

THE CITY OF TREASURE ISLAND, FLORIDA

REQUEST FOR PROPOSAL NO: RFP 1617-18 JUNE 06, 2017

BANKING SERVICES

Sealed Proposals may be hand-delivered or mailed to City of Treasure Island City Hall, 120 – 108th Ave, Treasure Island, FL 33706 to the attention of the Purchasing Coordinator. All Proposals, **with original signature, two (2) additional copies and one (1) electronic copy on a flash drive** must be received by **no later than Friday July 7 at 2 PM**. Sealed Proposals shall be submitted on the City's official **Proposal Form**. All envelopes shall be clearly marked **Banking Services**.

Immediately thereafter, at the City of Treasure Island Public Works Conference Room, located at 152 – 108th Ave, Treasure Island, the Proposals received will be publicly opened and read aloud. Any Proposals received after the specified date and time will not be considered. On Friday, July 14, 2017 at 2 PM the evaluation committee consisting of the Finance Director, Assistant Finance Director, Assistant Recreation Director and the Information Technology Director will meet in a public meeting to discuss and decide on the lowest responsive responsible Proposal. The public meeting will be held at the City of Treasure Island Public Works Conference Room, located at 152 – 108th Ave, Treasure Island. Persons with disabilities requiring reasonable accommodations to participate in this proceeding/event should call (727) 547-4575, no later than seven (7) days prior to the proceeding.

The RFP document may be obtained from the Internet via the City's Website www.mytreasureisland.com or on Vendor Registry. Questions concerning the RFP should be submitted by email to hbruce@mytreasureisland.org by Wednesday June 21st 2017, at 3 PM. All questions will be answered and posted on the City's website and on Vendor Registry by Friday June 23rd at 3 PM.

The City of Treasure Island reserves the right to accept or reject any or all Proposals, to waive technical errors irregularities, or informalities in any Proposals received, and to accept the Proposal which is deemed by the City to best serve the City.

SECTION I OBJECTIVES

The City of Treasure Island invites qualified firms to submit proposals for consideration to provide BANKING SERVICES. It is the intent of the City to select one bank to provide full banking services for the City funds. However, the City may also elect to award a contract to one or more banking institutions for any or all optional services. The objectives are to obtain the most efficient services while minimizing cost to the City.

SECTION II SCOPE OF BANKING SERVICE

The City of Treasure Island currently has six accounts. Five of the accounts include two zero balance accounts, one controlled disbursement account, and two checking accounts. One separate account is set up with Florida Safe Investment Pool. Proposers are highly encouraged to review the City's comprehensive annual financial report (CAFR) to gain better insight into the City's financial position and operations. The CAFR is located at: <http://www.mytreasureisland.com/departments/finance/index.php>

SERVICES DESIRED

Treasury Management System

The proposer must describe in detail the services and cost associated with the treasury management system utilized by the Proposer. A description of the services provided such as daily bank balance retrieval, on-line stop payment capabilities, wire transfers, remote deposit, image storage, etc. must be included in the proposal.

Disbursement Account

The purpose of this account is to concentrate the cash balances on a daily basis. Daily City revenues (cash and checks) are deposited three times a week. Daily credit card sales are also deposited to this account. Parking Meter Coin revenues are deposited once weekly. Currently, the City utilizes Treasure Island police officers for deliveries of the coins to the bank. Incoming and outgoing wire transfers will be made to and from this account principally for investment purchases and sales. Deposits to this account will be retained in the account until the funds become available, at which time they will be considered collected balances. The Institution will process as current day's transactions all deposits received by at least 2:00 p.m. If the Institution cannot process as current day's transactions all deposits received after 2:00 p.m., please indicate the latest processing time on the proposal. Institutions agree to credit the Controlled disbursement account for all checks in accordance with the Institution's availability schedule (attach a copy of their availability schedule to the proposal). The Proposer is to indicate the interest rate offer as unadjusted, minus basis points, or plus basis points. The Proposer should also discuss any other options for public interest checking accounts which offer a higher yield with limitations governing those accounts as to maximum monthly withdrawals, minimum balances to be maintained, etc.

Zero Balance Accounts

End-of-day balances are transferred to the City's Disbursement Account. All disbursements will flow through the zero-balance accounts. All balance will be maintained in the concentration account. Depending on the Proposer's policy, the accounts payable and payroll account will be reimbursed at the close of business or at the opening of business following the day the checks are presented for payment. These zero-balance accounts will always have a zero ledger balance at the beginning of each business day. The City reserves the right to open additional zero-balance accounts during the contract period at the price proposed in the proposal.

Checking Accounts

Checking accounts are needed for employee FSA and State Revolving Loan escrow account. These accounts need to be funded from the Disbursement Account.

Monthly Statements

Monthly Bank statements for all accounts must be provided to the Finance Director with documentation supporting all entries on the statement within five (5) business days after the last calendar day of each month. If cancelled checks are included, they do not need to be sorted in numerical order. The statements shall have checks listed in numerical order with any breaks in the order noted. A monthly analysis of the Institution's cost of the Controlled disbursement account, interest earned, average balance invested and average interest rate will also be provided. A monthly service charge statement will be furnished showing, in detail, the Institution's service charges assessed for Controlled disbursement accounts or compensating balances required for each category of bank charges, depending on the method chosen by the City.

Electronic Banking

The City intends to utilize electronic or web-based banking services. It currently manages wire transfers, electronic funds transfers (EFT), automated clearing house transfers (ACH), stop payments, and positive pay electronically. The Proposer must describe the type of on-line banking systems used for: (1) cash management (2) payments (i.e. ACH, wires etc.) (3) reconciliation (4) positive pay decisions and (5) stop payments. The Proposer shall provide in its proposal details regarding how far back the data is warehoused and on how many business days the data is stored on the reporting system and available for customer access for each system listed above. Additionally, the Proposer must include a description of the 'Proposer's security procedures for the information reporting system listed above, both for access and information protection. The City is interested in remote deposit for depositing checks received.

Wire Transfers

The City intends to consider all wire transfers received by the Institution prior to the end of the business day, as "available for investment" by the City, regardless of the time of actual receipt by the Institution. Should the Institution not receive a wire transfer, the transfer will be traced from origin to destination to ascertain the party responsible for delaying the transfer. Adjustments will be made as soon as possible for any lost interest, if necessary. If a web-based transfer option is not available, the awarded Institution agrees to execute any wire transfer order within one (1) hour after notification by the Finance Department through the computer terminal, telephone, or FAX. The Institution will trace transfers ordered and not received and adjustments will be made as necessary. The City uses wire transfers in the Controlled Disbursement Account to/from the Florida Safe Investment Pool and wire transfers in the Controlled Disbursement Account to receive from ETS, Complus, Duke Energy, Pinellas County Tax Collector, Pinellas County and state and federal government agencies.

Other Banking Services.

Other Banking services requested:

- The City uses positive pay for vendor checks. The information is transmitted biweekly for vendor disbursement. The Proposer shall provide details of the bank's process as it relates to this system (i.e. verification for checks presented to be cashed, online check images etc.).
- The bank will provide all documents needed to effectuate deposits and withdrawals. These shall include, but not be limited to, three-part carbonless deposit slips, coin wrappers, envelopes, tamper proof disposable style deposit bags, and deposit stamps. If it is more cost effective to have a third party vendor provide checks, etc., the City reserves the right to contract with a third party for these items.

