


<p>DELIVER TO: City of Fort Pierce, Purchasing Division Room 101 100 North U.S. #1 Fort Pierce, FL 34950</p> <p>MAIL TO: City of Fort Pierce Purchasing Division, Room 101 P.O. Box 1480 Fort Pierce, FL 34954-1480</p>	<p style="text-align: center;">CITY OF FORT PIERCE</p>  <p style="text-align: center;">REQUEST FOR PROPOSALS and PROPOSER ACKNOWLEDGMENT</p>
<p>Proposal Writer: LaTonya Hubbard, 772-467-3102</p>	<p>RFP NO: 2026-018</p>
<p>Pre-Qualification Conference Time & Date: N/A</p>	<p>RFP Title: BANKING SERVICES</p>
<p>Pre-Qualification Conference Location: N/A</p>	<p>RFP Opening Location: City of Ft. Pierce Purchasing Division Room 101 100 North U.S. #1, 1st Floor Ft. Pierce, Florida 34950</p>
<p>Proposal Due Date & Time: 3:00 PM, TUESDAY, JANUARY 13, 2026</p>	<p>If you need any reasonable accommodation for any type of disability in order to participate in this procurement, please contact this division as soon as possible.</p>
<p>Proposer Name: ----- Mailing Address: ----- ----- ----- -----</p>	<p><i>I hereby certify that this Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Proposal for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to a Proposal by all conditions of this Proposal and certify that I am authorized to sign this Proposal for the Proposer.</i></p> <p>X _____ Authorized Signature (Manual)</p>
<p>City, State, Zip Code:</p>	<p>Typed or Printed Name:</p>
<p>Type of Entity (Select one): Corporation _____ Partnership _____ Proprietorship _____</p>	<p>Title:</p>
<p>Incorporated in the State of: _____ Year: _____</p>	<p>Delivery in _____ days, ARO</p>
<p>Phone Number:</p>	<p>Payment Terms: Net 30 Days</p>
<p>Fax Number:</p>	<p>FEIN or SS Number:</p>
<p>E-Mail Address:</p>	<p>Local Business: __Y__N MWBE: __Y__N</p>
<p>Proposal Security is attached, when required, in the amount of \$ _____ F.O.B. DESTINATION</p>	<p>If returning as a "No Proposal " state reason:</p>

THIS PAGE MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

Table of Contents

SECTION I – GENERAL CONDITIONS, INSTRUCTIONS, AND INFORMATION FOR PROPOSERS	1
1 GENERAL INFORMATION	1
2 DELAYS	1
3 EXECUTION OF PROPOSAL	1
4 NO PROPOSAL	1
5 PROPOSAL OPENING	1
6 TAXES	2
7 DISCOUNTS	2
8 MISTAKES	2
9 INVOICING AND PAYMENT	2
10 DELIVERY	2
11 NO ADDITIONAL TERMS AND CONDITIONS	3
12 INTERPRETATION	3
13 ADDENDUMS	3
14 DISPUTES	3
15 CONFLICT OF INTEREST	4
16 LEGAL REQUIREMENTS	4
17 DRUG FREE WORKPLACE (DFW)	4
18 MINORITY/WOMEN OWNED BUSINESS ENTERPRISES (MWBE)	4
19 PUBLIC ENTITY CRIMES	4
20 AWARD	4
21 EEO STATEMENT	4
22 TIE BREAKERS	5
23 CONTRACTUAL AGREEMENT AND / OR PURCHASE ORDER	5
24 GOVERNMENTAL RESTRICTION	4
25 PATENTS AND ROYALTIES	6
26 ADVERTISING	6
27 ASSIGNMENT	6
28 COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH	6
29 FACILITIES	6
30 REPRESENTATION	6
31 DISQUALIFICATION OF PROPOSER	6
32 ADJUSTMENTS / CHANGES / DEVIATIONS	6
33 INSURANCE	7
34 PUBLIC RECORDS	7
35 PROPOSAL PREPARATION COSTS	7
36 COOPERATIVE PURCHASING	7
37 CANCELLATION / REJECTION OF PROPOSAL	7
38 REGISTRATION WITH FLORIDA DEPARTMENT OF STATE	7
39 RESERVED RIGHTS	7
40 APPLICABLE LAWS	8
41 PROFESSIONAL STANDARDS	9
42 PROHIBITION AGAINST CONTINGENT FEES	9
43 REQUEST FOR ADDITIONAL INFORMATION	9
44 ACCURACY OF PROPOSAL	9
SECTION II – INSTRUCTIONS TO PROPOSERS	11
1 PROPOSAL OPENING	11
2 SUBMISSION OF PROPOSALS	12

3	PROPOSAL TIMELINE	12
4	INQUIRIES / QUESTIONS	12
5	SUBMITTAL REQUIREMENTS(PASS/FAIL)	12
6	PROOF OF INSURANCE	13
7	ADMINISTRATIVE REVIEW CRITERIA	13
8	TIME EXTENSION AND CONTINUATION OF WORK	13
9	W-9 TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION FORM	13
10	ADDENDUM	13
11	LICENSES	14
12	PROPOSAL PREPARATION COST	14
13	MINORITY PARTICIPATION AND OUTREACH PROGRAM	14
14	INDEMNIFICATION	14
15	REQUEST FOR ADDITIONAL INFORMATION	14
16	ACCURACY OF QUALIFICATION INFORMATION	14
17	PROHIBITION AGAINST CONTINGENT FEES	14
18	CONTRACTOR'S AUTHORIZED SIGNATURE	15
19	NOTIFICATIONS	15
20	CONE OF SILENCE	15
	SECTION III – STATEMENT OF WORK	16
1	INTRODUCTION AND PURPOSE	16
2	SCOPE OF WORK	16
3	PROPOSAL FORMAT AND SUBMISSION	21
4	MINIMUM QUALIFICATIONS	21
5	EVALUATION METHOD	21
6	EVALUATION CRITERIA	22
7	REJECTION CRITERIA	22
	SECTION V – REQUIRED FORMS	23
	SUMMARY OF REQUIRED FORMS	24
	CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY	25
	DRUG-FREE WORKPLACE	26
	PUBLIC CRIMES ENTITY	27
	E-VERIFY	30
	AFFIDAVIT FOR LARBOR SERVICES	31
	BANKING SERVICES PROPOSAL SUMMARY	33
	EXHIBIT “1” CURRENT CHART OF BANK ACCOUNT	37
	EXHIBIT “2” BANKING SERVICES	38
	W-9	40
	PROPOSAL CHECKLIST	41

ATTACHMENTS – EXHIBIT 2

BANKING SERVICES CHARGES WORKSHEET (EXCEL FILE)

SECTION I

GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION FOR PROPOSERS

1. GENERAL INFORMATION

These documents constitute the complete set of specification requirements and Proposal forms. All Proposal sheets and attachments must be executed and submitted in a sealed envelope. **DO NOT INCLUDE MORE THAN ONE PROPOSAL PER ENVELOPE (CLEARLY MARK PROPOSAL AS "ORIGINAL" AND REQUESTED NUMBER OF COPIES AS "COPY" ON EACH SET ENCLOSED).** The face to the envelope shall contain Proposer's name, return address, the date and time of the Proposal opening, the Proposal number and title. Proposal not submitted on the enclosed Proposal Form shall be rejected. By submitting a Proposal, the Proposer agrees to be subject to all terms and conditions specified herein. No exceptions to the terms and conditions shall be allowed. Proposers shall submit two (2) complete sets (one [1] original and one [1] electronic copy (PDF) on a Flash Drive) of their Proposal complete with all supporting documentation. **SUBMITTAL OF A PROPOSAL IN RESPONSE TO THIS INVITATION TO PROPOSAL CONSTITUTES AN OFFER BY THE PROPOSER.** Proposal / Proposals, which do not comply with the requirements, may be rejected at the option of the City.

2. DELAYS

The City, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the City to do so. The City will notify Proposers of all changes in scheduled due dates by written addendum.

