City requires initiation by email, on-line banking, or phone calls to transfer funds for LAIF, bond debt payments, and investments by a SINGLE person subject to pre-established password of authority.

Please describe the bank's on-line ACH transfer service capabilities and what specifically is recommended for the City's use and consideration.

1. What is the extraction/funding requirement for ACH payments? Are same-day payments possible? Please include deadlines for same and next day payments.
2. What is the process for initiating Fed wire transfers? Please include deadlines.
3. Please provide a description or sample of the bank's funds transfer agreement. How are authorization levels established for transfers?
4. The City requests that for the term of the contract, ACH and/or wire transfer fees to and from Union Bank, or its successor, be waived. Are you willing to waive said fees?

Tab G - Deposit Activity (Two page maximum preferred.) The City currently utilizes a variety of methods to process daily deposits. The Administrative Services staff prepares the daily deposit and submits it electronically. Transit Operations make their deposit through the night depository at the local branch. Deposited items should be automatically re-cleared once. Checks that are ultimately returned would be given to the City the next business day. The City requires the ability to use the local branch to make deposits, get change, to allow employees to cash payroll checks, and for other miscellaneous activities.

1. Please identify your branch locations within a twenty mile radius of the City of Paso Robles city limits. Do all locations provide night depository services?
2. Please describe the bank's deposit requirements. How should the coin and currency deposits be prepared? Can checks, currency and coin be included in the same deposit or are split deposits required?
3. Please describe in detail the bank's procedures for handling deposit adjustments. What documentation on discrepancies does the bank provide?
4. Is the documentation different for cash deposits and check deposits? What is the minimum adjustment amount? How soon would support documentation of a deposit discrepancy be provided to the City?
5. How are deposit adjustments and the related notification and support documentation handled for Night Depository deposits? Are night depository deposits logged in at the branch level, the Cash Vault or both?
6. Please describe the bank's returned item handling and notification procedures. Is an automatic re-clear option available? How long does it take for returned items to be sent to the City? Can the bank provide returned item information by the City department that deposited it, i.e., by identification or location number?
7. What are the cut-off times for deposits at the bank's local branch and at the bank's Processing Center to ensure same day credit?
8. Can miscellaneous change orders for \$1,000 or less be made available to City departments without advance notice? Is this service available at all local branches?
9. Can the bank provide emergency cash, up to \$25,000, with 24 hours notice on a confidential basis to the City's Police Department? The currency needs to be in various denominations and used bills, and such transactions should be exempt from Federal and State cash deposit reporting. What is the recommended procedure for expeditiously handling these transactions when necessary?
10. Can the bank provide courier or armored car service for picking up deposits at the City? If so, describe the service and what cost. If not, who do you recommend locally, if anyone, for this service.

Tab H - Account Reconciliation: (Two page maximum preferred.) The City currently issues approximately 522 Accounts Payable checks monthly, 50 Accounts Payable ACH transactions, in addition to 210 biweekly Payroll checks utilizing direct deposit. The City utilizes full Account Reconciliation on-line reporting from the bank for checks paid information. Additionally, the City may opt to implement Positive Pay on both the A/P and Payroll accounts. Both accounts are fully truncated.

1. Does the bank offer full Account Reconciliation and Positive Pay with data transmission capabilities? If so, please describe the services and what is recommended for the City's consideration.

2. Describe the bank's stop payment service and features. Can stop payments be entered on-line? Would a stop payment be effective for up to one year?
3. Will the bank guarantee payment of all items even if it results in the account being overdrawn temporarily for the day?
4. Does the bank have the ability to confirm the clearing status of a check as an on-line service? If not, by phone?
5. Describe the bank's check truncation service and how to receive copies of paid items. How long does it take to obtain a copy of a paid check? Is this service available on-line?
6. Does the bank offer a CD-ROM imaging service? If so, please describe the service and the costs associated with this service.

Tab I – State/FederalCounty Activity: (One page preferred.) The City transacts State of California Local Agency Investment Fund (LAIF) transfers on a regular basis (approx.7 transfers a month), receives electronic funds payments for deposit of various State apportionments from California State Controller's Office, receives electronic funds payments for deposit of various State apportionments from California State Controller's Office and from the County of San Luis Obispo.

