



RFP #19-07
BANKING SERVICES

MANDATORY PRE-BID MEETING
SIGN-IN SHEET
WEDNESDAY, JULY 31, 2019
11:00 AM EST

PLEASE PRINT CLEARLY

NAME	Ann-Marie Fraser, CPPB, MBA	NAME	Kenneth Killgore
TITLE	Procurement/Contracts Manager	TITLE	Administrative Services Director
COMPANY	City of Sebastian	COMPANY	City of Sebastian
EMAIL ADDRESS	afraser@cityofsebastian.org	EMAIL ADDRESS	kkillgore@cityofsebastian.org
SIGNATURE	<i>Afraser</i>	SIGNATURE	<i>Kenneth Killgore</i>
NAME	Jennifer Smith	NAME	Robert Wilkins
TITLE	Accounting Services Assistant Director	TITLE	Vice President
COMPANY	City of Sebastian	COMPANY	TD Bank
EMAIL ADDRESS	jsmith@cityofsebastian.org	EMAIL ADDRESS	robert.wilkins@td.com
SIGNATURE	<i>JSmith</i>	SIGNATURE	<i>Robert Wilkins</i>
NAME	Georgia Just	NAME	Jessica Francis
TITLE	Mgr - VP Sebastian	TITLE	Treasurer, Mgmt Office
COMPANY	Marine Bank	COMPANY	Marine Bank & Trust
EMAIL ADDRESS	GIRISH@MARINEBANKTRUST.COM	EMAIL ADDRESS	JFrancis@marinebank.Banc
SIGNATURE		SIGNATURE	<i>Jessica Francis</i>
NAME	Leslie Stokes	NAME	
TITLE	SVP Retail Director	TITLE	
COMPANY	Marine Bank	COMPANY	
EMAIL ADDRESS	lstokes@marinebank.bank	EMAIL ADDRESS	
SIGNATURE	<i>Leslie Stokes</i>	SIGNATURE	

PLEASE LEAVE A BUSINESS CARD

IMPORTANT DATES

EVENT	DATE	TIME
RELEASE DATE:	MONDAY, JULY 22, 2019	-
MANDATORY PRE-BID CONFERENCE:	WEDNESDAY, JULY 31, 2019	11:00 AM EST
QUESTIONS DUE DATE/TIME:	THURSDAY, AUGUST 8, 2019	5:00 PM EST
ITB DUE DATE/TIME:	FRIDAY, AUGUST 23, 2019	2:00 PM EST
POINT OF CONTACT:	Ann-Marie Fraser, CPPB, MBA Procurement/Contracts Manager Phone: (772) 388 – 8231 Email: afraser@cityofsebastian.org	
BID DELIVERY & BID OPENING LOCATION:	City of Sebastian City Hall 1225 Main Street Sebastian, Florida 32958	

PROPOSAL CHECKLIST

Please use the following checklist as a reference document to confirm all requirements are met in your RFP submission. **This checklist must be submitted as part of the Proposal.** Please be advised that this checklist should not be interpreted as a comprehensive list of all information required by this Solicitation from prospective Proposers. It simply serves as a guide for the most significant documents to be included in the Proposal and should be enhanced as deemed necessary. It is solely the Proposer's responsibility to read and understand all requirements and adhere to all issued Addendum(s).

Requirements	OFFICE USE ONLY
Proposal Checklist – FORM A	
One (1) original copy of proposal (bearing original signatures)	
Three (3) copies of proposal	
One (1) electronic copy of proposal (USB)	
Signed Addenda, <i>if applicable</i>	
Company Overview & Team Description	
Proof of License(s)	
Proof of Insurance	
Contact Information Sheet - FORM B	
Qualification Statement (5 pages) – FORM C	
Reference List – FORM D	
Drug-Free Workplace Form – FORM E	
Public Entity Crimes Form (3 pages) – FORM F	
PROPOSER Qualification Questionnaire Form (3 pages) – FORM G	
Scrutinized Vendor Certification (2 pages) – FORM H	
Subcontractor Listing Form – FORM I	
Rate on Deposits and Service Fees – EXCEL	

IMPORTANT: Failure to submit the requested copies or complete and submit the required forms may result in submittal being deemed non-responsive and removed from consideration.