



# AGENDA ITEM MEMORADUM

**Finance**

**Tony Bryan, Finance Director**

Department

Department Director

<b>COMMISSION MEETING DATE - 7:00 PM</b>	<b>Deadline to Town Clerk</b>
<input checked="" type="checkbox"/> April 10, 2012 *	Mar 30

\*Subject to Change

- Presentation     Reports     Consent     Ordinance  
 Resolution     Quasi-Judicial     Old Business     New Business

**FY2011 DESIGNATED HIGH PRIORITY ITEM - PRIORITY**  
**TOPIC: BANKING SERVICES RFP**

**SUBJECT TITLE: TREASURY MANAGEMENT AND BANKING SERVICES REQUEST FOR PROPOSALS**

**EXPLANATION:**

On October 6, 2011 the Audit Committee recommended that the Town Commission direct staff to issue an RFP for the Town's banking services. This matter was presented to the Commission on October 11, 2011, at which time staff recommended that an RFP for banking services be issued after the annual audit was completed. The audit is complete and staff presented a draft RFP for Treasury Management and Banking Services to the Audit Committee on April 4, 2011. The Audit Committee's recommendations have been incorporated into the proposed RFP being presented to the Commission for consideration.

While we normally send draft RFPs to the Commission by email, given the high level of interest in this particular subject, we decided to solicit the Commission's feedback by placing it on the agenda for discussion.

We also provided the draft RFP to an outside expert for review at no cost to the Town. We have not received her comments yet, but we intend to incorporate her comments prior to issuance.

**RECOMMENDATION: Authorize staff to issue the RFP.**

**EXHIBIT: Draft Treasury Management and Banking Services RFP.**

Reviewed by Town Attorney  
 Yes     No

Town Manager Initials CB

Used Town-Attorney RFP format and standard language.

# Town of Lauderdale-By-The-Sea



## REQUEST FOR PROPSAL No. 12-04-01

## **TREASURY MANAGEMENT AND BANKING SERVICES**

**RFP OPENING: May 17, 2012, 2:00 P.M.**

Town Hall

4501 Ocean Drive

Lauderdale-By-The-Sea, FL 33308

**TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA**  
**REQUEST FOR PROPOSAL NO. 12-04-01**

The Town of Lauderdale-By-The-Sea, Florida invites qualified financial institutions to submit proposals to provide:

**TREASURY MANAGEMENT AND BANKING SERVICES**

The Town intends to award a contract to a financial institution to provide the services described herein.

The Town of Lauderdale-By-The-Sea, Florida (the "Town") will receive sealed proposals until 2:00 p.m. (local), May 17, 2012, in Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, FL 33308.

See Part II, Section H, for information regarding submitting a proposal.

**The Town's contact information for this RFP is:**

**Town Clerk**  
4501 Ocean Drive  
Lauderdale-by-the-Sea, Florida 33308  
Telephone: 954-640-4202.  
Fax: 954-640-4236  
Email: JuneW@lauderdalebythesea-fl.gov

RFP documents may be obtained via the Internet at the The Town of Lauderdale-By-The-Sea website at [www.lauderdalebythesea-fl.gov](http://www.lauderdalebythesea-fl.gov) and this RFP is posted on [www.Demandstar.com](http://www.Demandstar.com). If you do not have internet access, you may obtain the documents by contacting the Town Clerk.

The Town reserves the right to reject proposals with or without cause and for any reason, to waive any irregularities or informalities, and to solicit and re-advertise for other proposals. Incomplete or non-responsive proposals may be rejected by the Town as non-responsive or irregular. The Town reserves the right to reject any proposal for any reason, including, but without limitation, if the Proposer fails to submit any required documentation, if the Proposer is in arrears or in default upon any debt or contract to the Town or has failed to perform faithfully any previous contract with the Town or with other governmental jurisdictions. All information required by this RFP must be supplied to constitute a proposal.

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# PART I - STATEMENT OF SERVICES

## A. OBJECTIVE

The Town of Lauderdale-By-The-Sea is a seaside community with a permanent population of about 6,000 that increases to between 9,000-11,000 during the winter season. The Town is soliciting proposals from qualified public depositories (Chapter 280, Florida Statutes) which have a branch or their main office in Broward County, Florida that are interested in providing banking services to the Town. The Town is seeking a comprehensive treasury management and banking services solution that will ensure the safety and preservation of capital, improve operational efficiencies, and maximize the return on liquid assets; while minimizing costs to the Town.