3. EXECUTION OF PROPOSAL

Proposal must contain a manual signature, in ink, of an authorized representative who has the legal ability to bind the Proposer in contractual obligations in the space provided on Page 1 of Proposal/Proposer Acknowledgment and on the Proposal/Proposal Response Form. FAILURE TO PROPERLY SIGN THE PROPOSAL SHALL INVALIDATE SAME, AND IT SHALL NOT BE CONSIDERED FOR AN AWARD. Proposal must be typed or legibly printed in ink. All corrections made by Proposer to any part of the Proposal document must be initialed in ink. The original Proposal conditions and specifications cannot be changed or altered in any way. Altered Proposal will not be considered. Clarification of Proposal submitted shall be in letter form, signed by Proposers and attached to the Proposal.

4. NO PROPOSAL

If not submitting a Proposal, respond by returning only the Proposer Acknowledgment form, marking it "No Proposal," and give the reason in the space provided.

5. PROPOSAL OPENING

Shall be public, at the address, date, and time specified on the Proposer Acknowledgment form. The Proposal time must be and shall be scrupulously observed. Under no circumstances shall Proposal delivered after the time specified be considered; such Proposal will be returned unopened. The City will not be responsible for late deliveries or delayed mail. The time/date stamp clock located in the Purchasing Division shall serve as the official authority to determine lateness of any Proposal. It is the Proposers' sole responsibility to

assure that his/her Proposal is complete and delivered at the proper time and place of the Proposal opening. Proposal , which for any reason are not so delivered, will not be considered. Offers by facsimile, telegram, or telephone are not acceptable. A Proposal may

NOT be altered by the Proposer after opening of the Proposal . Proposal tabulations will be furnished on the web site: <https://www.cityoffortpierce.com/957/Proposal -Tabulations>

6. TAXES

The City is exempt from Federal Excise and State Sales Taxes on direct purchases of tangible personal property. The City exemption number is on the face of the Purchase Order. If requested, the Purchasing Director will provide an exemption certificate to the awarded Proposer. Vendors or contractors doing business with the City shall not be exempt from paying sales tax to their suppliers for materials to fulfill contractual obligations with the City Tax Exemption Number in securing such materials. This exemption does not apply to purchases of tangible personal property in the performance of contracts for the City.

7. DISCOUNTS

Cash discounts for prompt payment shall not be considered in determining the lowest net cost for Proposal evaluation purposes.

8. MISTAKES

a. Proposers are expected to examine the specifications, delivery schedule, Proposal prices, extensions and all instructions pertaining to supplies and services. **FAILURE TO DO SO WILL BE AT PROPOSER'S RISK.** In the event of extension error(s), the unit price will prevail, and the Proposer's total offer will be corrected accordingly.

b. Written amounts shall take precedence over numerical amounts. In the event of addition error(s), the unit price and extension thereof will prevail, and Proposer's total offer will be corrected accordingly. Proposal having erasures or corrections must be initialed in ink by the Proposer.

9. INVOICING AND PAYMENT

Payment for any and all invoice(s) that may arise as a result of a contract or purchase order issued pursuant to this Proposal specification shall minimally meet the following conditions to be considered as a valid payment request:

a. A timely submission of a properly certified invoice(s), in strict accordance with the price(s) and delivery elements as stipulated in the contract or purchase order document, and to be submitted to the Finance Department at the address as stipulated on the Purchase Order.

b. All invoices submitted shall consist of an original and one (1) copy; clearly reference the subject contract or purchase order number; provide a sufficient salient description to identify goods or service for which payment is requested; contain date of delivery; Proposal number, original or legible copy of signed delivery receipt including both a manual signature and printed name of a designated City employee or authorized agent; be clearly marked as "partial", "complete", or "final" invoice. The City will accept partial deliveries unless otherwise specified into contract or purchase order document.

c. The invoice shall contain the Proposer's Federal Employer Identification Number (F.E.I.N.).

10. DELIVERY

Unless actual date is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order or contract in space provided. Delivery time may be a basis for making of award. Delivery shall be during the normal working hours of the user department, Monday through Friday, unless otherwise specified and incorporated into contract or purchase order document. Delivery shall be to the location specified in the Proposal specifications.

11. NO ADDITIONAL TERMS AND CONDITIONS

No additional terms and conditions included with the Proposal response shall be evaluated or considered. Any and all such additional terms and conditions shall have no force and effect and are inapplicable to this Proposal if submitted either purposely through intent or design, or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties. It is understood and agreed that the general and/or any special conditions in these Proposal Documents are the only conditions applicable to this Proposal and the Proposer's authorized signature on the Proposal Form attests to this.

12. INTERPRETATION

All Proposers shall carefully examine the Proposal Documents. Any ambiguities or inconsistencies shall be brought to the attention of the City in writing prior to the opening of Proposal, failure to do so, on the part of the Proposer, will constitute an acceptance by the Proposer of any subsequent decision. Any questions concerning the intent, meaning, and interpretation of the Proposal Documents shall be requested in writing, and received by the City at least seven (7) days prior to the Proposal Opening. Inquiries shall be addressed to the attention of the Contact person as indicated on Page 12. No person is authorized to give oral interpretations of, or make oral changes to, the Proposal. Therefore, oral statements given before the Proposal opening will not be binding. Any interpretation of or changes to the Proposal will be made in the form of a written Addendum to the Proposal and will be furnished to all Proposers. Receipt of all addenda shall be acknowledged by the Proposers by signing and enclosing said addenda with their Proposal.

The City will record its responses to inquiries and any supplemental instructions in the form of a written addendum. The City will send a written addendum to all Proposers who requested a Proposal directly from the City Purchasing Division. All Proposers should contact the City at least seven (7) calendar days before the Proposal opening date to ascertain whether any addendums have been issued. Failure to do so could result in rejection of the Proposal as unresponsive. The City shall not be responsible for providing said addendum to Proposers who receive Proposal packages.

13. ADDENDUMS

Should revisions to the Proposal Documents become necessary, the City will provide a written addendum to all Proposers who received a Proposal package from the City Purchasing Division. Proposers who obtain Proposal Documents from other sources must officially register with the City Purchasing Division in order to be placed on the mailing list for any forthcoming addendum or their official communications. Failure to register as a prospective Proposer may cause your Proposal to be rejected as non-responsive if you have failed to submit a Proposal without an addendum acknowledgment for the most current addendum. Previous addenda are deemed received when a subsequent addendum is acknowledged. It is the Proposer's responsibility to contact the City in the event that a

previous addendum is not received. Latest addendum shall be signed and returned with the Proposal as acknowledgment of addendums from other sources.

14. DISPUTES

Any Proposer who disputes the Proposal selection or contract award recommendation shall file such dispute according to the Proposal protest procedures. These procedures are available upon request from the City.

15. CONFLICT OF INTEREST

All Proposers must disclose with their Proposal the name of any officer, director, or agent who is also an employee of the City. All Proposers must disclose the name of any City employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Proposer's firm or any of its branches.

16. LEGAL REQUIREMENTS

Proposers are required to comply with all provisions of Federal, State, County and local laws and ordinances, rules and regulations, that are applicable to the items being proposed. Lack of knowledge by the Proposer shall in no way be a cause for relief from responsibility or constitute a cognizable defense against the legal effect thereof.

17. DRUG-FREE WORKPLACE (DFW)

Preference shall be given to business with Drug-Free Workplace (DFW) Programs. Whenever two or more Proposal which are equal with respect to price, quality, and service are received by the City for the procurement of commodities or contractual services, a Proposal received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.

18. MINORITY/WOMEN OWNED BUSINESS ENTERPRISE (MWBE)

Minority/Women Owned Business Enterprise (MWBE) indicates a business entity which is owned and operated by a minority. In this instance, minority group members are citizens of the United States or lawfully admitted permanent residents who are Black, Hispanics, Women, Native Americans, Asian-Pacific, Asian-Indian, and eligible others. An MWBE wishing to participate in the city procurement process may contact the Purchasing Division for information and assistance.

19. PUBLIC ENTITY CRIMES

No award will be executed with any person or affiliate identified on the Department of Management Services "convicted vendor" list. This list is defined as consisting of persons and affiliates who are disqualified from public contracting and purchasing process because they have been found guilty of a public entity crime. No public entity shall award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017, Florida Statutes for Category Two (currently \$10,000.00) with any person or affiliated on the "convicted vendor" list for a period of thirty-six (36) months from the date that person or affiliate was placed on the "convicted vendor" list unless that person or affiliate has been removed from the list pursuant to Section 287.133(3)(f) Florida Statutes.