- Direct deposit is to be available to employees by 8:00 a.m. on distribution day. The City is on a weekly payroll basis, covering an average of 140 employees every Friday. The net payroll amount is approximately \$80,000 per pay period. Of this amount, approximately 99% falls under the *Voluntary Direct Deposit Payroll System*. Occasionally, seasonal employees are paid by check drawn on a zero balance Account. The Proposer should specify how many days and the time of the day that deposit is required for the electronic file. The Proposer should provide information regarding a debit card service for those employees currently not using direct deposit. For the employees who receive checks and are not associated with the banking institution, the City requires that they be able to cash their checks at the banking institution without penalty. Proposers are to provide details of how their institution administers a direct payroll deposit program and describe procedures in detail for receiving electronic payroll. This should include the transmission deadlines for Direct Deposit ACH files and a description of when the funds are debited from the zero balance account. Also, provide details on how voiding and the reversal of individual direct deposit items are handled. Indicate in your proposal if it is possible to reverse or cancel an ACH file and the appropriate procedures that apply. The Proposer must be capable of processing this Direct Deposit Payroll whether the employees' depositing accounts are at the City's bank or at other financial institutions.
- The City currently processes the average of 80 accounts payable payments on a bi-weekly basis every other Friday. The average vendor checks payment amount is approximately \$290,500 per pay cycle. Electronic funds transfer capability for accounts payable payments to the vendors is required.
- Cancelled check availability must be accomplished through web-based access, electronic or downloadable format. The electronic copies should include images of the fronts and respective backs of checks paid during the period. A cross-reference or key to enable the City to query and locate checks based on check numbers, check amount, check issue date and check cashed date should be available for all electronic files of cancelled checks.
- The Proposer agrees to accept *Stop Payment Orders* on-line. The Proposer further agrees to follow-up with a *confirmation* for each stop payment order given by the City within 24 hours of notification. Upon receiving a stop payment order, the Proposer will immediately examine its records and inform the City as to whether or not the check(s) have cleared. The Proposer will be responsible for any item that has cleared if such item was confirmed as a stop payment on an as of day basis and is subsequently cleared by the bank. A cancellation of a stop payment order will be handled in the same manner. The Proposer shall indicate in their proposals the time period a stop payment order remains in effect. If a cost-effective on-line electronic process is available for submitting Stop Payment Orders, that should be included in the proposals.
- Funds Availability. The Proposer agrees to credit the Disbursement Account for all deposited checks in accordance with the Proposer's Availability Schedule. All items deposited for credit by the City or by electronic or wire transfers, etc., are to be credited to the City's Disbursement Account on the same day on which the Proposer receives credit

for such items. A majority of the checks deposited by the City will be un-encoded. Under no circumstances shall the clearance period exceed the Federal Reserve guarantee. The proposal shall include a copy of the Proposer's Availability Schedule including details regarding how the Proposer determines and calculates availability of deposited items and how changes to the Schedule are communicated to the City.

- Overdraft protection shall be provided. If the total amount of checks and/or other payments exceeds the combined available balances of the Accounts, the Proposer agrees to pay all checks presented for payment. Proposals must include information regarding overdraft protection.
- If the City develops a need for additional accounts or services during the life of the Depository Agreement, those new accounts or services shall be provided with the same condition as apply to existing accounts at the time. If the Federal Reserve, Depository Institutions Deregulation Committee or other regulatory bodies provide for the establishment of new accounts or other regulations that are favorable to the City, the Institution shall make those new services available to the City.
- All checks returned due to insufficient funds will not be automatically deposited for a second time. The City will notify the endorser.
- All debit and credit memos required to adjust errors caused by the Proposer will not be charged to the City. A copy of the particular deposit slip must accompany all deposit errors. All bank/institution errors must be corrected within ten (10) business days of notification by the City.
- The Proposer will provide a complete funds transfer service, which includes secure procedures for facilitating both repetitive and non-repetitive fund transfers with appropriate call-back authorization. The City will not be charged for transfers between the City accounts.
- The option and cost associated with having an armored vehicle to conduct a once a week pick up of the metered parking coin deposit is requested.

SECTION III GENERAL INSTRUCTIONS

Proposal Format

All Proposals must be typewritten. Proposals should not be submitted in an elaborate format, and expensive binders are not desired. Legibility, clarity, and completeness are essential. The Proposal must be signed by individual(s) legally authorized to bind the Contractor.

Submission Procedures

One original, with original signature two (2) additional copies and one (1) copy on a flash drive are to be submitted in a sealed envelope to:

*Hal Bruce, Purchasing Coordinator
City of Treasure Island
120 108th Avenue
Treasure Island, FL 33706*

To prevent opening by unauthorized individuals, your Proposal should be identified on the envelope or wrapper as follows:

**CITY OF TREASURE ISLAND:
BANKING SERVICES RFP 1617-18**

Name of Contractor: _____

Address of Contractor: _____

The deadline for submission of Proposals is Friday July 7 2017 at 2:00 PM Proposals may not be withdrawn after the submission deadline. On Friday, July 14, 2017 at 2 PM the evaluation committee consisting of the Finance Director, Assistant Finance Director, Assistant Recreation Director and the Information Technology Director will meet in a public meeting to discuss and decide on the lowest responsive responsible Proposal. The public meeting will be held at the City of Treasure Island Public Works Conference Room, located at 152 – 108th Ave, Treasure Island.

Additional Information and Specification Changes

Request for additional information and questions should be addressed to Hal Bruce, Purchasing Coordinator by email at hbruce@mytreasureisland.org. Questions and requests for additional information must be submitted by e-mail by Wednesday June 21st 2017 at 3 PM. All questions will be answered and posted on the City’s website and Vendor Registry by Friday June 23rd 2017 at 3 PM. No oral interpretations or answers will be made to any Proposer as to the meaning or specifications of the scope of this RFP. It is the further responsibility of each Proposer to determine whether any addenda have been issued to this RFP and to incorporate any such addenda into the submission of qualifications. Proposers can locate issued addenda via the “Business / Request for Proposals” section of the City’s website at www.mytreasureisland.com and Vendor Registry.

**SECTION IV
PROPOSAL INSTRUCTIONS**

FORM A.

Part I. Location of Branches

Specify the locations of the branch(es) that shall be available to the City based on its office location at 120 108th Avenue, Treasure Island, FL 33706.

Part II. Contacts/Relationship Team

Identify the size and scope of your public banking unit, banking officers' responsibilities for the City's accounts, role and relationship, and relevant credentials and experience of each person on the relationship management team. The City requires a local designated customer service representative who will act as a contact person for all daily issues and inquiries regarding its accounts.

Part III. Implementation Plan dates

Describe the time lines expected for transitioning services to the City. **FORM B. Institution Qualifications.**

Provide a brief description of your overall qualifications to handle the account, including but not limited to background, technology, staff expertise and other governmental entities served. **The following information must also be included in the proposal:**

1. In accordance with Section 280.17 of the Florida State Statutes, the City's depository bank must be continuously recognized as a Qualified Public Depository by the Office of the Treasurer of the State of Florida. Please provide documentation showing that your bank is a qualified public depository.
 - a. Please provide a copy of your most recent Qualified Depository Monthly and Annual Report provided to the State of Florida Department of Financial Services.
 - b. Please provide a copy of your most recent Quarterly Consolidated Reports of Condition and Income, and any amended reports, required by the Federal Deposit Insurance Act.
2. Provide a copy of the Proposer's audited financial statements for the past two years.
3. Discuss key measures of the Proposer's financial strength (i.e. total assets, market capitalization, collateralization etc.).
4. Provide proof of your Proposer's current rating from Standard & Poor's or Moody's. Include ratings for the bank financial strength, bank deposits, and issuer rating.
5. Securing the City funds against fraud is of paramount concern. Describe the security systems offered by the bank and ways the City can control fraudulent transactions in the accounts. Discuss any systems or software needed and costs attached to these systems.
6. Include information regarding the cut-off time to ensure same day ledger credit.
7. For the past three (3) years, identify fully the extent to which your bank, individual partners and/or employees have been subject to any ongoing municipal securities or banking investigations, party to any municipal securities or banking litigation or arbitration, or the subject of a subpoena in connection with a municipal securities or banking investigation. In addition, include any such investigation which concluded in an enforcement or disciplinary action ordered or imposed in the last three years.
8. Provide details of any arrangement between the Proposer and any unrelated individuals or entity with respect to the sharing of any compensation, fees, or profits received from or in relation to acting as a banker for the City. Also, provide information regarding any lobbyist and/or consultant

that has provided assistance to the bank with this response. If applicable, provide a copy of any contract relating to the arrangement and the manner in which compensation or fees would be shared.

9. Provide a statement as to whether the selection of your bank will result in any current or potential conflict of interest. If so, your bank's response must specify the party with which the conflict exists or might arise, the nature of the conflict, and whether your bank would step aside or resign from the engagement or representation creating the conflict. Please disclose any financial or contractual relationship that your bank or any individual member of your bank has or had (over the past three years) with the City.
10. Describe what kind of Treasury Management Services your bank can provide to the City. Discuss the factors that differentiate your service from that of other providers.
11. List any cash management services that your bank has outsourced in the past 24 months and provide an explanation for the decision to outsource these services.
12. The Proposer will make a statement if they have ever had a service agreement terminated for cause in the last seven (7) years and detail date, entity/name of company.
13. Provide details on any merger or acquisition that the bank is currently committed to and the expected impact on the services requested in this RFP.
14. All City employees, upon presenting proper required identification, and whether or not they maintain an account with the proposer, must be allowed to cash their payroll checks.
15. In order to properly service the City and its employees, it is required that the City's financial Institution maintain at least one (1) full service branch office within nine miles of Treasure Island City Hall or alternative solution to address remote branch functionality. Please provide the addresses and hours of operation of all branches within nine miles of Treasure Island City Hall, including any weekend hours.
16. If you offer a payroll debit card program, provide details.
17. Provide names, phone numbers, e-mail address, address and contract period of two references of current Florida County or City government customers and two references of past Florida County or City government customers, preferably with comparable volumes and origination types, who have been using services requested in this RFP. If you do not have Florida customers, you may provide information from County or City government customers in other states.
18. Please discuss any additional attributes that the City should consider in evaluating your institution's ability to provide the services requested herein. Propose any new financial service plans or practices not otherwise addressed in this proposal but deemed to be in the best interest of the City and include cost information as applicable (i.e. e-payables, purchase cards).