## B. GENERAL INFORMATION ABOUT LAUDERDALE BY THE SEA TREASURY MANAGEMENT AND BANKING ACTIVITY

The Town desires to maintain separate accounts for each of the following functions and other accounts as the Town deems necessary based on operational and regulatory requirements. All of these accounts should be interest-bearing except for the Payroll and Parking Meter Clearing Accounts.

	Average Balance
General Fund – Main Operating Account	\$ 6,800,000
Capital Fund	3,700,000
Sewer Fund	1,500,000
Parking Fund	350,000
Emergency Reserve	2,300,000
Police Forfeiture Fund	200,000
Payroll Clearing	-
Parking Meter Clearing	-
Total	\$ 14,850,000

Average balances of the Town’s accounts are subject to change at the discretion of the Town Commission. Any such changes would likely be the result of future investment activity and / or capital spending.

The Town has established nine recurring payments that are automatically debited directly to the Town’s accounts. The Town desires to continue this process, ideally controlling the process ourselves. Specifically, the Town desires the capability to enter new vendors and schedule recurring payments via an online system while being able to ensure that such expenditures are

approved independently of person initiating the transaction. In addition to the recurring payments, the Town issues approximately 140 checks totaling \$775,000 each month.

Payroll processing is outsourced to ADP. Every other week ADP transmits a file containing payroll distribution details. Practically all of the Town's approximately 35 employees are paid via ACH. The payroll distribution file is transmitted on Tuesday or Wednesday of every other week and the funds are available to the employees by Friday morning.

Parking fees are a significant source of revenue to the Town. Parking fees are paid via cash (including coins) and credit cards. Cash receipts (bills) are delivered to a local branch daily while coins are deposited by Brinks bi-weekly. In recent months, the coin deposits have averaged approximately \$40,000 per month.

### C. SCOPE OF SERVICES

1. **Main Operating Account:** Establish an operating account for the Town. The Town's main operating account covers a variety of activities. Deposits will be made by Town employees daily. The bank may issue a conditional receipt pending subsequent verification of the deposit. This is an interest bearing account. In its response, the bank should specify the interest rate on such account or how the rate is to be determined.
2. **Wire and Electronic Funds Transfers:** The bank will be required to accept and send wire and electronic funds transfers. The bank should clarify, in writing, the method and policy of handling transfers including cut-off times. The bank will be required to accept verbal and internet requests from an established list of authorized Town personnel for the execution of transfers of Town funds. The bank will provide a mechanism to ensure that any such transfers are independently approved by authorized Town personnel.
3. **Stop Payments:** The bank should have the capability to receive stop payment orders from authorized Town personnel via the internet.
4. **Returned Items:** Checks from customers of the Town which have non-sufficient funds should automatically be resubmitted for payment the next banking day before being returned to the Town as an NSF check.
5. **Overdrafts:** The Town does not intentionally overdraw accounts. If, however, an account is overdrawn, the bank must honor all checks presented. No Town issued check is to be returned unless payment was stopped.
6. **Bank Statements:** Monthly bank statements ending on the last day of each month will be provided for all Town accounts. Statements must be received by the Town's Finance Department within five working days following the end of the month. The bank will submit with the statement a printed list of the cleared checks in check number order, identifying the check number, the check amount, and the date each check cleared the bank. Breaks should be obvious where checks in numeric sequence are missing. Digital images of all the canceled checks sorted in numerical order must be provided with the statement or within five days thereafter.