20. AWARD

As the best interest of the City may require, the right is reserved to make award(s) by individual item, group of items, "All or None", or a combination thereof; with one or more suppliers; to reject any or all proposals or waive any minor irregularity or technicality in Proposal received,

and may, at its sole discretion, request a Proposal . Proposers are cautioned to make no assumption until the City has entered into a contract or issued a purchase order.

21. EEO STATEMENT

The City is committed to assuring equal opportunity in the award of contracts and therefore complies with all laws prohibiting discrimination on the basis of race, color, religion, national origin, age or sex.

22. TIE BREAKERS

Preference must be given to vendors submitting a certification with their Proposal certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. This requirement affects all public entities of the State and becomes effective January 1, 1991. The special condition is as follows: Preference shall be given to businesses with drug-free workplace programs.

Whenever two or more Proposal which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a Proposal received from a business that certifies that has implemented a drug- free workplace program shall be given preference in the award process. Established procedures for processing tie Proposal will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- b. Inform employees about the dangers of drug abuse in the workplace, the business policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- c. Impose a sanction on or require satisfactory participation in a drug abuse assist and/or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- d. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.
- e. In the event of any tie between contractors that have a Drug Free Workplace program in place in accordance with Section 287.087, Florida State Statutes, a coin toss will determine who will be awarded the contract or receive the first opportunity to negotiate, as applicable.

23. CONTRACTUAL AGREEMENT AND/OR PURCHASE ORDER

The terms, conditions, and provisions in this Invitation to Proposal shall be included and incorporated in any final contract or purchase order. The order of precedence will be Proposal Document and response, purchase order or contract, and general law. Any and all legal action necessary to enforce a contract or purchase order will be interpreted according to the

laws of Florida. The venue shall be Fort Pierce, FL.

24. GOVERNMENTAL RESTRICTION

In the event that any governmental restrictions are imposed which would necessitate alteration of the material quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the Proposer to notify the Purchasing Division at once, indicating in his/her letter the specific regulation which required an alteration, including any price adjustments occasioned thereby. The City reserves the right to accept such alteration or to cancel the contract or purchase order at no further expense to the City.

25. PATENTS AND ROYALTIES

The Proposer, without exemption, shall indemnify and save harmless, the City, its employees and/or any of its Commission/Board from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or item manufactured by the Proposer. Further, if such claim is made, or is pending, the Proposer may, at its option and expense, procure for the City the right to use, replace or modify the item to render it non-infringing. If none of the alternatives are reasonably available, the City agrees to return the article on request to the Proposer and receive reimbursement. If the Proposer used any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood, without exception, that the proposal prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

26. ADVERTISING

In submitting a proposal, Proposer agrees not to use the results therefrom as a part of any commercial advertising, without the express written approval, by the appropriate level of authority within the City.

27. ASSIGNMENT

Any purchase order or contract issued pursuant to this Invitation to Proposal and the monies which may become due hereunder are not assignable except with the prior written approval of the City, through the Purchasing Division.

28. COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH (O.S.H.A.)

Proposer certifies that all material, equipment, etc., contained in his/her Proposal meets all applicable O.S.H.A. requirements. Proposer further certifies that, if he/she is the successful Proposer, and the material, equipment, etc., delivered is subsequently found to be defective in applicable O.S.H.A. requirement in effect on the date of delivery, all costs necessary to comply with the requirements shall be borne by the Proposer.

29. FACILITIES

The City reserves the right to inspect the Proposer's facilities at any reasonable time, during normal working hours, with prior notice to determine that Proposer has a Bonafide place of business and is a responsible Proposer.

30. REPRESENTATION

A Proposer must have at the time of Proposal opening, a manufacturing plant in operation, or be a fully authorized agent or representative of the product Proposal , capable of producing or providing items Proposal , and so certified upon request.

31. DISQUALIFICATION OF PROPOSER

More than one Proposal from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that a Proposer is involved in more than one Proposal submittal will be cause for rejection of all Proposals in which such Proposers are believed to be involved. Any or all Proposals will be rejected if there is reason to believe that collusion exists between Proposer's Proposal in which the prices obviously are unbalanced will be subject to rejection.

32. ADJUSTMENTS / CHANGES / DEVIATIONS

No adjustments, changes or deviations shall be accepted on any item unless conditions or specifications of a Proposal expressly so provide. Any other adjustments, changes or deviations shall require prior written approval and shall be binding ONLY if issued by the City's Purchasing Division. The Proposer shall bear sole responsibility for any and all costs of claims arising from any adjustments, changes or deviations not properly executed as required herein.

33. INSURANCE

The awarded Proposer(s) shall maintain insurance coverage reflecting the minimum amounts and conditions specified in the attached specifications or the Insurance Requirements. In the event the Proposer is a governmental entity or a self-insured organization, different requirements may apply. Misrepresentation of any material fact, whether intentional or not, regarding the Proposer's insurance coverage, policies or capabilities may be grounds for rejection of the Proposal and rescission of any ensuing contract.

34. PUBLIC RECORDS

Sealed Proposal , proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from § 119.07(1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or until 30 days after opening the Proposal , proposals, or final replies, whichever is earlier.

35. PROPOSAL PREPARATION COSTS

Neither the City nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this Invitation to Proposal . Proposers should prepare their Proposal simply and economically, providing all information and prices as required.

36. COOPERATIVE PURCHASING

Any governmental purchasing authority may participate in this purchase for services and commodities from this successful award.

37. CANCELLATION / REJECTION OF PROPOSAL

This request may be cancelled, and any response, proposer or proposal may be rejected in whole or in part at any time for good cause when in the best interest of the City of Fort Pierce. The City reserves the rights pursuant to Section 2-439 (a)(7) of the City Code to accept all or any part of the submittal and to increase or decrease quantities to meet additional or reduced requirements of the City. Any sole response received by the submission date may or may not be rejected by the City depending on the available competition and the current needs of the City. Reasons for rejection shall be provided upon request by unsuccessful Proposers or offerors.

38. REGISTRATION WITH FLORIDA DEPARTMENT OF STATE

In accordance with Florida Statute 607.0505, each corporation, foreign corporation, or alien business organization that transacts business in this state shall have and continuously maintain in this state a registered office and a registered agent and shall file with the Department of State. The awarded Proposer shall be registered with the Florida Department of State, Division of Corporations.

39. RESERVED RIGHTS

- a. To be **responsive**, a Proposer shall submit qualifications which conform in all material respects to the requirements set forth in the Proposer / Proposal document. To be a **responsible** Proposer, the Proposer shall have the capability in all respects to fulfill fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance. The City reserves the right to conduct such an investigation, as it deems necessary to determine the ability of any Proposer to deliver the goods or service requested. This information may be obtained from the Proposer or any credible source. All information requests will be done through the Purchasing Division. Such information may include but shall not be limited to current financial statements, verification of availability of equipment and personnel, and past performance records.
- b. The City may disqualify a Proposer from being awarded a City contract if the Purchasing Manager determines after an investigation that the Proposer is “not responsible,” based on a poor performance record with the City, a lack of adequate equipment and personnel, insufficient financial wherewithal, or other factors that indicate the Proposer is not capable of performing the contract.
- c. Unless otherwise stated in this Proposal specification, any contracts resulting from this Proposal are non-exclusive. The City reserves the right, in its sole opinion, to purchase goods or services listed in this Proposal through the State of Florida Contracts, cooperatives, other current government contracts, and non-profit contracts as provided in the City of Fort Pierce Procurement Code. The City reserves the rights to solicit separate requirements that are a portion of a larger contract as a whole. Additionally, at the City’s sole option, additional contracts may be entered into as a result of such situations as unusual volumes, time/delivery requirements, special requirements, other brands, lease, project specific requirements, or similar situations.
- d. If any contract awarded as a result of this Proposal is terminated, the City reserves the right to go to the next lowest responsive Proposer with the balance of the contract, unless otherwise stated in the Proposal specification.

