



City of
Los Banos
At the Crossroads of California

REQUEST FOR PROPOSALS

Banking Services

Proposal Mailing Date

December 4, 2015

Proposal Submittal Deadline

January 4, 2016

Contact Person:

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Finance Director

City of Los Banos

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Los Banos, CA 93635

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REQUEST FOR PROPOSALS

Banking Services

NOTICE IS HEREBY GIVEN that the City of Los Banos (“City”) is issuing this Request for Proposal (“RFP”) for **Banking Services**.

Proposers are solely responsible for ensuring proposals are received by the City on or before the submittal deadline. Proposals must be received no later than **5:00 p.m., on January 4, 2016**, at the following address:

City of Los Banos
Attn: Lucille L. Mallonee, City Clerk
520 J Street
Los Banos, CA 93635

An original copy must be signed by a representative authorized to bind the company. Proposals submitted by facsimile or email are not acceptable and will not be considered. **The original signed proposal and three (3) duplicates are to be submitted in sealed packages with the name of the Proposer and RFP title clearly marked on the outside of the package.**

Failure to comply with the requirements set forth in this RFP may result in disqualification. Proposals and/or modifications received subsequent to the hour and date specified above will not be considered. Submitted proposals may be withdrawn at any time prior to the submission time specified in this RFP, provided notification is received in writing before the submittal deadline. Proposals cannot be changed or withdrawn after the submittal deadline. No handwritten notations or corrections will be allowed. The responding Proposer is solely responsible for all costs related to the preparation of the proposal.

The City reserves the right to reject all proposals and to waive any minor informalities or irregularities contained in any proposal. Acceptance of any proposal submitted pursuant to this RFP shall not constitute any implied intent to enter into a contract.

The contract award, if any, will be made to the bank who, in the City’s sole discretion, is best able to perform the required services in a manner most beneficial to the City.

Please submit all inquiries to sonya.williams@losbanos.org.

City of Los Banos

RFP for Professional Banking Services

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I. INTRODUCTION

A. General Information

The City of Los Banos is requesting proposals from qualified banks (Proposer) interested in providing comprehensive banking services and related financial services. Currently, the City's general banking and point of sale merchant services are provided by Bank of America. The City's primary objective is to evaluate the current market environment for banking services, and establish a new contract with a financially secure bank that best meets the needs of the City and offers the highest quality of service at the lowest overall cost. The City wishes to create and continue efficiencies, make improvements where possible, and take advantage of new technologies.

The City encourages Proposers to submit the most competitive proposal possible, offering the highest quality service and enhancements to improve our current management of cash flow at a competitive price. While much of the information provided in this RFP is based upon current services, it is the City's desire to maximize the use of automated and electronic technology services to improve our banking, cash management, and customer services capabilities without sacrificing internal controls especially in the areas of account reconciliation, direct deposit, positive pay, ACH and other electronic transactions. Of equal consideration is a responsive service-oriented relationship with the selected Proposer.

There is no expressed or implied obligation for the City of Los Banos to reimburse responding banks for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et seq.), unless exempt.

To be considered, the original signed proposal and three (3) duplicates of the proposal are to be submitted in sealed packages with the name of the Proposer and RFP title clearly marked on the outside of the package. Proposals must be submitted to Lucille L. Mallonee, City Clerk, 520 J Street, Los Banos, CA 93635, by **5:00 p.m. on January 4, 2016**. Proposals submitted by facsimile or email are not acceptable and will not be considered. The City reserves the right to reject any or all proposals submitted.

During the evaluation process, the City of Los Banos reserves the right, where it may serve the City's best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the City of Los Banos, banks submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to retain all proposals submitted and to use any idea(s) in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the bank of the conditions contained in the request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Los Banos and the bank selected.

It is anticipated the selection of a bank will be completed by January . Following the notification of the selected bank, a recommendation and proposed contract will be prepared for review and approval by the City Council at its **February 3, 2016** meeting. The City reserves the right to reject any or all proposals,

to waive any non-material irregularities or information in any proposal, and to accept or reject any items or combination of items.