7. **ACH Services:** The bank must be both a sending and receiving bank on the Automated Clearing House (ACH) system. The bank should have the capability to receive electronic ACH files from authorized Town personnel. The Town utilizes a direct deposit payroll system for all of its employees. The bank must have the capability to process payroll files electronically with deposits going to the employees' bank accounts at the financial institutions of their choice. The Town's Finance Department must be notified of any deposits that are rejected by the receiving banks.
8. **Cost of Services:** Banking services and documents not detailed on the proposal form will be provided to the Town at no cost. The Town will provide endorsement stamps and the checks for the Main operating account. The bank shall provide other banking supplies such as security bank bags, coin wrappers, and deposit slips. The bank will prepare a detailed analysis of the cost of services monthly, and shall have the authority to debit the main operating account on a monthly basis for the total combined service charge. In its response, the bank may specify other services it can provide with a brief description and anticipated cost of these optional services.
9. **Credit Card/Purchase Card:** The bank will provide credit card/purchase cards to the Town Manager, Assistant Town Manager, Finance Director, and Director of Municipal Services. There shall be no annual fee for this service and total monthly charges to the credit/ purchase cards will be debited to the main operating account monthly.
10. **Disaster Recovery:** The bank shall provide information regarding their disaster recovery plan including specific plans related to servicing the Town in the event of a disaster. Additionally, the bank shall provide information regarding their ability to provide uninterrupted service.
11. **Online Account Management:** The bank must have established online account management capabilities that authorized Town personnel can utilize to manage Town accounts. The Town anticipates utilizing the bank's online system to perform a number of functions, including but not limited to, monitoring daily account activity, entering stop pays, entering recurring and non-recurring wire transfers, and processing inter-fund transfers. The bank should include a listing of the services offered through their on-line system and the advantages of utilizing the on-line system.
12. **Continuous Services:** The bank will have and maintain sufficient staff to support these requirements on a continuing basis without interruption of service. Server problems or repeated breakdown of electronic service will be just cause for cancellation of the Agreement by the Town. The Town requires that the bank designate one of its officers to act as a liaison with the Town, at no cost, for matters regarding the Town's account. The Town shall have the right to approve the person so designated or their successor liaison. Should the Town object to the person so designated, the bank will replace them with a qualified person, acceptable to the Town, forthwith.
13. **Access to Records:** From time to time, authorized Town representatives shall require copies of items included in deposits made by the Town to resolve balancing issues or disputes with customers. Such items will be provided to the Town immediately upon request. The bank should include in its response the time to provide and cost.

14. **Holiday Closings:** A holiday schedule should be provided.
15. **Line of Credit:** The Town is interested in having a minimum \$3,000,000 line of credit based off 1-3 month LIBOR or an appropriate timeframe index. The bank shall include information regarding terms, conditions and the related fees.
16. **Optional Banking Services:** As the Town continually seeks to improve operations and cash management, it will look to its bank for creativity, expertise, and flexibility. The bank may, in addition to the Required Banking Services, submit proposals for other optional services, which the bank or the Town feels would be in the best interest of the Town.

D. **TECHNICAL REQUIREMENTS**

Proposers must meet the following minimum criteria:

1. Certification as a "Qualified Public Depository" under the Chapter 280 of the Florida Statutes.
2. Have a branch or their main office within Broward County, Florida.
3. Submit a notarized sworn statement regarding public entity crimes as required by Section 287.133 of the Florida Statutes.

E. **INSURANCE AND LICENSES**

Banks shall be insured by the Federal Deposit Insurance Corporation (FDIC) and have all other necessary collateralization and insurance. Proposers are assumed to be familiar with all Federal, State, and Local Laws, Ordinances, Rules and Regulations that are applicable when dealing with public funds. Ignorance on the part of the proposer in no way relieves them from responsibility for compliance with said laws, ordinances, rules, and regulations.

**END OF PART I**

## PART II: RFP GENERAL INFORMATION

### A. DEFINITIONS

For the purposes of this Request for Proposals (RFP):

**Proposer** shall mean financial institution submitting a response to this RFP.

**Town** shall mean the Town of Lauderdale-By-The-Sea, Town Commission or Town Manager, as applicable, and any officials, employees, agents and elected officials.

**Contact information** for the purpose of this RFP shall mean:

**Town Clerk**

4501 Ocean Drive

Lauderdale-by-the-Sea, Florida 33308

Telephone: 954-640-4202.

Fax: 954-640-4236

Email: JuneW@lauderdalebythesea-fl.gov

### B. INVITATION TO PROPOSE; PURPOSE

The Town solicits proposals from responsible Proposers to perform services for or provide goods and/or services to the Town as specifically described in Part I, Statement of Services.

### C. CONTRACT AWARDS

The Town Commission anticipates entering into a contract with the Proposer who submits the proposal judged by the Town to be most advantageous. The Town anticipates awarding one contract, but reserves the right to award more than one contract if in its best interest. If the Town selects a Proposal, the Town will provide a written notice of the award.