40. **APPLICABLE LAWS**

Proposers must be authorized to transact business in the State of Florida. Copy of the Registration Certificate and information should be submitted with Proposal but is not required. Registration must be completed before a contract can be signed. Applicable provisions of all federal, state, county and local laws and of all ordinances, rules and regulations shall govern development submittal and evaluation of all Proposal received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a Proposal response hereto and the City of Fort Pierce, by and through its officers, employees and authorized representatives, or any other person, natural or otherwise and lack of knowledge by any Proposer shall not constitute a cognizable defense against the legal effect thereof. This includes revisions as amended thereof. Any involvement with the City of Fort Pierce shall be in accordance with but not limited to the following:

- a. City of Fort Pierce Ordinances
- b. Pursuant to Florida Statutes Section 119.071, Public Records, General exemptions from inspection or copying of public records, sealed Proposal received by the City.
- c. It shall be the responsibility of the Proposer to ensure compliance with all other federal, state, county, or city codes, rules, regulations or other requirements, as each may apply.
- d. **Pursuant to this solicitation, the responses are exempt from s. 119.07(1) and s. 24(a), Art. I, of the Florida Constitution, until the agency provides notice of a decision or intended decision in accordance with s. 119.071(2), or within 30 days after the Proposal opening, whichever occurs first.**

41. **PROFESSIONAL STANDARDS**

- a. The successful Proposer shall covenant and agree that it and its employees have complied with the Florida Statutes pertaining to the licensing of employees, as applicable.
- b. In the event the successful Proposer shall be placed in any form of bankruptcy or make an assignment for the benefit of creditors, the City may declare the same a default of the agreement which may be terminated pursuant to these terms and conditions.
- c. Section 287.055(6)(a), Florida Statutes, requires the following provisions to be made a part of the Agreement.
- d. The successful Proposer warrants that it has not employed or retained any company or person, other than a Bonafide employee working solely for the successful Proposer, to solicit or secure the agreement, and that it will not pay or agree to pay any person, company, corporation, individual or firm other than a Bonafide employee working solely for the successful Proposer any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of the agreement. For breach or violation of this condition, the City shall have the right to terminate the agreement without liability and at its discretion to deduct from the agreement price or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.
- e. Performance of Contract Holder it is understood and agreed that the City will not permit or authorize contractors to perform less than 51 percent of the contract.

42. PROHIBITION AGAINST CONTINGENT FEES

It shall be unethical for a person to be retained, or to retain any company or person, other than a Bonafide employee working solely for the Proposer to solicit or secure a Contract and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a Bonafide employee working solely for the Proposer, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from award or making of this Contract. For the breach or violation of this provision, The City of Fort Pierce shall have the right to terminate the Contract at its sole discretion, without liability and to deduct from the Contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

43. REQUEST FOR ADDITIONAL INFORMATION

The Proposer shall furnish such additional information as the City of Fort Pierce may reasonably require. The City reserves the right to make investigations of the qualifications of the Proposer as it deems appropriate. During the Proposal evaluation, the City of Fort Pierce reserves the right to request additional written information to assist in the evaluation of these qualifications.

44. ACCURACY OF PROPOSAL

Any Proposer which submits in its Proposal to the City of Fort Pierce any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

**ANY AND ALL SPECIAL TERMS AND CONDITIONS, TECHNICAL
REQUIREMENTS, SCOPE OF WORK OR SPECIFICATIONS ATTACHED HERETO
WHICH VARY FROM THESE GENERAL CONDITIONS SHALL HAVE
PRECEDENCE.**

SECTION II

INSTRUCTIONS FOR PROPOSERS

1. **PROPOSAL OPENING**

Proposals are due on or before **3:00PM, TUESDAY, JANUARY 13, 2026**

2. **SUBMISSION OF PROPOSALS**

Proposal response may be submitted as hard copy or electronically. Any proposals received after the designated time and date listed above will be returned unopened. Please see below instructions for submitting your RFP response.

2.1 **OPTIONS FOR ELECTRONIC SUBMISSIONS**

- Via Demandstar Website, (www.demandstar.com) Electronic Proposal (E-Proposal). Instructions are provided, see Related Documents section for this Proposal on the City's website, .
[https:// www.cityoffortpierce.com/Proposal .aspx?CatID=17](https://www.cityoffortpierce.com/Proposal.aspx?CatID=17)
- By forwarding your response, pdf format to purchasing@cityoffortpierce.com no later than 3:00PM EST. **If you decide to use this submission option, your entire submission must be submitted electronically. Please do not mail hard-copies.**

2.2 **HARD COPY SUBMISSIONS**

One (1) original and one (1) USB drive copy of sealed proposals. DO NOT USE RINGED BINDERS OF ANY KIND. All copies will be on 8 ½" x 11" plain, white paper, typed or printed, and signed by the Proposer's contractually binding authority and shall be mailed or delivered to the address below.

NOTE: Please ensure that if a third-party carrier (Federal Express, UPS, etc.) is used, that the third party is properly instructed to deliver the Proposal Submittal **only** to Room 101, in the Purchasing Division on the first (1st) floor at the above address.

Proposals mailed to 100 N.US Highway 1 via the United States Postal Services (USPS) are delivered to the Post Office, not to the physical address and, therefore, may not meet the requirements of Selection 2 above. To be considered, a Proposal must be received and accepted in the Purchasing Division before the Proposal closing date and time.

Delivery Address:
City of Fort Pierce
Attn: Purchasing Division,
Room 101
100 North U.S. #1
Fort Pierce, FL 34950

Mailing Address:
City of Fort Pierce
Attn: Purchasing Division,
Room 101
P.O. Box 1480
Fort Pierce, FL 34954-1480

Copies of official Proposal / Proposal documents issued by the city are available electronically from the Purchasing Division by email request to purchasing@cityoffortpierce.com or on the following websites: Demandstar (www.demandstar.com) and the web site of the City of Fort Pierce (<http://www.cityoffortpierce.com/187/Purchasing>).

All proposals and qualifications will be publicly opened at the time and place specified. In accordance with **Section 2-437(d)** of the City of Fort Pierce Code of Ordinances, no proposals shall be handled so as to permit disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the process of negotiation. A list of proposals shall be prepared containing the name of each offeror, the number of modifications received, if any, and a description sufficient to identify the item offered. **The register of proposals shall be open for public [viewing] only after contract award."**

3. PROPOSAL TIMELINE

DESCRIPTION	DATE
Advertise RFP	December 11, 2025
Deadline for written questions	January 5, 2026
Proposal Submission Due Date	January 13, 2026
Initial Review by Procurement	January 14, 2026
Estimated Committee Review and Selection	January 16, 2026
City Commission Approval	February 9, 2026
Estimated Notice of Award	February 11, 2026

4. INQUIRIES/QUESTIONS

All inquiries must be in a written format and addressed to Wendy Rydzewski, Accountant with a copy to the Purchasing Division.

TO
Wendy Rydzewski
 Accountant
 100 North U.S. Hwy 1
 Fort Pierce, FL 34954-1480
 Fax: 772-489-2594
 Email: wrydzewski@cityoffortpierce.com

COPY
LaTonya Hubbard
 Purchasing Agent
 100 North U.S. Hwy 1
 Fort Pierce, FL 34950
 Fax: 772-467-3848
 Email: purchasing@cityoffortpierce.com

5. SUBMITTAL REQUIREMENTS (PASS/FAIL)

It is not necessary to return the entire document with your bid response; the documentation outlined below requires signatures or contains requested information that is needed for your submission.

- Completed Invitation to Bid Cover Page
- Any documentation requested in the **Statement of Work, Section III.**
- Certificate of Use, required for businesses within the city limits of the City of Fort Pierce. (See item number 9 below)
- Business Tax Receipt, required for businesses located outside of the city limits of the City of For Pierce (See item number 10 below)

- All required forms. See **Required Forms, Section IV.**
- Exhibit “1” Current Chart of Bank Account
- Exhibit “2” Banking Services Charges Chart

6. PROOF OF INSURANCE (PASS/FAIL)

Proposer shall submit a Certificate of Insurance (photocopy acceptable) indicating proof of Proposer’s current coverages (current policy).