B. RFP Tentative Timeline

The following schedule details key dates and times related to this RFP. The City reserves the right to revise the schedule.

Tentative Timeline:

Issuance of RFP	December 4, 2015
Deadline for submission of questions	December 18, 2015
Estimated City response to questions	December 23, 2015
Proposal submission	January 4, 2016, 5:00 p.m.
Proposal review completed	January 22, 2016
City Council award of bid	February 3, 2016
Implementation completion	March 31, 2016

C. Background Information

The City of Los Banos is a general law city operating under the council-manager form of government. The City is located in the west portion of Merced County, servicing an area of 8.5 square miles with a population of 37,145. The City’s fiscal year begins on July 1 and ends on June 30.

The City is organized into departments that provide a full range of municipal services, including police, fire, public works, community and economic development, and administration. The City’s 2015-16 adopted General Fund budget is \$12.4 million, and the total City budget is \$40.8 million.

D. Current Banking Structure

The City currently has one primary Operating Account and one account for Neighborhood Stabilization Program (NSP) Escrow.

Primary Operating Account – Deposit activity includes all cash and credit card deposits, ACH transactions, wires and LAIF transfers. All disbursements including payroll are processed through this account.

NSP Escrow Account – Used exclusively to hold/pay property taxes and insurance for ten NSP mortgage account holders.

E. Term of Engagement

The City intends to award a five (5) year contract with five (5) one-year renewal options, subject to annual review and recommendation of the Finance Director, satisfactory negotiation of terms (including a price acceptable to both the City and the selected bank), concurrence of the City Council and annual availability of an appropriation.

II. NATURE OF SERVICES REQUIRED

A. General Requirement

The City would prefer that the bank have a local branch network in order to meet the organization's cash management needs. If the bank does not have a physical branch in the City of Los Banos please specify in detail throughout the RFP response how services that might normally be handled in-branch would be accommodated.

Requirements include:

1. The bank must be a Federal or State of California chartered commercial banking institution.
2. The bank must be a qualified depository for public funds pursuant to the applicable State of California codes. All balances must be fully collateralized through the pool collateral system required under the State of California.
3. The bank will provide full account reconciliation, positive pay, electronic fraud protection, electronic deposits and disbursements, online wire entry, and online stop payment placement.
4. The bank must provide cleared accounts payable/payroll checks file which can be imported into an excel file.
5. The bank must fulfill orders for currency and coin.
6. The bank must provide online reporting which includes a detailed report of prior day transactions.
7. The bank must provide key measure of the bank's financial strength, including ratings from nationally recognized rating service(s) and banking rating service(s). Include one copy of the bank's most recent audited financial statement and one copy of the bank's rating from a nationally recognized rating service.
8. The bank must provide the bank's current level of public funds deposited and related collateral market value.
9. The bank must be a member of the Federal Reserve System and have access to all services.
10. The bank must be a member of the Federal Deposit Insurance Corporation (FDIC).

B. Deposit Services

The City collects approximately 4,500 checks per month (54,000 checks per year), and approximately \$237,000 in currency and coin per month.

All monies collected within the City are routed through the City's Finance Department. The Finance Department is responsible for processing and preparing the deposits to the bank. All checks are processed, on a daily basis, using a Digital Check Teller Scan TS230. Cash, coin and occasional check deposits are remitted to the bank via armored transport in secured deposit bags. The armored carrier picks up the deposits daily (Monday through Friday).

Required services include:

1. The ability to accept remote deposits.
2. Process the deposits of cash, and checks at vault locations, and at the local bank branch if necessary.

3. Image deposited items.
4. Provide online access for deposit reconciliation including images of deposited items, corrections and returned items.
5. Provide online and email notification of deposit issues within 24 hours.

C. Disbursement Services

The City issues a total of approximately 550 checks per month through the main operating account. Approximately 30 checks per year are processed using the NSP account. Positive pay services and check reconciliation services are used. Accounts Payable positive pay data is transmitted to the bank weekly. Payroll positive pay is transmitted semi-monthly.