FORM C

Part I. Interest Bearing Accounts Plan

For the accounts identified, please indicate the interest rate that would have been given to that account by your institution in March 2017. In determining account rates, please indicate the basis for the rate minus proposed basis points, percent of Federal Funds rate, percent of Prime, percent of T-Bill, etc. Identify how your institution would otherwise

invest these amounts.

CASH TRANSACTIONS & BALANCES (in millions) over the prior twelve months												
	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Revenue (Credits)	1.317	1.422	0.924	1.597	1.028	1.278	0.911	3.307	3.481	2.569	1.042	1.487
Expense (Debits)	1.532	1.147	1.348	1.434	1.547	1.961	2.622	2.567	2.2	1.195	3.148	1.487
Amount Needed	-0.215		-0.424		-0.519	-0.683	-1.711				-2.106	
Month End Balance	5.043	5.318	4.893	5.057	4.538	3.855	2.144	2.884	4.165	5.539	3.433	3.433

The **Disbursement account** transactions are indicated in the above chart. The above chart illustrates that the account can be self-supporting with the exception of several months. As a result, please take into consideration that the account balance would be used to address the cash needs for those months.

The **State Revolving Loan account** holds a current balance of \$17,132.38. Per the State Revolving Loan agreement, the City transfers one sixth of the semi-annual loan payment amount, \$5,708.25 monthly to this account from the Disbursement Account. The City makes semi-annual loan payments to the State of Florida in June and December.

Part II. Account Maintenance

Please complete the attached “**Service Charge Cost**” form, if a service requirement cannot be met or is not included in the proposal, "No Proposal" should be entered as opposed to leaving the space blank.

Any other charges, which the Proposer wants to be included, are to be addressed and indicated as "Exceptions" on this Form in Part IV.

Part III. Compensating Balance

Please derive and provide the compensating balance.

Part IV. Exceptions

Any exceptions to any part, which the Proposer wants to include, are to be addressed here in the "Exceptions" area of this Form.

EVALUATION CRITERIA

Evaluation. Evaluation will be based on the following factors:

<u>FACTOR</u>	<u>POINT RANGE</u>
Scope of Services (approach to services and ability to meet or exceed requested services).....	0 – 30 points
Banking Experience/Financial Stability/Experience of the Team	0 – 15 points
Pricing/Fees	0 – 25 points
Business Operations/Technology/Reporting	0 – 20 points

References0 – 10 points

Proposal Form. In order to equitably evaluate each Institution’s ability to meet the banking services needs of the City, the attached Proposal Forms are required to be completed in their entirety and to be submitted along with the required attachments.

Services to be evaluated. The basic required service proposal will be evaluated separately from any optional service proposal. It is imperative that exceptions be separate so that each can be evaluated on its individual completeness and cost criteria. Failure to do so may result in the disqualification of the proposal.

Qualified Depository. The banking institution must be designated by the State of Florida as a qualified depository for public funds pursuant to Florida Statutes 280. **A copy of the certificate of qualified depository must be submitted as a part of the proposal.**

Disaster Recovery. Proposers must provide details of the procedures established for disaster recovery in the event of a systems failure or other disaster at the institution’s primary processing site.

Required Financial Information. Each proposal shall contain the **most recent reports requested in Institution Qualification, Form B.**

Evaluation Committee. The City of Treasure Island Banking RFP committee will be formed to evaluate the proposals and prepare recommendations for the City Commission. This committee will consist of the, Finance Director and Assistant Finance Director, Assistant Recreation Director and any other persons designated by the City Manager.

**SECTION V
PROPOSAL FORMS**

FORM A

PART I. LOCATION OF BRANCHES

NAME OF BRANCH

ADDRESS

PART II. CONTACT(S) for All Services

NAME OF PERSON

TITLE

SERVICE

TELEPHONE

PART III. IMPLEMENTATION PLAN DATES

SERVICE

DATES

FORM B

INSTITUTION QUALIFICATION

Provide a description for items 1 –18 addressed in the instructions.

FORM C

Part I. INTEREST BEARING ACCOUNT PLAN

Please complete the following proposal for the interest bearing accounts as follows:

ACCOUNT	TYPE	Average Balance	March Rate	Basis for Determining Rate
Controlled Disbursement	Checking	4.19 M		
State Loan Revolving	Checking			

Part II. ACCOUNT MAINTENANCE

We compute service charges as follows:

SERVICES	Estimated Annual Volume	Bid Charge per Item	Estimated Annual Cost
ACCOUNT MAINTENANCE	4		
BANKING CENTER DEPOSIT	324		
ZBA MASTER ACCOUNT MAINT	1		
ZBA SUBSIDIARY ACCOUNT MAINT	2		
ZBA PER TRANSACTION	324		
CKS DEP UN-ENCODED ITEMS	3732		
DEBITS POSTED-ELECTRONIC	732		
CREDITS POSTED-ELECTRONIC	1440		
ON LINE ACCOUNT TRANSFER	12		
CURR/COIN DEPOSIT /\$100	5316		
COIN DEPOSIT-NON STD BAG-VLT	396		
DEPOSIT CORRECTION-CASH	3		
ACH RETURN ITEM	2		
ACH MONTHLY MAINTENANCE	6		
ACH INPUT-ECHANNEL	120		
ACH INPUT-FILE	60		
ACH NOTIFICATION OF CHANGE	1		
ACH CREDITS	13392		
ACH DEBITS	60		
ELEC WIRE OUT-DOMESTIC	3		
POSITIVE PAY-SAME DAY	2280		
POSITIVE PAY EXCEPTIONS	12		
TELLER POSITIVE PAY ISSUE NOT FOUND	12		
IMAGING MONTHLY MAINTENANCE	12		
IMAGING PER ITEM FEE	2200		
CD ROM MAINTENANCE	12		
CD ROM PER IMAGE	2200		
CD ROM DISK	12		
		TOTAL ANNUAL AMOUNT	\$ -
		AVERAGE MONTHLY AMOUNT	\$ -

If a service requirement cannot be met, the term "No Proposal" should be entered on the Proposal Form for that specific requirement.

Part III. Compensating Balance

Balance required to support \$1 of services:

\$ _____

Show formula:

Required monthly compensating balance:

\$ _____

Show formula:

Part IV. Exceptions and or Additional Information

Please separate additional information into one area and any exception information into another area.

COMPANY _____

The undersigned, as Proposer, does declare that no other persons other than the Proposer herein named has any interest in this Proposal or in the contract to be executed, and that it is made without any connection with any other person or persons making a Proposal for the same articles, and it is in all respects fair and without collusion or fraud. More than one Proposal received for the same work from an individual, firm, partnership, corporation or joint venture under the same name nor different names will not be considered. Reasonable grounds for believing that any Proposer, has interest in more than one Proposal for the same work will cause the rejection of all Proposals that the Proposer is interested. If there are reasonable grounds for believing collusion exists among Proposers, the Proposals of participants will not be considered

The undersigned further declares that he/she has carefully examined the specifications and is thoroughly familiar with their provisions and penalties. The Proposer, by signing below, accepts all of the terms and conditions of the Proposal and makes all representations required by the General Conditions.

The Proposer agrees if this Proposal is accepted to contract with the City of Treasure Island, Florida, in the form of contract specified, to furnish all material, equipment, machinery, tools, apparatus, means of transportation and labor necessary to provide the work in the Proposal.