- If the Proposer does not currently have the required insurance(s) specified in Section II – Required Limits of Insurance, they must provide a letter from their insurance agent or broker. This letter should confirm that, if awarded the project, the Proposer will be able to obtain the necessary insurance.
- The awarded Proposer is also required to provide the City of Fort Pierce with proof of insurance for all subcontractors, if applicable.
- Additionally, the Proposer must be the policyholder for all insurance coverage that will be provided by the successful Proposer.

7. ADMINISTRATIVE REVIEW BASED ON (PASS/FAIL) CRITERIA

Proposal will undergo an initial review, or a PASS/FAIL determination, where indicated; To verify that mandatory requirements are met . Failure to meet mandatory requirements may result in the rejection of the Proposal .

8. TIME EXTENSION AND CONTINUATION OF WORK

8.1. TIME EXTENSION

The City may extend this Contract up to one hundred eighty (180) days beyond the expiration date of the existing contract. The rates in effect on the last day of the contract shall remain in effect for the contract extension period. Additional extensions shall be subject to agreement of both parties.

8.2. CONTINUATION OF WORK

Any work that commences prior to and will extend beyond the expiration date of the current contract period shall, unless terminated by mutual written agreement between the City and the successful Proposer, continue until completion at the same rates, terms and conditions. This must be approved in advance by the Purchasing Manager, or designee.

9. W-9 TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION FORM (PASS / FAIL)

The Proposers will be required to return a completed W-9 Taxpayer Identification Form with your submittal.

10. ADDENDUM

Should revisions to the Proposal Documents become necessary, the City will provide a written addendum to all Proposers who received a Proposal package from the City’s Purchasing Department. Proposers who obtain Proposal Documents from other sources must officially register with the City’s Purchasing Division in order to be placed on the mailing list for any forthcoming addendum or their official communications. Failure to register as a prospective Proposer may cause your Proposal to be rejected as non-responsive if you have failed to submit a Proposal with an addendum acknowledgment for the most current addendum. Previous addenda are deemed received when a subsequent addendum is acknowledged. It is the Proposer’s responsibility to contact the City in the event that a previous addendum is not received. Latest addendum shall be signed and returned with the Proposal as acknowledgment

of addendum.

11. LICENSES

Proposers, both corporate and individual, must be fully licensed and certified for the type of work to be performed in the State of Florida and the City of Fort Pierce prior to signing a contract. Should the Proposer not be able to obtain licenses and certifications, then contract negotiations will be terminated. Any permits, licenses, or fees required shall be the responsibility of the Proposer. No separate or additional payment will be made for these costs. Adherence to all applicable code regulations, Federal, State, County, the City of Fort Pierce, etc., are the responsibility of the Proposer. The selected Proposer shall be responsible for knowledge of and compliance with all relative local, state and Federal codes and regulations.

12. PROPOSAL PREPARATION COST

The cost to prepare the proposal in its entirety shall be the full responsibility of the Proposer.

13. MINORITY PARTICIPATION AND OUTREACH PROGRAM

Describe your firm's program and/or policies in regard to minority and non-discrimination, including the firm's history of Minority and Women Owned Business Enterprise (M/WBE) participation. Include a strategy for promoting minority participation in this project and a realistic goal for participation. List references of Owners, M/WBE firms or consultants who can speak to your firm's utilization of M/WBE on previous projects.

14. INDEMNIFICATION

The parties recognize that the Proposer is an independent Contractor. Proposer agrees to assume liability for and indemnify, hold harmless, and defend The City of Fort Pierce, its commissioners, mayor, officers, any appointed committee members, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising directly or indirectly out of or in connection with any negligent and/or deliberate act or omission of the Proposer, its officers, employees, agents, and representatives. Proposer's liability hereunder shall include all attorney's fees and costs incurred by The City of Fort Pierce in the enforcement of this indemnification provision. This includes claims made by the employees of the Proposer against the City of Ft. Pierce and the Proposer hereby waives its entitlement, if any, to immunity under Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the City of Fort Pierce may have under the doctrine of sovereign immunity or Florida Statutes.

15. REQUEST FOR ADDITIONAL INFORMATION

The Proposer shall furnish such additional information as the City of Fort Pierce may reasonably require. The City reserves the right to make investigations of the qualifications of the Proposer as it deems appropriate. During the proposal evaluation, the City of Fort Pierce reserves the right to request additional written information to assist in the evaluation of these qualifications.

16. ACCURACY OF QUALIFICATION INFORMATION

Any Proposer which submits in its proposal to The City of Fort Pierce any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

17. PROHIBITION AGAINST CONTINGENT FEES

It shall be unethical for a person to be retained, or to retain any company or person, other than a Bonafide employee working solely for the Proposer to solicit or secure a Contract and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a Bonafide employee working solely for the Proposer, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from award or making of this Contract. For the breach or violation of this provision, the City of Fort Pierce shall have the right to terminate the Contract at its sole discretion, without liability and to deduct from the Contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

18. CONTRACTOR'S AUTHORIZED SIGNATURE.

The Proposal shall be signed by an official authorized to bind the contractor in a contractual agreement. The contractor shall provide the following information: Name, address, and telephone number, and email address of the individual(s) with authority to negotiate and contractually bind the contractor. It is also necessary that the name of a contact individual be given to those who can respond to questions generated during the evaluation process.

19. NOTIFICATIONS

The City of Fort Pierce official website for notices, Proposal , addendums, and other documents is located at <https://www.cityoffortpierce.com> . Proposers are also advised that www.demandstar.com is one of the City's sourcing methods of notices, addendums, Proposal ,and other documented communications for the procurement process. The City is not under any obligation and does not guarantee that Proposers will received email notifications concerning the posting, amendment or close of solicitations. Proposers are responsible for checking www.demandstar.com or <https://www.cityoffortpierce.com> for information and updates concerning solicitations or contract the Purchasing Division.

20. CONE OF SILIENCE

The City observes a cone of silence and policies for ethical and professional behavior on all advertised solicitations. Potential Proposers and their agents must not communicate in any way with the City Commission, City Manager or the City Staff other than the Purchasing Manager in reference to or relation to this solicitation. This restriction is effective from the time of Proposal advertisement until an award is made by the City Commission. Such communication may result in disqualification.

SECTION III

STATEMENT OF WORK

1. INTRODUCTION

The purpose of the Request for Proposal (RFP) is to provide the City of Fort Pierce, Florida ("City") with a way to determine the highest quality service and most cost-effective financial institution which, in the City's determination, is best suited to undertake banking services required by the City.

Currently the City is requesting proposals for banking services from any financial institution organized and existing under the laws of the State of Florida. This institution must be certified by the State of Florida, Bureau of Collateral Securities, and Division of Treasury as a Qualified Public Depository per F.S. 280, and (have an office or principal branch within the city limits of Fort Pierce). The intent of this proposal process is to select one financial institution to provide the banking services as specified in this proposal document.

The period of Banking Services shall be for three years with an option to renew the contract for two (2) additional one-year periods by mutual agreement of both parties. Prices, terms and conditions shall remain firm throughout this contract period unless modified or cancelled in accordance with provisions of this proposal.

2. SCOPE OF WORK

a. Account Structure Current Account Structure:

The City currently maintains nine (9) accounts, two (2) sweep accounts, four (4) zero balance accounts, and three (3) business interest accounts. See Exhibit 1 – Current Chart of Accounts.

b. Qualifications and Service of the Proposer

Proposer must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient services for the City. The City reserves the right before recommending any award to inspect the facilities, organization and financial condition or to take any other action necessary to determine the ability to perform in accordance with specifications, terms and conditions.

The Proposer shall maintain sufficient staff to support the requirements of the City on a continuing basis without interruption of service. Severe or repeated breakdown of service for this reason shall be cause for cancellation of the agreement.

The Proposer shall designate one of its personnel who must act as a liaison with the City for all matters regarding the City's accounts.

The City would like no annual fee bank credit cards provided under the agreement for the City Manager, Chief of Police and the Director of Finance.