1. Is the bank an approved State of California depository?
2. Is the bank an approved US Treasury depository?
3. What is the charge per transfer to LAIF? From LAIF?
4. Please describe the LAIF transfer process. Are the transfers done by telephone, terminal (ACH), fax, wire transfer, etc.?
5. Does the bank receive and guarantee immediate credit on all incoming wire transfers?
6. Does the bank consider these incoming wire transfers as available for same day investment either by the City or by the bank through the automatic sweep facility?
7. Does the bank provide same day notification to the City of direct deposits/wire transfers into the City's general deposit account of \$99,000 or more?

Tab J - Direct Deposit of Payroll: (Two page maximum preferred.) Direct Deposit of Payroll is currently utilized, with the majority of the City's employees participating. The biweekly payroll files are transmitted via the Internet for paydays that occur every other Friday.

1. Please describe the bank's ACH and Direct Deposit service in detail.
2. What are the different ACH file transmission options available to the City?
3. What are the transmission deadlines for Direct Deposit ACH files? When (day and time) does the bank need the file from the City, and when specifically are funds debited from the City's account?
4. Please detail the bank's back-up plans for data transmissions. The City requires immediate notification of any changes or problems and the ability to re-send a file or to delete a file.
5. What screening measures does the bank use to minimize errors on files sent to you i.e., pre-notes, ABA screening, etc.?

Tab K - Payroll Tax Processing: (One page preferred.) Please describe the bank's payroll tax withholding services and its related costs. The City requires the ability to report and pay state and federal tax withholdings via the Internet.

Tab L - Overnight Sweep: (One page preferred, plus prospectus.) The City wishes to utilize an automatic, overnight DDA Sweep from secondary accounts to primary accounts.

1. Please describe the bank's DDA Sweep facility.
2. What are the costs associated with Sweep (monthly maintenance, set-up charges, fund expenses, transaction fees, etc.)?

Tab M - Balance & Detail Reporting: (One page plus sample reports.) The City currently accesses daily balance and detail reporting information (prior day detail and current day controlled disbursement totals) via its on-line banking service. Additionally, the City is interested in other on-line or Internet based systems that may be available or in the development stages.

1. Please describe the bank's on-line information reporting system. The City may request a demonstration of your on-line system.
2. Can the City obtain current day (intra day) information? If so, please describe the service.
3. What are the computer hardware and software specifications for the bank's on-line system?
4. What is the bank's contingency plan for providing this information in the event of unexpected bank system problems or natural disasters?
5. What other on-line or Internet based systems are currently available to clients or in the development process?

Tab N - Merchant Bankcard: (Two page maximum preferred.) The City currently contracts with TransFirst to accept Visa, MasterCard, Discover and American Express payments or debit transactions at four (4) locations in addition to on-line utility bill payments.

1. Currently our settlement amounts are listed separately on the bank statement and we prefer to continue this process. Will the bank list our settlement amounts separately and break out settlement amounts by merchant location?

Tab O - Electronic Direct Payment Services: (Two page maximum preferred). The City currently offers utility billing customers (approximately 10,300) automatic bill payment and transmits a file once a month requesting a debit of the customer's checking account. The City is also considering offering an ACH Direct Debit option to its utility customers, and an ACH Credit program for vendor payments.

1. Please thoroughly describe the bank's electronic bill payment, EFT and ACH services. Does the bank offer both ACH debit and credit programs as part of this service?
2. What hardware, software, and special programming are required for the implementation of an ACH credit program for payments to City vendors?
3. Please detail all costs associated with ACH for a vendor payment program.
4. Please detail all costs associated with your automatic bill payment program.

Tab P – Commercial Credit Cards - (One page preferred.) The City currently has Commercial Visa cards issued to 66 employees and departments with credit limits ranging from \$1,500 to \$10,000.

1. Can the bank provide the City with commercial credit cards? If so, what is the annual fee per card? What is the prevailing interest rate or index that the rate is pegged to?
2. Does the bank provide consolidated monthly billing for all corporate cardholder accounts? If so, please describe and provide a sample billing. Is this billing available on-line?
3. Can the monthly billing be direct debited from the City's DDA account? If so, how many days between the statement cut-off date and the due date?
4. What is the process for issuing additional cards or increasing limits on issued cards? Is approval readily given? Please elaborate.