Signature _____

DRUG-FREE WORK PLACE CERTIFICATE

IDENTICAL TIE BIDS: Pursuant to Section 287.087, Florida Statutes, preference shall be given to businesses with Drug-Free Work Place Programs. Whenever two or more bids which are equal with respect to price, quality, and service are received for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a Drug-Free Work Place Program shall be given preference in the award process. Established procedures for processing tie bids will be followed in the event that none of the tied vendors have a Drug-Free Work Place Program. In order to have a Drug-Free Work Place Program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the work place and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the work place, the company’s policy of maintaining a Drug-Free Work Place, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statutes, Chapter 893, or of any controlled substance law of the United States or any state, for a violation occurring in the work place no later than five (5) days after such conviction or plea.
- 5) Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee’s community, by any employee who is so convicted or who has pled.
- 6) Make a good faith effort to continue to maintain a drug-free work place through implementation of this section.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature

Printed Name

SECTION VI GENERAL CONDITIONS

To ensure acceptance, all contractors submitting Proposals to the City of Treasure Island shall be governed by the following conditions, attached specifications, and proposal form(s) unless otherwise specified. Proposals not submitted on the proposal form(s) provided shall be rejected, and the Proposals not complying with these conditions will be subject to rejection.

1. Interpretations. All questions concerning the specifications or conditions shall be directed by e-mail to Hal Bruce, Purchasing Coordinator at hbruce@mytreasureisland.com as instructed on the Request for Proposal page 1. Interpretations will be posted on the City's website and on Vendor Registry. The Community Improvement Director shall not be responsible for any other explanation or interpretation. Only questions answered in writing will be binding. Oral and other representations, interpretations, or clarifications will be without legal effect.

2. Proposer Representations. It is the responsibility of each Proposer before submitting a Proposal to:

i. examine and carefully study the Proposal Documents, and any data and reference items identified in the Proposal Documents;

ii. become familiar with and satisfy itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work;

iii. agree that at the time of submitting its Proposal no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of its Proposal for performance of the Work at the price proposal and within the times required, and in accordance with the other terms and conditions of the Proposal Documents;

iv. promptly give the City written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer discovers in the Proposal Documents and confirm that the written resolution thereof by the City is acceptable to Proposer;

v. determine that the Proposal Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work; and

vi. agree that the submission of a Proposal will constitute an incontrovertible representation by Proposer that Proposer has complied with every requirement of the Proposal Documents, that without exception the Proposal and all prices in the Proposal are premised upon performing and furnishing the Work required by the Proposal Documents and that the Contract Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions of performance of the Work.

3. Sealed Proposals. The specifications and all executed Proposal forms must be submitted in a sealed envelope. An authorized representative of the Proposer must sign all Proposals. The face of the Proposal envelope shall be plainly marked identifying the item(s) and the date of the Proposal opening. No Proposals will be accepted after closing time for receipt of Proposals, nor will any offers by telephone, fax or internet E-mail be accepted.

4. **Intent of Specifications.** It is the intent of the specifications attached hereto to set forth and describe a certain item(s) or service(s) to be purchased by the City of Treasure Island including all materials, equipment, machinery, tools, apparatus, and means of transportation (including freight costs) necessary to provide the item(s) or service(s).

5. **Exceptions to Specifications.** During the drafting of written specifications, a sincere effort is made to describe products and services best suited to the needs of the City; however, in order that due consideration be given in evaluating Proposals, any exceptions to or deviations from the specifications as written must be noted and fully explained. The City Manager is the final authority in determining the acceptability of any exceptions to specifications.

6. **Approved Equivalents or Equals.** Any manufacturer's names, trade names, brand names, model numbers, etc. listed in the specifications are for information only, and are not intended to limit competition. The Proposer may offer any brand for which he is an authorized representative, which meets or exceeds the specifications as written. If the Proposal is based on an "approved equivalent or equal" item, supportive information in the form of the manufacturer's printed literature or brochures, sketches, diagrams, and/or complete specifications must accompany the Proposal. The Proposer must explain in detail the reasons why the proposed equivalent or equal will meet specifications and not be considered an exception thereto. The City of Treasure Island reserves the right to determine acceptance of proposed equivalent of equal items.

7. **Delivery.** Proposal quotations shall include all freight costs to Treasure Island, Florida to a point(s) specified herein or specified at the time the purchase order is placed. No title to the item(s) ordered nor any risk of loss shall be passed to the City of Treasure Island until after receipt of delivery has been acknowledged by authorized representative of the City of Treasure Island.

8. **Mistakes.** Proposers are expected to examine the conditions, scope of work, Proposal prices, extensions, and all instructions pertaining to the item(s) involved. Failure to do so will be at the Proposer's risk. The actual unit prices of Proposal will govern an award.

9. **Proposal Withdrawals.** A Proposal may be withdrawn by an appropriate document duly executed in the same manner that a Proposal must be executed and delivered to the place where Proposals are to be submitted prior to the date and time for the opening of Proposals. Upon receipt of such notice, the unopened Proposal will be returned to the Proposer. If a Proposer wishes to modify its Proposal prior to Proposal opening, Proposer must withdraw its initial Proposal and submit a new Proposal prior to the date and time for the opening of Proposals. Withdraw of a Proposal will not prejudice the rights of a Proposer to submit a new Proposal prior to the Proposal submission deadline date and time. After expiration of the period for receiving Proposals, no Proposal may be modified or withdrawn

10. **Selection of Proposal.** Prior to contract award, any Proposer may be required to show that the company has the necessary facilities, ability and financial resources to perform the work specified in a satisfactory manner and within the time specified. In addition, the company must have experience in work of the same or similar nature, and can provide references, which will satisfy the City. The

City may conduct such investigations as the City deems necessary to establish the responsibility, qualifications, and financial ability of Proposal and any proposed subcontractors, suppliers and individuals, or entities to perform the Work in accordance with the Contract Documents. In evaluating whether a Proposer is responsible, the City will consider the qualifications of the Proposer and may consider the qualifications and experience suppliers proposed for those portions of the Work for which the identify suppliers must be submitted as provided in the Proposal Documents. The City will also consider whether the Proposer is of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the City. The City, at its sole discretion, may select the Proposer that it believes is appropriately qualified, responsible, and responsive.

11. Proposal Results. The Proposal price on the original sublimated Proposal form shall be the price used for ranking the Proposals in the bid opening.

12. Award of Bids. Recommendation for award of Proposal are made to the City Commission based on the lowest, responsive, and most responsible Proposer meeting all conditions and requirements of the specifications. The contract awarded shall be legally binding on both parties at the time of award by the City Commission.

13. Rejection of Proposals. The City reserves the right to accept or reject any or all Proposals.

14. Identical Tie Bids. In the event that two or more proposals are identical in price, preference shall be given to business with Drug-Free Work Place Programs. A Drug-Free Work Place Certificate is enclosed.

15. Protests. Proposers who do not agree with the City's recommendation for award shall be afforded the opportunity to protest the recommendation by submitting written notice to the contracting department head. Such notice shall be given to the Purchasing Coordinator, Hal Bruce, within five (5) working days after notice of award or of the date the petitioner could reasonably be expected to have known of the City's recommendation. The protest shall state the grounds for the protest and the action requested. Bids or proposals not meeting the minimum published requirements (including specifications and/or scope of service) are not subject to protest. The petitioner shall be furnished a copy of the written determination and recommendation.

16. Lobbying. Lobbying shall be prohibited in all City of Treasure Island competitive selection processes and contract awards including but not limited to, requests for qualifications, bids, or proposals or the aware of purchasing contracts of any type. The purpose of this prohibition is to protect the integrity of the procurement process by shielding it from undue influences prior to the contract award, a Proposal protest being resolved, or the competitive selection process being otherwise concluded. The prospective Proposer may contact the City's main office as specified on page 1 of this Request for Proposal, to address situations such as clarifications relating to the procurement process or Proposer protest.

Lobbying of evaluation committee members, city government employees, or elected officials regarding request for proposals, request for qualifications, bids, purchasing contracts, or bid protests, by the Proposer/protestor any member of the Proposer's protestor's staff, any agent or representative

of the Proposer/protestor, or any person employed by any legal entity affiliated with or representing a Proposer/protestor, is strictly prohibited from the date of the advertisement, or on a date otherwise established by the City Commission, until either an award is final, any protest is finally resolved, or the competitive selection process is otherwise concluded. Any lobbying activities in violation of this section or on behalf of a Proposer/protestor shall result in the disqualification or rejection of the proposal, quotation, statement of qualification, bid or contract, and may lead to debarment of the Proposer or Proposer/protestor.

For purposes of this provision, lobbying shall mean influencing or attempting to influence action or non-action, and/or attempting to obtain the goodwill of persons specified herein relating to the selection, ranking, or contract award in connection with any request for proposal, request for quotation, requests for qualification, bid or purchasing contract through direct or indirect oral or written communication. The final award of a purchasing contract shall be the effective date of the purchasing contract.

Any evaluation committee member, city government employee or elected official who has been lobbied shall immediately report the lobbying activity to the City Manager.