Payroll is processed semi-monthly. Approximately 160 employees receive direct deposit of their pay. However, approximately 20 employees still receive checks.

Required services include:

1. Provide positive pay services with online transmission of check details.
2. Provide positive pay exception item review and correction online.
3. Provide online stop payment services.
4. Provide an electronic file of paid/cleared images (front and back), in addition to any alternative electronic archival stem used by the bank.
5. Provide online access to cashed check images.
6. Cash payroll checks at no charge to the employee.
7. Specify payroll transmission deadlines.
8. Specify the method of reversal of automatic direct deposit errors.

D. Electronic Transfer of Funds

The City processes approximately 60 ACH Credits and 10 ACH Debits each month. A small number of wire transfers are also received or executed annually. In addition, the City utilizes ACH debit blocking and filtering.

Required services include:

1. Accept and send ACH Transactions
2. Accept ACH payments from third parties.
3. Provide ACH debit blocking services.
4. Provide a secure electronic method with dual authorization for wiring funds.
5. The bank must be able to process LAIF transactions.

E. Reporting

The City requires access to daily balances and transactions reporting information. The City requires access to prior day reporting including ledger balance, available balance, and summary and details of credits and debits posted. Current day reporting requirements include, but are not limited to, details of electronic debits and credits, wire transfer activity, controlled disbursements, and ACH activity.

Required services include:

1. Provide online balance reporting services.
2. Allow approximately six employees with different levels of authorization to access the bank's online reporting system.
3. Provide account reconciliation services for disbursements (full, partial or positive pay, depending on account).
4. Provide monthly activity statements and reports for all accounts by the 10th day of the following month.
5. Provide a detailed monthly account analysis statement for each individual account and a consolidated statement showing charges for all account services.
6. Provide the City with a monthly CD of all cancelled checks or specify the method of check image availability.

F. Merchant Services

The City currently accepts credit card payments, in person for utility services. The City's monthly credit card receipts are approximately \$85,000.

Required services include:

1. Provide three credit card terminals to process at minimum MasterCard and Visa payments in house.
2. Provide pricing information for acquiring all necessary equipment.
3. Provide pricing information for processing payments.

G. Bank Balances

During the past year, the City maintained an average collected balance of \$2.5 million. Balances are currently used to offset service fees and bank charges.

Required services include:

1. Detail all types of items and services that can be applied against account analysis.
2. Total account will be interest bearing and must be 110% collateralized at all times pursuant to all applicable sections of the California Government Code.
3. Describe any overnight sweep account options offered by the bank.

H. Other

Describe any enhancements, technological or otherwise, that the City should consider to improve operational or cash management efficiencies.

III. PROPOSAL REQUIREMENTS

A. Submission of Proposal

The following material is required to be received by 5:00 p.m. on January 4, 2016, for a bank to be considered. Telephone, electronic, faxed, or late delivered proposals will not be accepted. It is the proposer's responsibility to see that their proposals are sent in sufficient time to be received by the submittal deadline. Proposer assumes the burden of delivery.

Submittal must include the number of proposals per the directions outlined below. All documents contained in the submittal must have original signatures and must be signed by a person which is authorized to bind the proposer.

An original copy must be signed by a representative authorized to bind the company. Proposals submitted by facsimile or email are not acceptable and will not be considered. **The original signed proposal and three (3) duplicates are to be submitted in sealed packages with the name of the Proposer and RFP title clearly marked on the outside of the package.** The cost proposal should be included with the Proposal in a separate sealed envelope. Proposals must be received at the following address:

**City of Los Banos
Attn: Lucille L. Mallonee, City Clerk
520 J Street
Los Banos, CA 93635**

B. Proposal

1. Title Page

A title page showing the request for proposal's subject, the company's name, address, and telephone number of the contact person and the date of the proposal.

2. Table of Contents

The table of contents should reflect the format of the RFP.

3. Transmittal Letter

The letter should describe the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement as to why the bank believes itself to be best qualified to perform the services and a statement that the proposal is a firm and irrevocable offer for a minimum of forty five (45) days. The letter must be signed by the individual(s) authorized to negotiate with the City and sign contracts on the proposer's behalf.