Tab Q - Misc. Questions - (Two page maximum preferred.) Please respond to the following:

1. Does the bank provide a toll-free number for Customer Service?
2. The bank will be required to provide certain transaction confirmations and respond to other requests for data as needed from the City's auditors. Will the bank be able to comply with such requests?

Tab R - Implementation Plan and Costs: (Two page maximum preferred.) The City requires a smooth and low-cost transition to a new bank or to enhanced services with its existing bank.

1. Please describe in detail, the bank's plan to implement the proposed services and to ensure a smooth, error-free conversion.
2. Please detail *all* costs and the responsible party (bank or City) associated with the conversion of all new services.
3. What conversion allowance will the bank provide to the City? Please state a specific dollar amount or identify those supplies, products or services included.
4. Will the bank provide on-site training for City personnel for all of the services selected? How is this typically structured?
5. Describe in detail how the bank handles problem resolution, customer service, day-to-day contact, and ongoing maintenance for governmental clients. *Please be specific about **exactly** whom the City will be calling and working with for the above described situations and for implementation of new services. Also describe the bank's organizational structure as it relates to governmental clients and any other information that will be helpful in understanding the bank's internal relationships.*

Please note: Exhibits S-X listed below are to be submitted with Proposal responses

Tab S - Banking Services Bid Form

Tab T - Standard Bank Fee Schedule for Government/Corporate Clients

Tab U - Sample Account Analysis Statement and User's Guide

Tab V - Sample Account Reconciliation Reports and Account Statements

Tab W - Relevant Contract, Cash Management Agreements and Statements

- 1) *Sample Banking Services Contract*
- 2) *Sample Funds Transfer Agreement*
- 3) *Sample Consolidated/Parent Billing Statement for Corporate Credit Cards*

Tab X - Bank Credit and CRA Ratings
Most Current Annual Report

Cost Proposals :

Please note that Cost proposals are to be provided on:

Tab S - Banking Services Bid Form – Attachment ‘A’

Please complete all items on this attachment. If your financial institution does not or cannot provide a specific requested service, please indicate “no proposal” and if appropriate recommend an alternate service and include as a specified attachment. Price Per Unit Cost X Estimated Monthly Unit Volume = Total Monthly Cost X 12 = Total Annual Cost. *Where fees vary from this formula, please indicate and provide an estimate of the total annual cost. Volumes indicated represent average monthly activity.*

Tab T - Standard Bank Fee Schedule for Government/Corporate Clients

References:

Please note that references are to be submitted under **Tab C**

EVALUATION OF PROPOSALS AND NEGOTIATIONS

All proposals submitted will be reviewed by an evaluation panel consisting of City staff. At the completion of the proposal review, the City may elect to invite the top scoring vendors to make a presentation and software demonstration to the evaluation panel in City Offices in Paso Robles, California, at no cost to the City. The City may request **Best and Final** offers. Based on the presentation and Best and Final offers, if requested, the City will select the proposal which best fulfills the City's requirements. The City will negotiate with that vendor to determine final pricing, and contract form. There will be no public opening and reading of bids. Overall responsiveness to the Request for Proposal is an important factor in the evaluation process.

Proposals will be evaluated on the basis of:

- Ability to provide evolving technologies, products and services
- Reliability and quality of customer service
- Overall cost
- Quality of references
- Financial strength and capitalization
- Dedication to the Government market

All proposals, offers and counter offers will be extended through the City's City Treasurer and/or Finance Manager whose names, addresses and telephone numbers are shown below: NOTIFICATIONS. Any negotiations may be conducted by the Finance Manager or City Treasurer. Award will be by City Council Resolution. No other officer or agent may obligate or bind the City. In Required Data Forms: NOTIFICATIONS, Bank will designate, by name, who will receive offers and counter offers. The person named will be authorized agent of the Bank and be able to conduct negotiations or written offers in good faith.

CONTACTS

For questions regarding the scope of proposal, contact in writing:

Mike Compton
City Treasurer
City of Paso Robles
821 Pine Street, Suite A
Paso Robles, CA 93446
(805) 305-0151
mcompton@prcity.com

Deanne Purcell
Interim Director of Administrator Services
City of Paso Robles
821 Pine Street, Suite A
Paso Robles, CA 93446
(805) 237-3999
dpurcell@prcity.com

GENERAL PROVISIONS

PROPOSAL

This Request for Proposal shall result in a firm, fixed price contract.