17. Proposals From Related Parties or Multiple Bids Received From One Vendor. Where two (2) or more related parties each submit a Proposal or multiple bids are received from one (1) vendor, for any contract, such Proposals shall be judged non-responsive. Related parties mean Proposers or the principles thereof, which have a direct or indirect ownership interest in another Proposer for the same contract or in which a parent company or the principles thereof of one (1) Proposer have a direct or indirect ownership interest in another Proposer for the same contract.

18. Assignment/Subcontracting/Corporate Acquisition and/or Mergers. The Contractor shall perform this Contract. If a Proposer intends to subcontract a portion of this work, the Proposer must disclose that intent in the Proposal. No assignment or subcontracting shall be allowed without prior written consent of the City. In the event of a corporate acquisition and/or merger, the Contractor shall provide written notice to the City within thirty (30) business days of Contractor's notice of such action or upon the occurrence of said action, whichever occurs first. The right to terminate this contract, which shall not be unreasonably exercised by the City, shall include, but not be limited to, instances in which a corporate acquisition and/or merger represent a conflict of interest or are contrary to any local, state, or federal laws. Action by the City awarding a bid to a Proposer, which has disclosed its intent to assign or subcontract in its response to the RFP, without exception shall constitute approval for purposes of this Contract.

19. Additional Requirements. The City reserves the right to request additional goods or services relating to this Agreement from the Contractor. When approved by the City as an amendment to this Agreement and authorized in writing, the Contractor shall provide such additional requirements as may become necessary.

20. Required Disclosure. With its Proposal submission the Proposer shall disclose all material facts pertaining to any felony conviction or any pending felony charges in the last three (3) years in this state or any other state of the United States against (i) Proposer, (ii) any business entity related to or affiliated with Proposer, or (iii) any present or former executive employee,

officer, director, stockholder, partner or owner of Proposer or of any such related or affiliated entity. This disclosure shall not apply to any person or entity which is only a stockholder, which person or entity owns 20 percent or less of the outstanding shares of a Proposer whose stock is publicly owned and traded.

At its sole discretion the City may reject any Proposal the City finds to lack, or whose present or former executive employees, officers, directors, stockholders, partners or owners are found by the City to lack honesty, integrity, or moral responsibility. The discretion of the City may be exercised based on the disclosure required herein. By submitting a Proposal, Proposer recognizes and accepts that the City may reject the Proposal based upon the exercise of its sole discretion and Proposer waives any claim it might have for damages or other relief resulting from the rejection of its Proposal based on these grounds.

21. Public Entity Crimes. By submitting a Proposal, each Proposer is confirming that the company has not been placed in the convicted vendors list or the discriminatory vendor list as described in Sections 287.133 and 287.134, Florida Statutes.

a. A person or affiliate who has been placed on the discriminatory vendor list, may not submit a bid or proposal on a contract to provide goods or services to a public entity, may not submit a bid or proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids or proposals 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 as provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the discriminatory vendor list.

b. A person or affiliate who has been placed on the convicted vendor list, following a conviction for a public entity crime, may not submit a bid or proposal on a contract to provide goods or services to a public entity, may not submit a bid or proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids or proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount as provided in Section 287.017, Florida Statutes, for a period of 36 months from the date of being placed on the convicted offender list.

22. Tax. The City exempt from all State and local sales tax.

23. Payment of Invoices. The City issues checks for payment of invoices on the 1st, and 3rd Friday of every month. The signed purchase order and a correct invoice must have been received before payment can be made. All purchases are subject to availability of funds in the City's budget (see paragraph 24.).

24. Appropriations Clause. By submitting a Proposal, the Contractor certifies that he/she understands that the City, an entity of government, is subject to the appropriation of funds by its legislative body in an amount sufficient to allow continuation of its performance in accordance with the terms and conditions of this contract for each and every fiscal year following the fiscal year in

which this contract is executed and entered into and for which this contract shall remain in effect. The City shall, upon receipt of notice that sufficient funds are not available to continue its full and faithful performance of this contract, provide written notice to the consultant of such event within thirty (30) days and, be thereafter released at all further obligations in any way related to the contract.

25. Legal Requirements. All applicable provisions of federal, state, county, and local laws including all ordinances, rules, and regulations shall govern the development, submittal and evaluation of all Proposals received in response to these specifications, and shall govern any and all claims between person(s) submitting a Proposal and the City of Treasure Island, by and through its officers, employees and authorized representatives. A lack of knowledge by the Proposer concerning any of the aforementioned shall not constitute a cognizable defense against the legal effect thereof. The Proposer agrees that it will not discriminate on the basis of race, creed, color, national origin, sex, age or disability.

26. Licenses, Registration and Certificates. Each Proposer shall possess at the time of submitting its proposal all licenses, registrations and certificates necessary to engage in the business of contracting (or special contracting if the work to be performed necessitates a particular type of specialty contractor) in the City of Treasure Island. Proposer must also possess all licenses, registrations and certificates necessary to comply with federal, state and local laws and regulations.

27. Permits and Taxes. The Proposer shall procure all permits (no cost), pay all charges, fees, and taxes, and give all notices necessary and incidental to the due and lawful prosecution of the work.

28. Public Records. By submitting a Proposal, the Contractor certifies that he/she understands that the City, an entity of government, is subject to the Public Records Act and, in accordance with section 119.0701 of the Florida Statutes the Consultant may be subject to the Public Records Act. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Florida Statute, § 119.07. Any subsequent contract entered into between the City and Contractor related to the scope of services outlined in this RFP shall be conditioned on the Contractor's compliance with the Public Records Act as provided in section 119.0701 of the Florida Statutes

29. Unauthorized Aliens. The City of Treasure Island shall consider the employment by the Proposer of unauthorized aliens a violation of Section 274A of the Immigration and Nationality Act. Such violation shall be cause for unilateral termination of this contract.

30. Termination. A contract may be terminated in whole or in part by the City at any time and for any reason in accordance with this clause, whenever the City shall determine, in its sole discretion that such termination is in the best interests of the City. A Notice of Termination shall be effective if delivered to the Proposer at least five (5) calendar days prior to the termination date contained in the Notice. The Notice of Termination shall specify the extent to which performance shall be terminated, and the date upon which termination becomes effective. An equitable adjustment in the contract price shall be made for the completed service, but no amount shall be allowed for anticipated profit on unperformed services.

31. Conflict of Interest. The Proposer represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict any manner with the performance or services required hereunder. The Proposer further represents that no person having any such interest shall be employed by him/her during the agreement term and any extensions.

The Proposer shall promptly notify the City's representative, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the Contractor's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Proposer may undertake and request an opinion of the City as to whether the association, interest or circumstance would, in the opinion of the City, constitute a conflict of interest if entered into by the Proposer. The City agrees to notify the Proposer of its opinion, by certified mail, within thirty (30) days of receipt of notification by the Proposer.

32. Insurance Requirements.

A. Workers' Compensation Insurance

Provide Workers' Compensation Insurance in accordance with the laws of the State of Florida and in amounts sufficient to secure benefits of the Florida Workers' Compensation Law for all employees. If subcontracting any of the work, ensure that the employees of the subcontractors are covered by similar insurance.

B. Successful Proposer Public Liability and Property Damage Liability Insurance

Furnish evidence to the City that, with respect to the operations performed, regular Contractors' Public Liability Insurance providing for a limit of not less than \$1,000,000 for all damages arising out of bodily injuries to, or death of, one person and, subject to that limit for each person, a total limit of \$2,000,000 for all damages arising out of bodily injuries to, or death of, two or more persons in any one occurrence; and, regular Contractors' Property Damage Liability Insurance providing for a limit of not less than \$50,000 for all damages arising out of injury to, or destruction of, property in any one occurrence and, subject to that limit per occurrence, a total (or aggregate) limit of \$100,000 for all damages arising out of injury to, or destruction of, property during the policy period is carried.

Cause the City to be an additional insured party on the Contractors' Public Liability and Property Damage Liability Insurance policies that insure the Contractor for the described work that it performs under the Contract.

C. Submission and Approval of Policies; Termination

Furnish two copies of each required policy to the City. Provide all insurance policies in such form and with insurers that are acceptable to the City. Keep insurance in force until the City accepts that the Contractor has satisfactorily completed all work required under the Contract.

D. Contractors Commercial Automobile Liability Insurance

00815789-1

Contractors shall provide evidence of Commercial Automobile Liability coverage, with a minimum combined single limit of \$1,000,000. Contractors shall provide general liability with a minimum single limit of \$1,000,000. Coverage shall include owned, non-owned, hired, and rented vehicles.