4. Detailed Proposal

(a) Provide a general overview and brief history of your organization, including customer service philosophy, parent and/or subsidiary companies, and the number of employees.

- (b) Provide the address of the primary office and/or branch location that will service the account and where the City will conduct its banking business.
- (c) Describe the bank's direct experience in providing similar services for other governmental agencies, specifically local government agencies located in California. Please include the number of public agency the bank has as clients, and the bank's knowledge of and adherence to the California Government Code.
- (d) Provide the bank's current credit ratings by Standard & Poor's Rating Services and Moody's Investor Services. If the Proposer is not rated by these rating organizations, provide other evidence of the institution's financial strength.
- (e) Discuss the bank's current capital structure, adequacy, and coverage. If applicable, provide the bank's risk-based capital classification.
- (f) Include an electronic copy of the most recent audited annual financial statement and the latest 10-k report with the proposal.

5. Personnel

- (a) Provide the name, title, address, phone number, fax number and email address of the primary contact person(s) assigned to this account.
- (b) Describe your bank's policy on changing the primary contact person on an account.
- (c) Name the individuals who will work with the City on a day-to-day basis. Identify what each person's roles and responsibilities will be and their relevant experience, including the number of years with the proposer's bank.

6. References

Please provide at least five (5) references that are of similar size and scope of service utilization as the City's, preferably local government agencies located in California.

7. Collateralization of Deposits

- (a) Confirm that the bank is a qualified depository for public funds pursuant to California Government code Section 53648, and please detail the bank's procedures for collateralizing the deposits of public funds.
 - (i) What types of securities are used as collateral?
 - (ii) Which department is responsible for tracking deposits and monitoring collateral?
 - (iii) What is the bank's current level (dollar amount) of public funds deposits and related collateral?
 - (iv) What is the frequency of reporting to the State Treasurer's Office?

8. Deposit Processing

- (a) For deposits collected and transported by armored car, what bank location do you propose for the City's armored car to deposit funds for processing?
- (b) What is the cutoff time for remote deposits/vault deposits to ensure same day credit?
- (c) How does the bank handle discrepancies in deposits?
- (d) If the bank corrects a deposit, how will the City be notified?
- (e) Please describe the bank's change order procedures.

- (f) Describe the bank's ability to process checks via check scanner, including changes to software or hardware, and identify all additional costs.

9. Returned Item Processing

- (a) Please describe the bank's returned item handling procedures and notification options.
- (b) Can returned items be automatically redeposited? If so, how many times?
- (c) Can the bank provide online access to electronic images (front and back) of returned items to the city? How soon after the item is returned are the images available?

10. Positive Pay

- (a) Describe any specified transmission methods required by the bank?
- (b) What is the deadline for the transmission of check data or issuance information to the bank?
- (c) How frequently can transmission files be uploaded to the bank for the issuance of additional checks and/or recently voided items? Is there a limit to the number of files per day?
- (d) Does the bank offer the ability to manually enter single check disbursements used during the day?
- (e) How will the City be notified of exceptions or rejected items? What is the procedure and timeline for paying or returning exception items?
- (f) Does the bank provide online check imaging so that the City can review exception items electronically?

11. Stop Payments

- (a) Can stop payments be placed online?
- (b) How long will the stop payment remain in effect?
- (c) Can stop payments be automatically renewed? If so, for how long?
- (d) What is the fee for each stop payment and renewal?

12. Wires and ACH Processing

- (a) Describe the bank's online transfer capabilities including the ability to create and store repetitive wire templates and to create future dated wires.
- (b) What is the cut off time for same day wire transfers?
- (c) What ACH file transmission options are available?
- (d) Can two separate ACH files be transferred on the same day?
- (e) What are the transmission deadlines for ACH files?
- (f) Can ACH payments be initiated online?
- (g) Describe the bank's security system in general and how it will guard against unauthorized ACH debits to the City's account, describe how the transactions would be resolved.

13. Merchant Card Services

The City currently accepts credit card payment at the front counter, utilizing three separate terminals for payment of utility services.