The City would like the Proposer to provide free checking to all City employees.

The Proposer shall provide as a part of its services all necessary banking supplies. These shall include, but not be limited to: coin envelopes, money wrappers, tamper-proof, disposable style money bags, endorsement stamps, and deposit slips in triplicate. The Proposer shall also provide an adequate supply of night deposit box keys for branches utilized.

c. BANKING SERVICES CHARGES

It is the intent of the City to have the lowest cost fee structure to the City. Charges for services can be a direct charge to the account or offset by a fixed or variable compensating balance. Fixed compensating balances can be adjusted if additional or new services are provided.

Exhibit 2 – Banking Services Charges is provided for the Proposer. This exhibit provides the services the City currently has and the average volume per month of each of specified transactions for the Period of September 1, 2024, through August 31, 2025. The City makes no guarantee regarding future volume, and nothing contained herein or in any other supporting documents shall be construed to guarantee either minimum or maximum volumes.

In the event that the City is not incurring a fee for any service that may be necessary for the Proposer, please include the additional fee(s), the necessary volume and total monthly price.

If the City needs additional bank accounts or expanded service during the term of the contract for banking services, such accounts and services must be provided at the rates already set forth in the contract or at a negotiated rate, if not covered in the contract. If the federal regulatory bodies authorize new types of accounts and services favorable to the City, the Proposer shall make every reasonable effort to provide such innovations to the City.

d. INVESTMENT SERVICES / INTEREST EARNED

The City's desire is to maximize its interest earnings on all funds in all accounts.

The City requires all accounts and investments be secured in accordance with the Florida Statutes, Chapter 280.01, Security for Public Deposits. Interest earnings shall be tied to a verifiable benchmark or index providing the City with a competitive earns potential. Proposers must identify the benchmark or index being used and current yield, as well as provide a twelve (12) month history of benchmark or index interest rates.

The interest calculation on excess funds shall be completed after all regular demand deposit activity has been posted. Interest earnings can be posted daily, but no less than once a month.

The City will reserve the right to purchase other investments, including certificates of deposits, from other financial institutions. The purchase of these investments will be done on a competitive basis through an informal bid process with other qualified public

depositories. While the City encourages the depository bank to participate in this bidding process, no preference shall be shown toward the Proposer in the award of the investments.

e. **ACH, WIRE TRANSFERS AND TRANSFERS BETWEEN ACCOUNTS**

The successful Proposer shall provide the capability of initiating ACH, transfers between accounts and wire payments on its web-based banking system with appropriate controls in place to meet the City's multi-tier approval process. The Proposer shall provide through its web-based services the ability to review documentation received with wires and ACHs to assist in identifying the deposited funds. The Proposer shall be capable of reporting wire and ACH transactions through confirmation numbers provided via email. The Proposer agrees to promptly notify the City's designated contact of any wire or ACH failures by telephone or email.

A wire transfer agreement must be executed that outlines the security measures to be observed (to include the issuance of PINs).

The Proposer shall provide same day wire transfer service from the City accounts and accept transfers into the account for immediate credit.

The successful Proposer shall provide the capability of transferring funds between accounts on its banking system with appropriate controls in place to meet the City's multi-tier approval process. Additionally, transfers between accounts must not incur a fee in the event the awarded Proposer charges per transaction.

f. **POSITIVE PAY**

The City currently uses Positive Pay as a fraud prevention tool.

g. **ONLINE SECURITY SERVICES**

The successful Proposer shall be required to provide online security capabilities with multi-tiered security access to provide approval levels the City requires for transactions. Preferably, maintenance of user access shall reside with the City rather than the Proposer. There shall be the ability of up to three (3) security administrators with the capability to set up user access levels.

h. **COLLATERAL**

Deposits in excess of Federal Deposit Insurance Corporation coverage must be fully collateralized as described in the Florida Security for Public Deposits Act 280.01.

i. **MERCHANT CARD PROCESSING**

The City is not looking for a merchant card processor.

j. DEPOSIT ERRORS

Deposit corrections shall include backup detail including, at a minimum, the amount and date of deposit and a copy of the check(s) involved. All debit and credit memos required to adjust errors caused by the bank or the City must not be charged to the City as fees for the debit and/or credit transactions if fees are charged in the contract.

k. LINE OF CREDIT

The Proposer must be willing to work with the City to obtain a \$3,000,000 line of credit, if needed.

l. ONLINE BANKING SERVICES

The City requires Proposers to provide comprehensive online banking services, including detailed daily account balance and transaction reporting, account balance and transaction history of at least one (1) year, stop payment initiation and research, account transfer capabilities, wire and ACH transfer capabilities, and item imaging capabilities. The City requires these services to be made available through a secure Internet website. Proposals should include access to the Proposer's banking service website with standard account navigation and functionality available for purposes. Additional online services are encouraged.

m. OVERDRAFTS

The City will deposit funds equal to or exceeding the gross amount of checks issued. However, if due to a clerical error or oversight, an overdraft occurs, all checks presented for payment shall be honored. The Proposer must notify the Finance Director immediately so that corrective action can be taken.

n. REPURCHASE AGREEMENT (if used)

A daily repurchase agreement must be maintained with the depository bank for all funds in excess of the compensating balance requirement. The bank must position the City's accounts daily. A report must be provided at the end of each month listing for each day the index rate, spread, repurchase agreement rate, combined ledger balance, uncollected funds, compensating balance requirement, net investable funds, and interest earned on each sweep account.

All repurchase agreements must be for the sale and purchase of securities fully guaranteed by the United States Government. Securities must be held by the Federal Reserve Bank of Miami and pledged to the City of Fort Pierce.

o. RETURN ITEM PROCESSING

The City requires deposited checks to be processed for collection at least twice before returning the non-paid checks via U.S. mail to the City within two (2) business days of the final rejected presentment and email notification after the second attempt has been made. The City requires same day notification of all returned items in excess of \$2,000.00.

p. SAFEKEEPING

The Proposer must serve as the City's agent for certain safekeeping activities. When securities are purchased, either directly or under repurchase agreements from other institutions, the bank must control these securities via their own safekeeping department or by book entry with the Federal Reserve Bank of Miami. All transactions must be handled on a "deliver vs. payment" basis. The bank must provide, as of the last day of each month, a detailed listing of securities held in safekeeping including each security's description, rate, par amount, discount price, interest payment amount, interest dates, buy date, maturity date, and its current market value.

q. STOP PAYMENTS

Stop payment orders via online banking must be immediately confirmed. The stop payment order is effective on the date being placed. The Proposer shall be responsible for any item cashed if said item was confirmed as a stop payment on an as-of-day basis and is subsequently cashed by the Proposer. Stops must remain in effect for three (3) years.

r. STATEMENT PROCESSING, ACCOUNT ANALYSIS, AND ACCOUNT RECONCILIATION

The analysis must be performed for each account individually and a consolidated analysis must be provided for all accounts. The analysis must include average ledger balance, average float balance, average collected balance, investable balance (if reserve is required), unit cost, monthly units, total cost for each service, compensating balance required for no service charge and balance available to support additional services.

For each bank account, statements shall be produced on the last day of each month for reconciliation. Images of all paid items shall be provided in an electronic file format and paper copy. The Proposer shall include cancelled check images (front and back of cancelled checks), sorted by check number on a monthly basis. In addition, the Proposer shall supply a file(s) of cancelled checks that can be uploaded into the City's system. In addition, an analysis statement shall be produced monthly and included with each bank statement.

The City requires the Proposer to provide a full Account Reconciliation Program of paid checks for the Operating Checking, Payroll and Retirement Checking accounts. The information furnished for these accounts must be the account number, check number, amount of check and date check was paid. The information must be made available via web access to the City within five (5) business days after the end of each month. The electronic transmission must be in a format compatible to the City's software.

s. DISASTER PREPAREDNESS

In preparation for state of emergencies, the City may have to withdraw a large amount of cash to have on-hand for the emergency. The Proposer shall accommodate the City with this withdrawal.

3. PROPOSAL FORMAT AND SUBMISSION

- a. In order for submissions to be deemed responsive, the Banking Services Proposal Summary and Exhibit 2 - the Banking Services Charges should be completed and submitted with the proposal.