E. Insurance on Contractors, Subcontractors, and Licensees

If, in connection with the Contract, the contractor, subcontractor, or licensee is to perform work by or on behalf of the Contractor, the Contractor shall require any such contractor, subcontractor, or licensee to provide insurance in the same manner as required by the Contractor.

F. Contractor's Insurance Primary

The insurance provided by the Contractor and its contractors or subcontractors, including that provided to the City as an insured, shall apply on a primary basis. Any insurance maintained by the City shall be excess of and shall not contribute with the insurance provided by the Contractor and its contractors, or subcontractors. Deductible or self-insurance retention will be permitted in accordance with industry standards, provided that the Contractor has the financial wherewithal to cover the deductible or self-insured retention amounts.

G Insurance is Additional Remedy

Compliance with these insurance requirements shall not limit the liability of the Contractor or its contractors or subcontractors. Any remedy provided to the City by the insurance provided by the Contractor and its contractors or subcontractors shall be in addition to and not in lieu of any other remedy (including, but not limited to, as an indemnitee of the Contractor) available to the City under contract or otherwise.

H. No Waiver

Neither approval nor failure to disapprove insurance furnished by the Contractor or its contractors or subcontractors shall relieve the Contractor, contractor or subcontractor from responsibility to prove insurance as require

I. Indemnification Requirements

The Contractor will be required to agree to a provision requiring that it indemnify, defend, and hold harmless the City, any federal, county or municipal funding agency, and all of their officers, agents, and employees from any claim, loss, damage, cost, charge, or expense arising out of any act, error, omission, or negligent act by Contractor, its agents, or employees during the performance of the Contract.

**ANY AND ALL SPECIAL CONDITIONS AND SPECIFICATIONS ATTACHED
HERETO WHICH VARY FROM THESE GENERAL CONDITIONS SHALL HAVE
PRECEDENCE**

**AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS
FIRM AGREES TO COMPLY WITH AND ACCEPTS THE GENERAL CONDITIONS.**

Signature

Printed Name

CONTRACT BETWEEN
THE CITY OF TREASURE ISLAND
AND _____

PERTAINING TO
BANKING SERVICES

CONTRACT NUMBER CP-1617-18

This CONTRACT is made and entered into on the ___ day of _____, 2017 (“**Effective Date**”), by and between the City of Treasure Island, a public body politic and municipal corporation organized and existing under the Laws of Florida whose address is: City of Treasure Island, 120 – 108th Avenue, Treasure Island, Florida, 33706 (“**CITY**”), and _____, FEIN _____, whose address is _____ (“**CONTRACTOR**”), collectively (the “**Parties**”) who hereby agree as follows:

WITNESSETH

WHEREAS, the CONTRACTOR has submitted a competitive proposal for **BANKING SERVICES**, as set forth in the attached CONTRACT Documents; and

WHEREAS, the City Commission of the City of Treasure Island has determined that there exists the need for **BANKING SERVICES** in the City of Treasure Island; and

NOW THEREFORE, in consideration of the mutual benefits to the CITY and CONTRACTOR, the following covenants and contracts are set forth to which the parties hereto agree as follows:

Section 1. SCOPE OF WORK.

The Scope of Work/Service is specifically identified in the City’s Section II of the City’s RFP # 1617-18, and is incorporated herein by reference.

SECTION 2. TERM.

The term of this Contract shall become effective on the date of execution and continue through three (3) years with two (2) one (1) year extensions.

SECTION 3. OBLIGATIONS OF THE CONTRACTOR.

Obligations of the CONTRACTOR shall include, but not be limited to, the following:

It is understood that the CONTRACTOR shall provide and pay for all labor, tools, materials, permits, equipment, transportation, supervision, and any and all other items or services,

a. of any type whatsoever, which are necessary to fully complete and deliver the services requested by the CITY, and shall not have the authority to create, or cause to be filed, any liens for labor and/or materials on, or against, the CITY, or any property owned by the CITY. Such lien, attachment, or encumbrance, until it is removed, shall preclude any and all claims or demands for any payment expected by virtue of this Contract.

b. The CONTRACTOR will ensure that all of its employees, agents, sub-contractors, representatives, volunteers, and the like, fully comply with all of the terms and conditions set herein, when providing services for the CITY in accordance herewith.

c. The CONTRACTOR shall be solely responsible for the means, methods, techniques, sequences, safety programs, and procedures necessary to properly and fully complete the work set forth in the Scope of Services.

d. The CONTRACTOR shall maintain an adequate and competent staff, and remain authorized to do business within the State of Florida. The CONTRACTOR may subcontract the services requested by the CITY; however, the CONTRACTOR is fully responsible for the satisfactory completion of all subcontracted work.

SECTION 4. STANDARD OF CARE.

a. The CONTRACTOR has represented to the CITY that it possesses a level of knowledge, experience, and expertise that is commensurate with firms in the areas of practice required for the services to be provided. By executing this Contract, the CONTRACTOR agrees that the CONTRACTOR will exercise that degree of care, knowledge, skill and the ability as any other similarly situated contractor possessing the degree of skill, knowledge, experience, and expertise within the local area, working on similar activities. The CONTRACTOR shall perform the services requested in an efficient manner, consistent with the CITY'S stated Scope of Services and industry standards.

b. The CONTRACTOR covenants and agrees that it and its employees, agents, subcontractors, representatives, volunteers, and the like, shall be bound by the same standards of conduct as stated above.

SECTION 5. COMPENSATION.

a. Compensation for services completed by the CONTRACTOR will be paid in accordance with Section 218.70, Florida Statutes, and Florida’s Prompt Payment Act.

**FORM C
Part I. INTEREST BEARING ACCOUNT PLAN**

Please complete the following proposal for the interest bearing accounts as follows:

ACCOUNT	TYPE	Average Balance	March Rate	Basis for Determining Rate
Controlled Disbursement	Checking	4.19 M		
State Loan Revolving	Checking			

Part II. ACCOUNT MAINTENANCE

We compute that the service charges will be as follows:

SERVICES	Estimated Annual Volume	Bid Charge per Item	Estimated Annual Cost
ACCOUNT MAINTENANCE	4		
BANKING CENTER DEPOSIT	324		
ZBA MASTER ACCOUNT MAINT	1		
ZBA SUBSIDIARY ACCOUNT MAINT	2		
ZBA PER TRANSACTION	324		
CKS DEP UN-ENCODED ITEMS	3732		
DEBITS POSTED-ELECTRONIC	732		
CREDITS POSTED-ELECTRONIC	1440		
ON LINE ACCOUNT TRANSFER	12		
CURR/COIN DEPOSIT /\$100	5316		
COIN DEPOSIT-NON STD BAG-VLT	396		
DEPOSIT CORRECTION-CASH	3		
ACH RETURN ITEM	2		
ACH MONTHLY MAINTENANCE	6		
ACH INPUT-ECHANNEL	120		
ACH INPUT-FILE	60		
ACH NOTIFICATION OF CHANGE	1		
ACH CREDITS	13392		
ACH DEBITS	60		
ELEC WIRE OUT-DOMESTIC	3		
POSITIVE PAY-SAME DAY	2280		
POSITIVE PAY EXCEPTIONS	12		
TELLER POSITIVE PAY ISSUE NOT FOUND	12		
IMAGING MONTHLY MAINTENANCE	12		
IMAGING PER ITEM FEE	2200		
CD ROM MAINTENANCE	12		
CD ROM PER IMAGE	2200		
CD ROM DISK	12		
		TOTAL ANNUAL AMOUNT	\$ -
		AVERAGE MONTHLY AMOUNT	\$ -

Part III. Compensating Balance

Balance required to support \$1 of services: \$ _____
 Show formula:

Required monthly compensating balance: \$ _____
 Show formula:

b. Services to be performed in accordance with this Contract are subject to the annual appropriation of funds by the CITY. In its sole discretion, the CITY reserves the right to forgo use of the CONTRACTOR for any project which may fall within the Scope of Services listed herein. In the event the CITY is not satisfied with the services provided by the CONTRACTOR, the CITY will hold any amounts due until such time as the CONTRACTOR has appropriately addressed the problem.

SECTION 6. TERMINATION.

The City may terminate this Agreement with or without cause, given thirty (30) days written notice to CONTRACTOR prior to the effective date of such cancellation.

SECTION 7. PAYMENT WHEN SERVICES ARE TERMINATED.

a. In the event of termination of this Contract by the CITY, and not due to the fault of the CONTRACTOR, the CITY shall compensate the CONTRACTOR for all authorized services performed prior to the effective date of termination.