The Proposer understands that neither this RFP nor the notice of award constitutes an agreement or a contract with the Proposer. A contract or agreement is not binding until a written contract or agreement has been approved as to form by the Town Attorney and has been executed by both the Town (with Commission approval, if applicable) and the successful Proposer.

### D. PROPOSAL COSTS

Neither the Town nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFP. Proposers should prepare their

proposals simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFP.

E. INQUIRIES

The Town will not respond to oral inquiries. Proposers may mail, electronic mail or fax written inquiries for interpretation of this RFP to the attention of the Clerk. Please mark the correspondence "RFP No. 12-04-01 QUESTION".

The Town will respond to written inquiries received at least 7 working days prior to the date scheduled for receiving the proposals. The Town will record its responses to inquiries and any supplemental instructions in the form of a written addendum. If addenda are issued, the Town will email, mail or fax written addenda to any potential Proposer who has provided their contact information to the Clerk. Although the Town will make an attempt to notify each prospective Proposer of the addendum, it is the sole responsibility of a Proposer to remain informed as to any changes to the RFP.

F. DELAYS

The Town may postpone scheduled due dates in its sole discretion. The Town will attempt to notify all registered Proposers of all changes in scheduled due dates by written addenda.

G. PRE-PROPOSAL MEETING There will be an optional pre-proposal meeting at 10:00 a.m. on April 26, 2012 at Town Hall for the purpose of answering questions regarding the RFP. Please submit your questions mail, electronic mail or fax your questions to the attention of the Town Clerk by 5:00 pm April 24, 2012.

H. PROPOSAL SUBMISSION

Proposers shall submit one (1) original and nine (9) copies of the proposal in a sealed, opaque package. The package shall be clearly marked on the outside as follows:

To: Town of Lauderdale-By-The-Sea  
RFP No. 12-04-01  
**Treasury Management and Banking Services**

Submitted by: \_\_\_\_\_  
Address: \_\_\_\_\_.

Proposals shall be submitted in person or by mail. Email submittals are not accepted.

Late submittals, additions, or changes will not be accepted and will be returned to the bidder unopened.

Due to the irregularity of mail service, the Town cautions Proposers to assure actual delivery of proposals to the Town prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the proposal may be made by calling the

Office of the Town Clerk before proposal opening time. Proposers may withdraw their proposals by notifying the Town in writing at any time prior to the opening. Proposals, once opened, become property of the Town and will not be returned.

## I. PROPOSAL FORMAT

In order to ensure a uniform review process and to obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified herein. Unless otherwise specified, Proposers shall use the proposal forms provided by the Town herein. These forms may be duplicated, but failure to use the forms may cause your proposal to be rejected. Any erasures or corrections on the form must be made in ink and initialed by Proposer in ink. All information submitted by the Proposer shall be printed, typewritten or completed in ink. Proposals shall be signed in ink. When an RFP requires multiple copies they may be included in a single envelope or package properly sealed and identified.

All proposals shall be submitted as specified in this RFP. Any attachments shall be clearly identified. To be considered, the proposal must respond to all parts of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are supplied by a proposer to respond to a requirement, the response should include reference to the document number and page number. Proposals lacking this reference may be considered to have no reference material included in the additional documents.

Proposers shall prepare their proposals using the following format:

1. Letter of Transmittal  
This letter will summarize in a brief and concise manner, the Proposer's understanding of the scope of services and make a positive commitment to provide its services on behalf of the Town. The letter must name all of the persons authorized to make representations for or on behalf of the Proposer, and must include their titles, addresses, and telephone numbers. An official authorized to negotiate and execute a contract on behalf of the Proposer must sign the letter of transmittal.
2. Title Page  
The title page shall show the name of Proposer's agency/firm, address, and telephone number, name of contact person, date, and the RFP No. and the Project name (i.e., Treasury Management and Banking Services).
3. Table of Contents  
Include a clear identification of the material by section and by page number.
4. Organization Profile and Qualifications  
This section of the proposal must describe the Proposer, including the size, range of activities, and experience providing similar services.

Each Proposer must include:

- Documentation indicating that it is authorized to do business in the State of Florida and, if a corporation, is incorporated under the laws of one of the States of the United States.
- Resumes and professional qualifications of all primary individuals and identify the person(s) who will be the Town's primary contact and provide the person(s)' background, training, experience, qualifications and authority.
- Completed RFP Forms A, B, C, and D. All RFP forms are included as exhibits this document.