4. MINIMUM QUALIFICATIONS

- a. The Proposer submitting a proposal must be a Federal or Florida Chartered bank with a principal branch office located within the corporate limits of the City of Fort Pierce. In addition, the Proposer must be a member of the Federal Reserve System and an authorized Public Funds Depository as the term is defined in Chapter 280, Florida Statutes, and must be included on the authorized depository list published by the Bureau of Collateral Securities, Office of the State Treasurer.
- b. The Proposer must submit a list of costs for current services that includes any additional costs that will be incurred based on the Proposer's proposal to include the balance required to offset fees and the Earnings Credit Rate. See Exhibit 2 – Banking Services Charges.
- c. The Proposer shall establish demand deposit account, including zero balance accounts (ZBA), necessary to meet the banking requirements of the City.

5. EVALUATION METHOD

5.1 ADMINISTRATIVE REVIEW ON A PASS / FAIL BASIS

Proposal will undergo an initial review, on a PASS/FAIL determination, where indicated in the Proposal document, to verify that requirements of Proposal submission are met. Failure to meet requirements may result in the rejection of the Proposal or the Proposal being deemed non-responsive.

- 5.2 The City shall be the sole judge of its own best interests, the proposal, and the resulting negotiated agreement. The City reserves the right to investigate the financial capability, reputation, integrity, skill, business experience, and quality of performance under similar operations of each Proposer, including stockholders and principals, before making an award. Awards, if any, will be based on both an objective and subjective comparison of Proposal and Proposers. The City's decisions will be final.

- 5.3 The City of Fort Pierce shall appoint an **Evaluation Committee consisting of at least three members** to review and evaluate all submitted proposals and establish a list in order of preference of no fewer than three Proposers deemed to be the most qualified to provide the service requested based on the criteria set below.

6. EVALUTION CRITERIA

The City's evaluation criteria will include, but shall not be limited to, the following:

EVALUATION CRITERIA	WEIGHT
Cost of Banking Services	30
Required Compensating Balance	15
Investments Earnings Rate	30
Transaction closing times/banking software capabilities	20
Proposer's responses to the proposal summary questions regarding staffing, security ACH/Wire processes etc.	5
Total	100

The City of Fort Pierce reserves the right to negotiate a contract with the highest evaluated proposer as determined by the Evaluation Committee. The City of Fort Pierce reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract. Should negotiations with the highest evaluated proposer not produce an acceptable contract, the City of Fort Pierce reserves the right to begin negotiations with the second highest qualified proposer, and so on, until an acceptable contract is negotiated, or to break off negotiations with all firms and not award a contract. The responsibility for final selection and award of a contract rests solely with the City of Fort Pierce.

7. REJECTION CRITERIA

Proposals could be deemed non-responsive and disqualified from consideration if any of the following conditions apply. (Note: this list is not all-inclusive):

- The City did not receive the proposal package prior to the submittal deadline. The Proposal response is found to have concealed or contained false and/or misleading information.
- Your firm is not licensed with the Florida Secretary of State to do business in Florida.
- All forms included with the application were not signed and/or submitted.

SECTION IV

REQUIRED FORMS

The forms listed in this section are to be complete and submitted with your proposal,

SUMMARY OF REQUIRED FORMS

Form No. 1 – Certificate Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (1 page)

The prospective contractor of the project must certify by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency.

Form No. 2 – Drug Free Workplace Certification (1 page)

If your company does not have a Drug Free Workplace Program, you must mark this form N/A and return it with your Proposal package. If your company has a Program, sign and return the form.

shall be attached to the proposal form.

Form No. 3 – Public Entity Crimes (3 pages)

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 proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit Proposal 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 any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of CATEGORY TWO for a period of thirty- six (36) months from the date of being placed on the convicted vendor list.

Form No. 3 – E-Verify Affidavit (1 page)

Shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Consultant during the term of the contract; and shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

Form No. 4 – Affidavit Regarding the Use Coercion for Labor or Service (2 page)

The Affidavit must be completed by a person authorized to make this attestation to make this attestation on behalf of the Proposal / Proposer for the purpose of submitting a Proposal, proposal, quote, or other response, or otherwise entering into a contract with the County. The associated Proposal , proposal, quote, or other response will not be accepted unless and until this completed and executed Affidavit is submitted to the County.

Form No. 5 – Banking Services Proposal Summary- (3 page)

The **Banking Services Proposal Summary** form must be completed and returned by all proposers. This form provides a concise overview of the proposer's banking services offering, including key features, terms, and capabilities. It allows the evaluation team to quickly compare proposals and ensures that all required information is submitted in a standardized format.



CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension (1986) and Executive Order 12689, Debarment and Suspension (1989) at 2 C.F.R. Part 180

- (1). The prospective recipient of Federal assistance funds certifies, by Response, that it is in compliance with the requirements of 2 C.F.R. Part 180 and that neither it, its principals, nor its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Response.

ATTESTATION

By signing this report, I certify to the best of my knowledge and belief that the foregoing is true, complete, and accurate. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Sections 3729-3730 and 3801-3812).

Company Name

Name and Title of Authorized Representative

Signature

Date



DRUG~FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certified that _____ does:

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace 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 workplace, the business policy of maintaining a drug-free workplace, 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 proposed a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under Proposal , the employee will proposal 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 Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employees community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Proposer's Signature

Date

PUBLIC ENTITY CRIMES AFFIDAVIT

SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES,
ON PUBLIC ENTITY CRIMES

**THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER
AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted by City of Fort Pierce
(Print name of the public entity).
by _____
(Print individual's name and title)
for _____
whose business address is _____
(If applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: On the attached sheet). Required as per the IRS Form W-9.

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in paragraph 287.133(1)(a), Florida Statutes, means:
- A predecessor or successor of a person convicted of a public entity crime: or
 - An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person.
 - A person who knowingly enters into a joint venture with a person who has been

convicted of a public entity crime in Florida during the preceding 36 months shall

be considered an affiliate. I understand that a "person" as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which Proposal or applies to Proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

5. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(Please indicate which statement applies.)**

_____ Neither the entity submitted this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, member, or agents who are active in management of the entity, or an affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, member, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearing and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(Attach a copy of the final order)**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OR ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

(Date)

STATE OF _____

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority

(Name of individual signing)

Who, after first being sworn by me, affixed his/her signature in the space provided above on

this day _____ of _____, 20____.

(NOTARY PUBLIC)

My Commission Expires: _____



E-VERIFY AFFIRMATION STATEMENT

Description: BANKING SERVICES

Pursuant to Section 448.095, Florida Statutes, Contractor/Proposer/Responder acknowledges and agrees:

- (a) to register with and use the E-Verify System to verify the work authorization status of all persons employed by the Contractor/Proposer/Responder to perform employment duties during the term of the Contract, and
- (b) to require any subcontractor (as defined in Section 448.095, Florida Statutes) assigned by Contractor/Proposer/Respondent to perform work pursuant to the Contract to register with and use the E-Verify System to verify the work authorization status of all persons employed by the subcontractor during the term of the Contract, and
- (c) if Contractor/Proposer/Responder enters into a contract with a subcontractor, Contractor/Proposer/Responder shall obtain an affidavit from every subcontractor stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor/Proposer/Responder shall maintain a copy of such affidavit for the term of the Contract, and
- (d) the Contractor/Proposer/Proposal der shall use the E-Verify System during the term of the Contract, as a condition of the Contract.

Contractor/Proposer/Proposal der Company Name: _____

Authorized Company Person's Signature: _____

Authorized Company Person's Title: _____

Date: _____

STATE OF FLORIDA
COUNTY OF _____

Sworn (or affirmed) and subscribed before me by means of physical presence or online

notarization this _____ day of _____, 20____ by

_____, who is personally known or produced identification

(ID produced: _____).