In case of default by the contractor, the City of Paso Robles may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the contractor, the difference between the price named in the contract or purchase order and the actual cost thereof to the City of Paso Robles. Prices paid by the City shall be considered the prevailing market price at the time such purchase is made. Periods of performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the Finance Manager.

All prices and proposals must be in ink or typewritten. No pencil figures or erasures are permitted. Mistakes may be crossed out and corrections inserted adjacent thereto and must be initialed in ink by person signing the proposal.

All proposals must be signed with the firm's name and by an authorized officer or employee. Obligations assumed by such signature must be fulfilled.

SUBMISSION OF PROPOSAL

Each proposal must be submitted on the prescribed form in a sealed envelope with "Request for Proposal – Commercial Banking Services" stated clearly along with the closing date and time on the outside.

Information must be furnished complete in compliance with the terms, conditions, provisions and specifications of the Request for Proposal. The information requested, and the manner of submission, are essential to permit prompt evaluation of all proposals on a fair and uniform basis. Accordingly, the City reserves the right to declare as non-responsive and reject any proposal in which material information requested is not furnished or where indirect or incomplete answers or information is provided.

Proposals and modifications or corrections thereof received after the closing time specified will not be considered.

Proposals shall be for the total net price including all applicable taxes and charges.

No facsimile of proposals will be accepted. If a photocopy is to be submitted, it must be signed in original, in ink.

PROPOSAL POSTPONEMENT AND AMENDMENT

The City of Paso Robles reserves the right to revise or amend the specifications up to the time set for opening of proposals. Such revisions and amendments, if any, shall be announced by amendments to this solicitation. Copies of such amendments shall be furnished to all prospective Contractors. Prospective Contractors are defined as those Contractors listed on the City's Request for Proposals list for this material/service or who have obtained the documents subsequent to the advertisement. If revisions and amendments require changes in quantities or prices proposed, or both, the date set for opening of proposals may be postponed by such number of days as in the opinion of the City shall enable Contractors to revise their proposals. In any case, the proposal opening shall be at least five working days after the last amendment; and the amendment shall include an announcement of the new date, if applicable, for the opening of proposals.

SINGLE PROPOSAL RESPONSE

If only one proposal is received in response to the Request for Proposal, a detailed cost proposal may be requested of the single contractor. A cost/price analysis and evaluation and/or audit may be performed of the cost proposal in order to determine if the price is fair and reasonable.

PROPOSAL WITHDRAWAL

After the proposals are opened, proposals may not be withdrawn for ninety (90) calendar days. Prior to the date/time set for the proposal opening, however, proposals may be modified or withdrawn by the contractor's authorized representative in person, or by written electronic notice. If proposals are modified or withdrawn in person, the authorized representative shall make his identity known and shall sign a receipt for the proposal. Written or electronic notices shall be received in the office indicated on the DESIGNATED CONTACT page of this Request for Proposal no later than the exact date/time for the proposal opening. An electronic modification or withdrawal received in the designated office no later than the date/time set for the proposal opening shall be considered if such message is confirmed by a copy of the email.

ESTIMATED QUANTITIES

The quantities shown in the Request for Proposal are an estimate only. Since the exact quantities cannot be predetermined, the City reserves the right to adjust quantities as deemed necessary to meet its requirements.

CONTRACTOR INVESTIGATION

Before submitting a proposal, each contractor shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by the City upon which the contractor will rely. If the contractor receives an award as a result of its proposal submission, failure to have made such investigations and examinations will in no way relieve the contractor from its obligation to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation.

COMPETENCY OF CONTRACTORS

No proposal will be accepted from or contract awarded to a contractor who is not licensed in accordance with the law, who does not hold a license qualifying him to perform work under this contract, to whom a proposal form has not been provided and who has not successfully performed on projects of similar character and scope. The contractor may be required, before the award of any contract, to show, to the complete satisfaction of the City, that it has the necessary facilities, ability, experience, and financial resources to provide the services specified herein in a satisfactory manner. Generally, contractor history and references are required at a minimum. The City may make reasonable investigations deemed necessary and proper to determine the ability of a contractor to perform the work, and the contractor shall furnish the City all information requested for this purpose.

AWARD

The City of Paso Robles reserves the right to accept proposals on individual items listed, on group items, or on the proposal as a whole; to reject any and all proposals; to waive any informality in the proposals; and to accept the proposal that appears to be in the best interest of the City.