In the event of termination of this Contract due to the fault of the CONTRACTOR, or at the written request of the CONTRACTOR, the CITY shall compensate the CONTRACTOR for all authorized services completed, prior to the effective date of termination, which have resulted in a usable product or otherwise tangible benefit to the CITY. All such payments shall be subject to an offset for any damages incurred by the CITY resulting from any delay occasioned by early termination. This provision shall in no way be construed as the sole remedy available to the CITY in the event of breach by the CONTRACTOR.

SECTION 8. INSURANCE.

The CONTRACTOR shall maintain such insurance as specified in **Paragraph 32 of Section VI – General Condition of RFP 1617-18** (Insurance Requirements) to protect the CITY from any or all claims for property damage, personal injury, and bodily injury including death, which may arise from operations under this CONTRACT. Certificates of such insurance shall be provided to the CITY prior to the CITY issuing the Notice to Proceed to the CONTRACTOR and shall also be subject to its approval for adequacy of protection. The CITY shall be named as an additional insured under all policies.

SECTION 9. CITY OBLIGATIONS.

At the CONTRACTOR’S request, the CITY agrees to provide, at no cost, all pertinent information known to be available to the CITY to assist the CONTRACTOR in providing and performing the required services.

SECTION 10. DOCUMENTS CONSTITUTING ENTIRE CONTRACT.

The following documents are hereby incorporated and made part of this Contract:

1. Request for Proposal Documents for No. RFP-1617-18.
2. Proposal submitted by CONTRACTOR on _____.

All exhibits may also be collectively referred to as the “Documents”. In the event of any conflict between the Documents or any ambiguity or missing specifications or instruction, the following priority is established:

- A. Specific direction from the City Manager (or designee).
- B. This Contract dated _____ and any attachments.
- C. Request for Proposal Document, No. RFP-1617-18.
- D. Proposal submitted to the City of Treasure Island by CONTRACTOR on _____.

SECTION 11. APPLICABLE LAW, VENUE, JURY TRIAL.

The laws of the State of Florida shall govern all aspects of this Contract. In the event it is necessary for either party to initiate legal action regarding this Contract, venue shall lie in Pinellas County, Florida. The parties hereby waive their right to trial by jury in any action, proceeding or claim, arising out of this Contract, which may be brought by either of the parties hereto.

SECTION 12. INDEPENDENT CONTRACTOR.

This Contract does not create an employee/employer relationship between the parties. It is the parties’ intention that the CONTRACTOR, its employees, sub-contractors, representatives, volunteers, and the like, will be an independent contractor and not an employee of the CITY for all purposes, including, but not limited to, the application of the following, as amended: the Fair Labor Standards Act minimum wage and overtime payments, the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal

Revenue Code, the State of Florida revenue and taxation laws, the State of Florida workers' compensation laws, the State of Florida unemployment insurance laws, and the Florida Retirement System benefits. The CONTRACTOR will retain sole and absolute discretion in the judgement of the manner and means of carrying out the CONTRACTOR'S activities and responsibilities hereunder.

SECTION 13. APPLICABLE LICENSING.

The CONTRACTOR, at its sole expense, shall obtain all required federal, state, and local licenses, occupational and otherwise, required to successfully providing the services set forth herein.

SECTION 14. COMPLIANCE WITH ALL LAWS.

The CONTRACTOR, at its sole expense, shall comply with all laws, ordinances, judicial decisions, orders, and regulations of federal, state, county, and CITY, as well as their respective departments, commissions, boards, and officers, which are in effect at the time of execution of this Contract or are adopted at any time following the execution of his Contract.

SECTION 15. INDEMNIFICATION.

The CONTRACTOR agrees to be liable for any and all damages, losses, and expenses incurred, by the CITY, caused by the acts and/or omissions of the CONTRACTOR, or any of its employees, agents, sub-contractors, representatives, volunteers, or the like. The CONTRACTOR agrees to indemnify, defend and hold the CITY harmless for any and all claims, suits, judgments, or damages, losses and expenses, including but not limited to, court costs, expert witnesses, consultation services and attorney's fees, arising from any and all acts and/or omission of the CONTRACTOR, or any of its employees, agents, sub-contractors, representatives, volunteers, or the like. Said indemnification, defense, and hold harmless actions shall not be limited by any insurance amounts required hereunder. This provision shall survive termination of the CONTRACT.

SECTION 16. SOVEREIGN IMMUNITY.

The CITY expressly retains all rights, benefits and immunities of sovereign immunity in accordance with Section 768.28, Florida Statutes. Notwithstanding anything set forth in any

section, article or paragraph of this Contract to the contrary, which may have been adopted by the Florida Legislature or may be adopted by the Florida Legislature, and the cap on the amount and liability of the CITY for damages, attorney fees and costs, regardless of the number or nature of claims in tort, equity or contract, shall not exceed the dollar amount set by the Florida Legislature for tort. Nothing in this Contract shall inure to the benefit of any third party for the purpose of allowing any claim against the CITY which would otherwise be barred under the Doctrine of Sovereign Immunity or operation of law.

SECTION 17. **BANKRUPTCY OR INSOLVENCY.**

If the CONTRACTOR shall file a Petition in Bankruptcy, or if the same shall be adjudged bankrupt or insolvent by any Court, or if a receiver of the property of the CONTRACTOR shall be appointed in any proceeding brought by or against the CONTRACTOR, or if the CONTRACTOR shall make an assignment for the benefit of creditors, or proceedings shall be commenced on or against the CONTRACTOR'S operations of the premises, the CITY may terminate this Contract immediately notwithstanding the notice requirements of Section 6 hereof.

SECTION 18. **BINDING EFFECT.**

This Contract shall be binding upon and inure to the benefit of the parties hereto, their heirs, personal representatives, successors, and/or assigns.

SECTION 19. **ASSIGNMENT.**

This Contract shall only be assignable by the CONTRACTOR upon the express written consent of the CITY.

SECTION 20. **SEVERABILITY.**

All clauses found herein shall act independently of each other. If a clause is found to be illegal or unenforceable, it shall have no effect on any other provision of this Contract. It is understood by the parties hereto that if any part, term, or provision of this Contract is by the courts held to be illegal or in conflict with any law of the State of Florida, or the United States, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties

shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

SECTION 21. **WAIVER.**

Failure of the parties to insist upon strict performance of any of the covenants, terms, provisions, or conditions, or conditions of this Contract, or to exercise any right or option herein contained shall not be construed as a waiver or a relinquishment for the future of any such covenant, term, provision, condition, or right of election, but same shall remain in full force and effect.

SECTION 22. **MODIFICATION.**

The covenants, terms, and provisions of this Contract may be modified by way of a written instrument, mutually accepted by the parties hereto. In the event of a conflict between the covenants, terms, and/or provisions of this Contract and any written Amendment(s) hereto, the provisions of the latest executed instrument shall take precedence.

SECTION 23. **HEADINGS.**

All headings of the sections, exhibits, and attachments contained in this Contract are for the purpose of convenience only and shall not be deemed to expand, limit or change the provisions contained in such sections, exhibits, and attachments.

SECTION 24. **ADMINISTRATIVE PROVISIONS.**

In the event the CITY issues a purchase order, memorandum, letter, or any other instrument addressing the services, work, and materials to be provided and performed pursuant to this Contract, it is hereby specifically agreed and understood that any such purchase order, memorandum, letter, or other instrument is for the CITY'S internal purposes only, and any and all terms, provisions, and conditions contained herein, whether printed or written, shall in no way modify the covenants, terms, and provisions of this Contract and shall have no force or effect thereon.

SECTION 25. **CONFLICT OF INTEREST.**

The CONTRACTOR warrants that the CONTRACTOR has not employed or retained any company or person, other than a bona fide employee working solely for the CONTRACTOR, to solicit or secure this Contract, and that the CONTRACTOR has not paid or agreed to pay any person, company, corporation, individual, or firm any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this Contract. For the breach or violation of this Paragraph, the CITY shall have the right to terminate this Contract immediately, without liability and without regard to the notice requirements of Section 6 hereof.

SECTION 26. **EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY).**

In accordance with the State of Florida, Office of the Governor, Executive Order 11-116 (superseding Executive Order 11-02; Verification of Employment Status), in the event performance of this Contract is or will be funded using state or federal funds, the CONTRACTOR must comply with the Employment Eligibility Verification Program (“E-Verify Program”) developed by the federal government to verify the eligibility of individuals to work in the United States and 48 CFR 52.222-54 (as-amended) is incorporated herein by reference. If applicable, in accordance with Subpart 22.18 of the Federal Acquisition Register, the CONTRACTOR must (1) enroll in the E-Verify Program, (2) use E-Verify to verify the employment eligibility of all new hires working in the United States, except if the CONTRACTOR may choose to verify only new hires assigned to the Contract; (3) use E-Verify to verify the employment eligibility of all employees assigned to the Contract; and (4) include these requirements in certain subcontract, such as construction. Information on registration for and use of the E-Verify Program can be obtained via the internet at the Department of Homeland Security Web site: <http://www.dhs.gov/E-Verify>.