5. Experience

The Proposer must describe its expertise in and experience with providing services similar to those required by this RFP. Describe previous experience relating to the Scope of Services requested in this RFP. Has the firm worked for other governmental entities, particularly municipalities? If so, please describe the services provided and include contact information for references and the time the institution was engaged.

6. Approach to Providing Services

This section of the proposal should explain the Scope of Work as understood by the Proposer and detail the approach, activities and work products to be provided.

7. Compensation

The proposal shall document the fee proposal for the services on RFP Form C.

8. Additional Information

Any additional information which the Proposer considers pertinent for consideration should be included in a separate section of the proposal.

J. PROPOSAL – Procedural Information

1. Interviews:

The Town reserves the right to conduct personal interviews or require presentations prior to selection. The Town is not responsible for any expenses which Proposers may incur in connection with a presentation to the Town or related in any way to this RFP.

2. Request for Additional Information:

The Proposer shall furnish such additional information as the Town may reasonably require. This includes information, which indicates financial resources as well as ability to provide the services. The Town reserves the right to make investigations of the qualifications of the Proposer as it deems appropriate, including but not limited to, a background investigation. Failure to provide additional information requested may result in disqualification of the proposal.

3. Proposals Binding:  
All proposals submitted shall be binding for at least one hundred twenty (120) calendar days following opening. Town may desire to accept a proposal after this time. In such case, Proposer may choose whether or not to continue to honor the proposal terms.
4. Alternate Proposals:  
An alternate proposal is viewed by the Town as a proposal describing an approach to accomplishing the requirements of this RFP which differs from the approach set forth in the solicitation. An alternate proposal may be a second proposal submitted by the same Proposer, which differs in some degree from the prior proposal or from this RFP. Alternate proposals may be in the area of technical approach, or other provisions or requirements of this RFP. The Town will, during the initial evaluation process, consider all alternate proposals submitted and reserves the right to award a contract based on an alternative proposal if the same is deemed to be in the Town's best interest.
5. Proposer's Certification Form:  
Each proposer shall complete the "Proposer's Certification" form included as RFP Form D and submit the form with the proposal. **This form must be acknowledged before a notary public with notary seal affixed on the document.**

K. PUBLIC RECORDS

Proposals are public documents and subject to public disclosure in accordance with Chapter 119, Florida Statutes (the Public Records Law). Certain exemptions to the Public Records Law are statutorily provided for and it is the Proposer's responsibility to become familiar with these concepts. The contract will include a provision wherein the Proposer releases and agrees to defend, indemnify, and hold harmless the Town and the Town's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the Town's treatment of records as public records.

L. IRREGULARITIES; REJECTION OF PROPOSALS

The Town reserves the right to reject proposals with or without cause and for any reason, to waive any irregularities or informalities, and to solicit and re-advertise for other proposals. Incomplete or non-responsive proposals may be rejected by the Town as non-responsive or irregular. The Town reserves the right to reject any proposal for any reason, including, but without limitation, if the Proposer fails to submit any required documentation, if the Proposer is in arrears or in default upon any debt or contract to the Town or has failed to perform faithfully any previous contract with the Town or with other governmental jurisdictions. All information required by this RFP must be supplied to constitute a proposal.

M. EVALUATION METHOD AND CRITERIA

1. General

The Town shall be the sole judge of its own best interests, the proposals, and the resulting negotiated contract or agreement, if any. The Town reserves the right to investigate the financial capability, reputation, integrity, skill, business experience and quality of performance under similar operations of each Proposer, including shareholders, principals and senior management, before making an award. Awards, if any, will be based on both an objective and subjective comparison of proposals and Proposers. The Town's decisions will be final. The Town's evaluation criteria may include, but shall not be limited to, consideration of the following:

- A. ability to meet set standards;
- B. availability of qualified personnel
- C. compensation
- D. expertise of personnel;
- E. financial resources and capabilities;
- F. past contracts with other governmental jurisdictions;
- G. past performance records;
- H. qualifications of Proposer;
- I. references;
- J. related experience in Florida;
- K. technical soundness of proposal; and,
- L. time frames.