In determining and evaluating the best proposal, the prices will not necessarily be controlling, but quality, equality, efficiency, utility, general terms, delivery, suitability of the service offered, and the reputation of the service in general use will also be considered with any other relevant factors. Contractors shall be required to provide the information requested under Vendor Qualifications and Experience and References. This information will be a critical part of the proposal evaluation and award. Failure to provide this information may be sufficient reason to declare the proposal non-responsive.

Notice of contract award, if contract be awarded, will be made within ninety (90) days of opening of proposals to the lowest responsive and responsible contractor, whose proposal complies with all the requirements in the Request for Proposal and is the best value to the City.

CONTRACT ADMINISTRATION

Except as otherwise specifically provided in this Request for Proposal and the resulting Purchase Contract or Purchase Order, any notice, submittal or communication required or permitted to be served on a party hereto, may be served by personal delivery to the person or the office of the person identified. Service may also be made by mail, by placing a notice, submittal or communication in an envelope with the proper first-class postage affixed thereto and addressed as indicated, and depositing said envelope in the United States mail. (See Required Data Section)

COMPLIANCE WITH LAWS & REGULATIONS

All materials, parts and equipment furnished pursuant to these specifications shall be in compliance with the laws and regulations of the State of California and OSHA. The contractor shall, if requested by the City, supply certification and evidence of such compliance.

NON-COLLUSION AFFIDAVIT

The contractor declares, by signing and submitting a proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the contractor has not directly or indirectly induced or solicited any other contractor to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any contractor or anyone else to put in a sham proposal, or that anyone shall refrain from bidding; that the contractor has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the contractor or any other bidder, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other contractor, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the contractor has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

NOTE: It is the intent of the provision described below to inform prospective Contractors that the City will expect the successful contractor to use, whenever possible, recycled and/or recyclable products during the performance of the contract.

ENTIRE AGREEMENT

This agreement is the entire agreement between the parties.

ATTACHMENT 'A'

<u>DESCRIPTION</u>	<u>Four Quarter Data</u>		<u>Bank Proposal</u>	
	<u>Four Quarter Total</u>	<u>Average Per Month</u>	<u>Total Monthly Fee</u>	<u>Estimated Annual Fee</u>
Deposit Services:				
Deposit Account Maintenance Fee	24	2		
Sweep Account Maintenance Fee	-	-		
Checks Deposited - On You	697	58		
Checks Deposited - Local	-	-		
Checks Deposited - Regional	-	-		
Checks Deposited - Out of Area	-	-		
Checks Deposited - Non charge	-	-		
Night Drop - Disposable Bags	12	1		
Deposit Correction	-	-		
Deposit Item Returned	61	5		
Deposit Item Re-Cleared	-	-		
Cash Deposited - Per \$1,000	654,675	54,556		
Branch Deposits	503	42		
Paper Disbursement Services:				
Checks Paid	5,398	450		
Stop Paymnet (annual average/online)	-	-		
Stop Payment On Line	-	-		
Overdraft/NSF Charge	4	0		
Over Counter Debit	1,014	85		
CCX Captured Item	47,881	3,990		
CCX Deposit	253	21		
General ACH Services:				
Origination Monthly Fee	-	-		
Consumer Debits - ACH Received	-	-		
EFTPS Federal Tax Payments	1	0		
Consumer Debits	1,963	164		
Consumer Credits	1,815	151		
Consumer Debits - Returned	-	-		
Consumer Credits - Returned	-	-		
ACH - Notice of Change	62	5		
Direct Deposit - Payroll Per Transmission	-	-		
Direct Deposit Payroll - Per Item	18,033	1,503		
Direct Deposit Payroll - Returns	-	-		
Wire & Other Funds Transfer Services:				
Outgoing Wire - Out Going	102	9		
Incoming Wire - Incoming	96	8		
Transfer Between City Accounts				
Additional Services:				
Miscellaneous	-	-		
Overhead Assessment	4	0		
ACH Origination - Monthly Fee	12	1		
Courier - 5 Days Week	12	1		
Average Daily Ledger Balance	6,193,634.59	516,136.22		
Less: Average Daily Float	375,670.83	31,305.90		
Adusted Average Collected Balance	5,817,963.76	484,830.31		