- (a) Please provide a detailed description of the entire merchant card process within your institution. Is the program housed through a third party vendor? If so, please explain.

- (b) Provide a detailed rate and fee structure with breakdown of all fees, including bank and association charges.
- (c) What type of online reporting services do you provide?
- (d) Discuss clearing time between deposit and posting to the City's main checking account.
- (e) Discuss security features, including account number encryption and purging policies.
- (f) Describe Payment Card Industry (PCI) data security standard compliance and liability.
- (g) Discuss your chargeback policy.

14. Implementation Plan and Costs

The City requires a smooth and low cost transition to a new bank.

- (a) Please describe the bank's plan to implement the proposed services and to ensure a smooth, error free conversion.
- (b) Please detail all costs associated with the conversion of all the new services.
- (c) Indicate the bank's plan for educating and training City employees in the use of your bank's systems. Will the bank provide on-site training for City personnel for all of the services required?

15. Statements, Reconciliations, and Reporting

- (a) How soon after the cutoff date will statements be ready?
- (b) What type of indexing capabilities are available to locate checks from prior months?
- (c) Are electronic images stored on the bank's online reporting system and for how long? If so, how does the bank charge for these services?
- (d) Please describe the bank's online information reporting system and the types of reports that are available.
- (e) Are there any limits on the number of City users that can access the bank's online website and levels of authorization?
- (f) What current day information is available through the reporting system?
- (g) Can electronic reports be custom tailored for the end user? Is there an additional charge?
- (h) How many business days of balance history are stored on the reporting system for previous day and current day reporting?

16. Earnings Credit Rates

- (a) Does the City have the option of compensating the bank on either a fee or balance basis? If so, what is the difference in price?
- (b) How is your bank's earnings credit determined, adjusted, and applied?
- (c) Can excess earnings credit be carried over to a subsequent billing period? If so, how many periods?

17. Account Analysis Statement

- (a) Please provide a sample analysis statement. How soon after the month end is the analysis statement mailed or readily available online?
- (b) Will the bank pass on the FDIC charges to the City? If so, how are these charges computed?

18. Overdrafts

- (a) Describe the bank's policy on overdraft protection?
- (b) What are the fees associated with overdrafts?

19. Pricing and Account Analysis

- (a) Please provide a complete fee schedule for all of the services described in the proposal. Fees related to all services described in the proposal must be listed. Also, include any one-time or set up fees, research fees, minimum fees, or all other fees that will be charged. Include any incentives or price break offered based on volume or other measures.
- (b) Is the bank willing to guarantee the proposed fees for the entire term of the contract (5 years)? If not, how long are the fees guaranteed?

C. Sealed Total Cost Proposal

Please indicate the total cost and attach any cost breakdown. The proposer is to submit a detailed cost proposal for all services and materials. The City of Los Banos will not be responsible for the expenses incurred in preparing and submitting the proposal or the sealed cost proposal. Such costs should not be included in the proposal.

The cost proposal should be submitted in the format provided in Attachment A, "COST PROPOSAL FORM". **The cost proposal shall be submitted in a separate sealed envelope, to be included with the Technical Proposal package.**

IV. EVALUATION PROCEDURES

A. Evaluation Committee

Proposals will be reviewed by an Evaluation Committee which is expected to include the following: Finance Director, Accountant II, Accountant I and the City Treasurer.

B. Review of Proposal

The Proposals will be evaluated using two sets of criteria. Banks meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The Evaluation Committee will use a point formula during the review process to score proposals. Each bank with an unacceptably low technical score will be eliminated from further consideration. After the composite technical score for each bank has been established, additional points will be added to the technical score based on the price bid.

C. Evaluation Criteria

The following represent the principal selection criteria which will be considered during the evaluation process.