SECTION 27. **JOINT AUTHORSHIP.**

This Contract shall be construed as resulting from joint negotiation and authorship. No part of this Contract shall be construed as the product of any one of the parties hereto.

SECTION 28. **EQUAL OPPORTUNITY EMPLOYER.**

The CONTRACTOR is an Equal Opportunity Employer and will comply with all equal opportunity employment laws. The CONTRACTOR will further ensure that all sub-contractors it

utilizes in providing the services required hereunder will comply with all equal opportunity employment laws.

SECTION 29. AUDITING, RECORDS, AND INSPECTIONS.

In the performance of this Contract, the CONTRACTOR shall keep books, records, and accounts of all activities, related to the Contract, in compliance with generally accepted accounting procedures. Throughout the term of this Contract, books, records, and accounts related to the performance of this Contract shall be open to inspection during regular business hours by an authorized representative of the CITY, and shall be retained by the CONTRACTOR for a period of three years after termination or completion of the Contract, or until the full CITY audit is complete, whichever comes first. The CITY shall retain the right to audit the books during the three-year retention period. All books, records, and accounts related to the performance of this Contract shall be subject to the applicable provisions of the Florida Public Records Act, Chapter 119, and Florida Statutes. The CITY also has the right to conduct an audit within sixty (60) days from the effective date of this Contract to determine whether the CONTRACTOR has the ability to fulfill its contractual obligations to the satisfaction of the CITY. The CITY has the right to terminate this Contract based upon its findings in this audit without regard to the termination provision set forth herein.

SECTION 30. SCHEDULE.

The CONTRACTOR agrees to commence work under this CONTRACT within ten (10) days from the date set forth in the “Notice to Proceed” (NTP) issued by the CITY, to comply with all time schedules, and to fully complete the work

SECTION 31. PUBLIC RECORDS.

The CONTRACTOR agrees to comply with the Florida Public Records Act, as applicable, including, but not limited to Section 119.0701 of the Florida Statutes. Documents which are considered public records herein under Florida law include, but are not limited to: records related to the entry, management and implementation of the contract itself; emails/correspondence between the CITY and the CONTRACTOR related to the contract; emails or correspondence from all other entities related to the contract (i.e., subcontractors, suppliers, vendors, etc.); billing and related

documents; plans or other documents that may be necessary, reports, etc.; subcontracts; and, all vendor invoices. The CONTRACTOR agrees, to the extent required by law, to:

- a. Keep and maintain public records that ordinarily and necessarily would be required by the public agency in performing the services of the Contract;
- b. Provide the public with access to the public records under the same terms and conditions that the CITY would provide the records and at a cost that does not exceed the cost provided for by law;
- c. Ensure that the public records that are exempt or confidential, and exempt from public record disclosure requirements, are not disclosed, except as authorized by law; and
- d. Meet all requirements where retained public records and transfer, at no cost, to the CITY, all public records in possession of the CONTRACTOR, upon termination or completion of the Contract and destroy any duplicate public records that are exempt or confidential, or exempt from public record disclosure requirements.

Furthermore, the CONTRACTOR agrees that all records stored electronically shall be provided to the CITY in a format that is compatible with the information technology systems of the CITY. The CONTRACTOR shall promptly provide the CITY with a copy of any request to inspect or copy public records that CONTRACTOR receives and a copy of the CONTRACTOR'S response to each request. The CONTRACTOR understands and agrees that failure to provide access to the public records shall be a material breach of the Contract and grounds for termination.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (727) 547-4575 ext.229, cityclerk@mytreasureisland.org, and City Hall, 120 108th Ave., Treasure Island, FL, 33706.

THE CONTRACTOR ACKNOWLEDGES THAT THE CITY OF TREASURE ISLAND CANNOT AND WILL NOT PROVIDE LEGAL OR BUSINESS ADVICE TO THE CONTRACTOR WITH RESPECT TO ITS OBLIGATIONS PURSUANT TO THIS SECTION RELATED TO PUBLIC RECORDS. THE CONTRACTOR

ACKNOWLEDGES THAT IT WILL NOT RELY ON THE CITY OF TREASURE ISLAND OR ITS CITY ATTORNEY TO PROVIDE SUCH BUSINESS OR LEGAL ADVICE AND THAT CONTRACTOR HAS BEEN ADVISED TO SEEK PROFESSIONAL ADVICE WITH REGARD TO PUBLIC RECORDS MATTERS ADDRESSED BY THIS AGREEMENT.

SECTION 32. NOTICE.

All notices required to be given to the CITY or CONTRACTOR hereunder shall be sent by (a) registered or certified mail, whereupon notice shall be deemed to have been given on the date of acceptance; or (b) delivery (i.e., courier or other hand delivery), overnight delivery, email or facsimile transmission, whereupon notice shall be deemed to have been given on the day of delivery or transmission. If the day of notice is a Saturday, Sunday, or legal holiday, notice shall be deemed to have been given on the first calendar day thereafter which is not a Saturday, Sunday, or legal holiday. All notices required to be given to the CITY shall be made to the CITY at:

City of Treasure Island
Attention: Hal Bruce, Purchasing Coordinator
120 – 108th Avenue
Treasure Island, Florida 33706
Phone: (727)-547-4575
Fax: (727)-547-4582
hbruce@mytreasureisland.org

Or to such other address or facsimile number as the CITY may direct from time to time by written notice forwarded to the CONTRACTOR as provided above.

All notices required to be given to CONTRACTOR hereunder shall be sent to CONTRACTOR at:

Company:
Attention:
Address:
Phone:

Fax:

Email:

or to such address or facsimile number as the CONTRACTOR may direct from time to time by written notice forwarded to the CITY as provided above. E-mail transmittal of notices are considered delivered as of the date of electronic transmission. Both parties will supplement emailed notices with a formal version of the notice as outlined above.

SECTION 33. MISCELLANEOUS.

1. CONTRACTOR has been made aware of the Florida Public Entity Crimes Act, § 287.133, Florida Statutes, and the CITY'S requirement that the CONTRACTOR has complied with it in all respects prior to and will comply with it in all respects during the term of this Contract.

2. CONTRACTOR and any Subcontractors understand and will comply with Section 22.055(2) of the Florida Statutes and thereby agree to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to said section.

3. The Parties represent and warrant that they have entered into this Contract relying wholly upon their own judgment, belief and knowledge of the nature, extent, effect and duration of any actions, damages and liability therefore. The Parties represent that they enter into this Contract without relying upon any statement or representation of the adverse parties other than what has been set forth in writing in this Contract. The Parties represent that they have had the opportunity to discuss this matter with counsel of their choosing and are satisfied with its counsel and the advice received. The Parties understand this Contract's contents and agree that this Contract shall not be construed more strongly against any party hereto, regardless of who is responsible for its preparation or drafting. The Parties further declare and represent that no promise, inducement, agreement or understanding not herein expressed has been made to an adverse party and that the terms of this Contract are contractual and not a mere recital. This Contract shall be deemed and treated as drafted jointly by all the Parties, and no term, condition or provision of this Contract shall be construed more strictly against any Party.

4. All words used herein in the singular shall extend to and include the plural, and the use of any gender shall extend to and include all genders. The term "including" is not limiting, and the terms "hereof", "herein", "hereunder", and similar terms in this Contract refer to this Contract as a whole and not to any particular provision of this Contract unless stated otherwise. The captions and

headings herein are for convenience of reference only and in no way define or limit the scope or content of this Contract or in any way affect its provisions.

5. Each of the Parties hereto covenants to the other party hereto that it has lawful authority to enter into this Contract, that the governing or managing body of each of the Parties has approved this Contract and that the governing or managing body of each of the Parties has authorized the execution of this Contract in the manner hereinafter set forth.

6. This Contract shall be executed by the respective dully authorized officials, and shall take effect as of the day and year first above written:

IN WITNESS WHEREOF, the City and Contractor have signed this Contract.

As To
City of Treasure Island

Attest: _____
City Clerk

By: _____
City Manager

Witnesses:

As To Contractor

By: _____
Name Signed

By: _____
Name Printed

Title: _____

Approved as to form:

By: _____
City Attorney