2. Selection

The Town Manager may conduct the selection process, or at the option of the Town Manager, it may be referred to a selection committee (the "Committee"). Either the Town Manager or the Committee will review all proposals received and establish a list of selected Proposers deemed to be the most qualified to provide the service requested based in part on the criteria set forth above. The Town Manager may submit a recommended firm or a "short list" or a combination of a recommended firm and the "short list" to the Town Commission and the Town Commission shall make a final award. The Town Manager may request oral presentation from the Proposers. Proposers are advised that the Town reserves the right to conduct negotiations with the most qualified Proposer, but may not do so. Therefore, each Proposer should endeavor to submit its best proposal initially.

N. REPRESENTATIONS AND WARRANTIES

In submitting a proposal, Proposer warrants and represents that:

1. Proposer has examined and carefully studied all data provided, and any applicable Addenda; receipt of which is hereby acknowledged.
2. Proposer has visited the relevant site, if any, and is familiar with and satisfied as to the general, local and "site" conditions that may affect cost, progress, and performance of goods and/or services in their proposal.
3. Proposer is familiar with and is satisfied as to all federal, state and local laws and regulations that may affect cost, progress and performance of the goods and/or services in their proposal.
4. If applicable, Proposer has obtained and carefully studied (or assumes responsibility for having done so) all documents available related to the subject of the RFP and performed any examinations, investigations, explorations, tests, studies and data concerning conditions that may affect cost, progress, or performance of the goods and/or services that relate to any aspect of the means, methods, techniques, sequences, and procedures to be employed by Proposer, including safety precautions and programs incident thereto.
5. Proposer has given Town written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer has discovered in this RFP and any addenda thereto, and the written resolution thereof by the Town is acceptable to Proposer.
6. The RFP is generally sufficient in detail and clarity to indicate and convey understanding of all terms and conditions for the performance of the proposal that is submitted.
7. No person has been employed or retained to solicit or secure award of the contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, and no employee or officer of the Town has any interest, financially or otherwise, in the RFP or contract.

**End of Part II**

# RFP Form A

Proposer: \_\_\_\_\_

## QUALIFICATIONS STATEMENT

**Note: Forms A, B & C are available in WORD format from the Town Clerk upon request.**

**THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.**  
The undersigned guarantees the truth and accuracy of all statements and the answers contained herein.

1. State the full and correct name of the partnership, corporation or trade name under which you do business and the address of the place of business. (If a corporation, state the name of the president and secretary. If a partnership, state the names of all partners. If a trade name, state the names of the individuals who do business under the trade name.)
  - 1.1. The correct and full legal name of the Proposer is:
  - 1.2. The business is a (Sole Proprietorship) (Partnership) (Corporation).
  - 1.3. The names of the corporate officers, or partners, or individuals doing business under a trade name, are as follows:
2. Please describe your company in detail.
3. The address of the principal place of business is:
4. Company telephone number, fax number and e-mail addresses:
5. Number of employees:
6. Name of employees to be assigned to this Project:
7. Company identification numbers for the Internal Revenue Service:
8. Provide Broward County occupational license number, if applicable, and expiration date:
9. How many years has your organization been in business? Does your organization have a specialty?
10. List the last five municipal clients that the institution has engaged. Please provide a description the services provided.

Name of Project	Contract with:	Total Deposits

*(Continue list as necessary)*

11. Provide the following information for any subcontractors you will engage if awarded the contract.

Subcontractor Name	Address	Work to be Performed

*The foregoing list of subcontractors may not be amended after award of the contract without the prior written approval of the Town Manager, whose approval shall not be unreasonably withheld.*

# RFP Form B

Proposer: \_\_\_\_\_

## REFERENCE FORM

Forms A, B & C are available in WORD format from the Town Clerk upon request.

**THIS FORM MUST BE SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.** The Proposer guarantees the truth and accuracy of all statements and the answers contained herein.

Give names, addresses and telephone numbers of four references with other municipalities or other governmental agencies or institutions for which you have performed work similar to what is proposed in this RFP:

1. Name of Contact \_\_\_\_\_  
Title of Contact \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_
2. Name of Contact \_\_\_\_\_  
Title of Contact \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_
3. Name of Contact \_\_\_\_\_  
Title of Contact \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_
4. Name of Contact \_\_\_\_\_  
Title of Contact \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_

# RFP Form C

Proposer: \_\_\_\_\_

## PRICE PROPOSAL FORM

Note: Forms A, B & C are available in WORD format from the Town Clerk upon request.

**THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.**  
The undersigned guarantees the truth and accuracy of all statements and the answers contained herein.

Name of Proposer: \_\_\_\_\_

Name of authorized representative of Proposer: \_\_\_\_\_

DRAFT

Detailed Fee Schedule

	Total	Unit Price	Total Charge	Required Compensating Balance
<b>DEMAND DEPOSIT SERVICES</b>				
ACCOUNT MAINTENANCE - MONTHLY	18			
DEPOSITS CREDITED	118			
ELECTRONIC CREDITS POSTED	43			
ITEMS DEPOSITED	180			
DEPOSIT CORRECTION	2			
ITEMS PAID NOT ENCLOSED	153			
ELECTRONIC DEBITS POSTED	23			
<b>ZERO BALANCE SERVICES</b>				
ZBA SUPER MASTER ACCOUNT	1			
ZBA MASTER ACCOUNT	1			
ZBA SUB ACCOUNT	2			
<b>RETURNED CHECK SERVICES</b>				
DEPOSITED ITEM RETURNED	2			
<b>BRANCH/NIGHT DEPOSIT SERVICES</b>				
BRANCH CASH OTC DEPOSIT	51			
<b>CASH VAULT SERVICES</b>				
CASH VLT MONTHLY MAINT	1			
CASH VAULT DEPOSITS	8			
VLT COIN DEPOSIT MIX BAG	40			
DEPOSIT RECEIPT FAXED	8			
<b>IMAGE DELIVERY SERVICES</b>				
CD-ROM PREMIUM CD	5			
CD ROM IMAGES PER ITEM	273			
<b>WIRE TRANSFER SERVICES</b>				
WIRE TRSF MONTHLY MAINT/ACCT	1			
W/T STANDING ORDER OUTGOING	5			
W/T STANDING ORDER INTERNAL	3			
<b>ONLINE ACCOUNT MANAGEMENT TOOL</b>				
OCM PREMIUM PACKAGE/PER MONTH	1			
OCM-ACCOUNT MAINTENANCE	18			

Assumed Average Leger Balance

16,700,000

1. Reserve Requirements

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2. Investment Options/Interest Rate calculation

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3. Earnings Credit

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4. Fees, terms, and conditions associated with a \$3 million line of credit.

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5. Other information you believe is relevant, as to why your institution should be selected.

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DRAFT

Instructions: Show the monthly cost and required compensating balance for each line item as applicable. If the table above is not conducive to detailing your institution's proposed fee structure please use the assumptions regarding transaction volume and average ledger balance detailed above to develop a pro-forma estimate of the monthly charges. To the extent that the proposed fee structure is based on transaction volume the relationship between each variable and the resulting monthly fee should be clear. Please feel free to add additional line items and the associated fees as appropriate.

Additionally, please explain the methodology for calculating reserve requirements, explain available investment options including the methodology for calculating interest thereon, the methodology for calculating any earnings credit due to the Town under your proposal, and provide any other information you deem relevant.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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# RFP FORM D

Proposer: \_\_\_\_\_

## PROPOSER'S CERTIFICATION

**THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE.**  
The undersigned guarantees the truth and accuracy of all statements and the answers contained herein.

I have carefully examined the Request for Proposal referenced above ("RFP") and any other documents accompanying or made a part of this RFP.

I hereby propose to furnish the goods or services specified in the RFP. I agree that my proposal will remain firm for a period of 120 days in order to allow the Town adequate time to evaluate the proposals.

I certify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

The firm and/or Proposer hereby authorizes the Town of Lauderdale-by-the-Sea, its staff or consultants, to contact any of the references provided in the proposal and specifically authorizes such references to release, either orally or in writing, any appropriate data with respect to the firm offering this proposal.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service; no officer, employee or agent of the Town or any other proposer is interested in said proposal; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

If this proposal is selected, I understand that I will be expected to execute a contract, and such contract must be approved by the Town Attorney.

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crimes may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Sec. 287.017 Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. I further certify, under oath, that neither the entity submitting this sworn statement, not to my knowledge, any of its officers, directors, executives, partners, shareholder,

employees, members or agents active in the management of the entity has been convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_  
Name of Business

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_

\_\_\_\_\_  
Mailing Address

State of \_\_\_\_\_  
County of \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 2012.

Notary Public  
\_\_\_\_\_

\_\_\_\_\_  
My Commission Expires

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