Any award made pursuant to this RFP will be based upon the bank's proposal with appropriate consideration given to functional, technical, business, cost, and management requirements. Written

proposals that satisfy all requirements specified in this RFP will be evaluated. The intent is to assess the ability of the proposer to provide banking services and its associated requirements, and whose services best meet the needs of the City. The City may request additional information from any of the banks submitting proposals. The following criteria will be used in evaluating proposals and in the selection of a bank:

1. Compliance with the requirement of this RFP and quality of proposal, including completion of all required responses in the specified format.
2. Operational requirements such as understanding the needs and requirements of the City, as set forth in this RFP, scope and services offered including degree of automation, and bank and branch locations.
3. An example of the proposer's ability to deliver the indicated service in accordance with the specifications set out in this RFP.
4. Bank experience, including the proposer's stability, resources, qualifications, and relevant experience and/or record of past performance in implementing and delivering such services to local governments with like kind operations located within the State of California.
5. Availability of sufficient high quality proposer's personnel with the required skills and experience for the specific approach proposed.
6. Financial strength of the proposing institution, and adequacy of financial controls and protection against loss.
7. The quality and scope of the proposed conversion, implementation and transition plan, and the value of any new product or service suggestions or other new ideas and enhancements.
8. Proposer's acceptance of the City's contractual terms and conditions, as applicable.
9. Overall cost of proposal. Although fees and compensation will be an important factor in the evaluation proposals, the City is not required to choose the lowest bidder.

All Proposals submitted will be reviewed by an evaluation panel consisting of City of Los Banos personnel. At the completion of the proposal review, the panel will elect to invite the top scoring banks to make a presentation and provide a software demonstration, at no cost to the City. The City may request Best and Final offers. Based on the presentation and the Best and Final offers, if requested, the panel will select the proposal that best fulfills the City's requirements. The City may negotiate with the bank to determine final pricing, and contract form. There will be no public opening and reading of bids. At any time, the City, at its discretion and without explanation to the prospective banks, can choose to discontinue this RFP without obligation to such prospective banks.

V. PROPOSAL REQUIREMENT

A. Contract and Insurance Requirements.

The selected proposer shall be required to enter into a city-prepared Professional Services Agreement approved by the City Attorney. Proposers shall be prepared to accept the terms and conditions of the City's Standard Professional Services Agreement including all Insurance Requirements. The successful Proposer's bid and the terms and conditions stated in this RFP will be made part of the contract between the City of Los Banos and the Proposer. This RFP outlines the specifications and requirements, but not necessarily all of the terms and conditions that will be incorporated into the final agreement between the City of Los Banos and the successful Proposer.

B. Reservations.

This RFP does not commit the City to award a contract, to defray any costs incurred in the preparation of a proposal pursuant to this RFP, or to procure or contract for work. No payment of any kind will be provided to the Proposer responding to this RFP, or parties they represent, for obtaining any of the information solicited.

C. Public Records.

All proposals submitted in response to this RFP become the property of the City. Information in the proposal, unless specified as trade protected, may be subject to public review. Any information contained in the proposal that is proprietary must be clearly designated. Marking the entire proposal as proprietary will be neither accepted nor honored. Proprietary information submitted in response to this RFP will be handled in accordance with the California Public Records Act.

D. Right to Cancel and Amend.

The City reserves the right to cancel, for any or no reason, in part or in its entirety, this RFP, including but not limited to: selection schedule, submittal date, and submittal requirements. If the City cancels or revises the RFP, all Proposers will be notified in writing.

E. Proposer's Questions.

The City will not give verbal answers to inquiries regarding information in this RFP, or verbal instructions prior to the submission deadline. All questions shall be submitted in writing to Sonya Williams, Finance Director, at sonya.williams@losbanos.org. A verbal statement regarding same by any person shall be non-binding. The City is not liable for any increased costs resulting from the Proposer accepting verbal directions. Any explanation desired by a Proposer must be requested of the City representative in writing not later than December 18, 2015 at 5:00 p.m. and if explanation is necessary, a reply shall be made in the form of an addendum, a copy of which shall be posted on the City website at www.losbanos.org on or before December 23, 2015.

F. Additional Information.

The City reserves the right to request additional information and/or clarification from any or all Proposers.

G. Conflict of Interest.

Proposer covenants that the company, its officers, employees and/or agents presently have no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services requested herein by the City. Proposer further covenants that, in the performance of any contract or agreement resulting from this RFP, no subcontractor or person having such an interest shall be employed. Proposer certifies that to the best of Proposer's knowledge, no one who has or will have any financial interest under any contract or agreement resulting from this RFP is an officer or employee of the City.

H. Release of Public Information.

Proposers who respond to this RFP who wish to release information to the public regarding selection, contract award or data provided by the City must receive prior written approval from the City before disclosing such information to the public.

I. Non-Assignment.

If a contract is awarded, the selected Proposer shall neither assign, nor delegate, in part or in whole, any duties without the prior written consent of the City which shall not be unreasonably withheld.

J. Collusion.

Each Proposer certifies that the company, its officers, employees and/or agents are not a party to any collusive action, fraud, or any action that may be in violation of the Sherman Antitrust Act. The Proposer certifies that the company, its officers, employees and/or agents have not offered or received any kickbacks or inducements from any other bidding Proposer, supplier, manufacturer, or subcontractor in connection with the proposal and that the company, its officers, employees and/or agents have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value. Any or all bids shall be rejected if there is any reason to believe collusion exists among the bidding Proposers. More than one bid from an individual, firm, partnership, corporation, or association under the same or different names may be rejected. Reasonable grounds for believing that a bidding Proposer has interest in more than one proposal for the work being proposed may result in rejection of all bids in which the bidding Proposer is believed to have interest.

K. Debarment.

By submitting a proposal, the Proposer certifies that the company is not currently debarred from submitting proposals and/or bids for contracts issued by any City or political subdivision or agency of the State of California, and that it is not an agent of a person or entity that is currently debarred from submitting proposals and/or bids for contracts issued by any City or political subdivision or agency of the State of California.

L. Equal Employment Opportunity Compliance.

The selected Proposer shall not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The Proposer shall take affirmative action to ensure that all employees and applicants for employment shall be treated with equality in all aspects of employment processes including, but not limited to, hiring, transfer, promotion, training, compensation and termination, regardless of their race, creed, color, sex, national origin, age, or physical handicap.

M. Right to Audit.

The selected Proposer shall maintain such financial records and other records as may be prescribed by the City or by applicable federal and state laws, rules, and regulations. The selected Proposer shall retain these records for a period of three years after final payment, or until they are audited by the City, whichever event occurs first. These records shall be made available during the term of the contract or service agreement and the subsequent three-year period for examination, transcription, and audit by the City or its designees.

SERVICE	ESTIMATED MONTHLY VOLUME	UNIT PRICE	TOTAL PRICE
BALANCE RELATED SERVICE			
Deposit Insurance - Bank Assessment	\$ 2,500,000		
DEPOSITORY SERVICES			
Account Maintenance	1		
Vault Deposits – Regular Hours	40		
General Checks Paid Truncated	500		
Returned Items - Charged Back	20		
Deposit Account Statements	1		
Stop Payment Manual <=12 months	1		
Image Deposited Items - RDSO	4,500		
Deposit Correction	2		
Check Deposit - ICL or RDSO	150		
COMMERCIAL DEPOSITS-CASH VAULT			
Vault Currency Deposited /\$100	2,550		
Vault Coin Deposited (roll/bag)	10		
Change Order Banking Center	10		
Dep Conditioning Surcharge Vault	5		
Curr Supp \$100-Banking Center	20		
ACH SERVICES			
ACH Optional Report - Mail	4		
ACH Monthly Maintenance	1		
ACH Input File	2		
ACH Blocks Instructions	5		
ACH Blocks Maintenance	1		
ACH Received Credits	60		
ACH Received Debits	10		
ACH Returned Items	1		
ACH Consumer On Us Credits	40		
ACH Consumer Off Us Credits	320		
ACCOUNT RECONCILIATION			
Account Recon (Full) – Base Fee	1		
Positive Pay – Base Fee	1		
Pos Pay Exc. Per Item Reported	550		
CD ROM Maintenance	1		
CD ROM Per Image	700		
CD ROM Disk	1		
Stop Payments	1		