Signature: _____(Seal) NOTARY PUBLIC

My Commission Expires: _____



**CITY OF FORT PIERCE
AFFIDAVIT REGARDING THE USE COERCION
FOR LABOR OR SERVICES**

Vendor name: _____

Authorized Representative's Name and Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

Section 787.06(13), Florida Statutes, requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute. As the person authorized to sign on behalf of Vendor, I certify that the company identified does not:

1. Use or threaten to use physical force against any person;
2. Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
3. Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
4. Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
5. Cause or threaten to cause financial harm to any person;
6. Entice or lure any person by fraud or deceit; or
7. Provide a controlled substance as outlined in Schedule I or Schedule II of section 893.03, Florida Statutes, to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

By: _____
Authorized Signature Printed Name and Title Date

STATE OF FLORIDA
COUNTY OF _____

Sworn (or affirmed) and subscribed before me by means of physical presence or online notarization

this _____ day of _____, 20__

by who is

- personally known or
- produced identification (ID produced: _____).

Notary Public Signature: _____ (Seal)

Print Name: _____ My Commission Expires: _____



BANKING SERVICES

PROPOSAL SUMMARY RFP No. 2026-018

Name of Proposer: _____

Address: _____

City and State: _____ Zip Code: _____

Telephone: () _____ Fax: _____

Federal Tax Identification Number: _____

Name of Official Completing Proposal: _____

Title of Official Completing Proposal: _____

1. Type of Bank (Federal or Florida State Charter): _____
2. Is your Bank a member of the Federal Reserve System? Yes _____ No _____
3. Is your Bank a Qualified Public Depository? Yes _____ No _____
4. Is there a branch located within the city limits of Fort Pierce? Yes _____ No _____
5. Is your Bank a member of the Federal Depository Insurance Corp? Yes _____ No _____
6. Deposits Federally insured up to: _____
7. Hours and location of Local Branch closest to Fort Pierce City Hall (100 North U.S. Highway 1, Fort Pierce, Florida 34950): _____
8. Location of home office: _____
9. Attach a list that includes location and business hours for each branch within St. Lucie County. Is the list attached? Yes _____ No _____
10. List the locations with Night Drop facilities.
11. Attach a copy of your audited financial statements for the last two years, and recent credit rating reports. Are copies attached? Yes _____ No _____
12. Provide a summary of any litigation filed against the respondent bank in the past three years which is related to the services that respondent provides in the regular course of business. Is list attached? Yes _____ No _____ N/A _____
13. Provide biographical information on the personnel that will be directly involved in the management of the accounts, who the primary contact will be and what, if any, experience these individuals have in working with governmental clients.
14. Will a customer service representative or a customer service department be assigned to handle day-to-day transactions?
15. What are the hours of operation of the customer service unit involved in supporting the proposed services?
16. If an error is discovered by the City, how would you propose to resolve it (i.e. who should the City contact first, etc.)?

17. Will the Proposer cash checks drawn on a City disbursement account without charge to either the City or the check payee? If not, what is the charge? Is a check cashing agreement required?
18. Will the Proposer offer free checking to all City employees? Yes _____ No _____
19. Would the Proposer be interested in offering a package of banking services, education programs and/or special rates to employees? If so, please describe.
20. Provide a copy of the most recent security audit(s) of internet transactional sites and information regarding in-house systems and security hacking controls.
21. How many times in the last three (3) years has the Proposer's system been accessed by an unauthorized user? How was the access discovered? What action was taken in each instance?
22. How many times in the past (3) years has the Proposer's web access been down for routine maintenance, and the average down-time per year for these activities?
23. How many times in the past three (3) years has the Proposer's web access been unavailable to users, not counting corporate take downs for routine maintenance, and the average amount of time the system was offline in each of the three (3) years?
24. Will the Proposer provide a bank credit card with this Banking Services agreement, free of charge, to the City Manager, Chief of Police and the Director of Finance at no charge with a limit of \$5,000 each to be paid in full at the end of each month? Yes _____ No _____
25. Will the Proposer provide the City with a dedicated team of client service officers as well as a technical support staff familiar with treasury services for government entities? Yes _____ No _____ Please describe the technical support that the City will receive.
26. List any local government agencies to which you have provided the type of services required herein:

Name: _____	Contact: _____	Telephone: _____
Name: _____	Contact: _____	Telephone: _____
Name: _____	Contact: _____	Telephone: _____
27. Please provide a completed copy of the Banking Service Charges. Is the copy attached? Yes _____ No _____
28. In event of deposit corrections caused by either the City or the Proposer, no transaction fees shall be incurred for either the debit or credit memos required for said correction. Is this agreeable? Yes _____ No _____
29. If the City needs additional bank accounts or expanded service during the term of the contract for banking services, will the Proposer provide such services at the rates already set forth in the contract? Yes _____ No _____ or at a negotiated rate? Yes _____ No _____
30. Describe, in detail, the investment options and how interest on bank balances or an overnight sweep investment will be calculated and credited on all accounts.
31. Quote the interest rate the Proposer is offering the City on funds remaining in the interest-bearing accounts overnight in terms of the Federal Funds Rate plus or minus a specified number of basis points.
32. Describe the method used to calculate the ECR and quote the interest rate the Proposer is offering the City on ECR funds in terms of the Federal Funds Rate plus or minus a specified number of basis points. Please include in the Proposer's explanation the impact of the bank formula for converting

service charges to balance requirements and listing of the bank earnings credits for the last twelve (12) months. Describe how interest on the excess balances is calculated and quote the interest rate the Proposer is offering the City on excess balances in terms of the Federal Funds Rate plus or minus a specified number of basis points.

33. Describe the Proposer's overnight sweep investment options. Provide earnings history for the overnight sweep investment agreement(s) for the last twelve (12) months. What (if any) fee is charged to sweep funds into the proposed investment vehicle(s)? How is the fee calculated? What time of day is the sweep deadline (end-of-day or new-day)?
34. What are the beginning and ending cut-off times in EST for initiating wire transfers to ensure same-day execution?
35. What are the beginning and ending cut-off times in EST for receiving domestic wire transfers to ensure same-day credit?
36. Describe when and how a wire can be cancelled after the City releases it into the system. What is the latest time in the day to cancel? Is there a charge? If so, how much? How does this differ for wire transfers initiated by phone?
37. How and when is the City notified of a failed wire transfer?
38. Describe how the City can track wires through the system (input, approved and released).
39. Describe the incoming wire notification process.
40. Can dollar limits by user and function be established for single transaction amounts and daily aggregate amounts?
41. What is the total amount of dollars that can be wired out across all accounts in a single day?
42. What is the total amount of dollars that can be wired out of a single account per day?
43. List any other wire fees not specifically covered under Banking Service Charges.
44. Can wire transfer payments be originated online through the Proposer's online banking system? If so, are these initiated in freeform or can templates be established?
45. Are wire templates user defined or can they be shared by other users?
46. What are the beginning and ending cut-off times in EST for initiating ACH transfers to ensure next-day execution?
47. What are the beginning and ending cut-off times in EST for receiving ACH transfers to ensure next-day credit?
48. Describe when and how an ACH can be cancelled after the City releases it into the system. What is the latest time in the day to cancel? Is there a charge? If so, how much? How does this differ for ACH transfers initiated by phone?
49. How and when is the City notified of a failed ACH transfer?
50. Describe how the City can track ACHs through the system (input, approved and released).
51. Describe the incoming ACH notification process.
52. Can dollar limits by user and function be established for single transaction amounts and daily aggregates?
53. List any other ACH fees not specifically covered under Banking Service Charges.
54. Describe the file options for processing ACH payments. What ACH file transmission options are available?
55. Can ACH payments be originated online through the Proposer's online banking system? If so, are these initiated in freeform or can templates be established?

56. Are ACH templates user defined, or can they be shared by other users?
57. The City currently transmits input files for ACH payments (direct deposits). City Payroll direct deposits are bi-weekly (1 upload with approximately 382 employees) paid on Friday. When does the Proposer need the payroll file from the City for payments to be credited to the employee's account? City Retirement direct deposits are monthly on the First of the month (1 upload with approximately 610 employees). When does the Proposer need the payroll file from the City for payments to be credited to the retiree's account? City Car and Clothing direct deposit are monthly paid on the First of the month (1 upload with approximately 70 employees). When does the Proposer need the payroll file from the City for payments to be credited to the employee's account?
58. What is the total amount of dollars that can be sent ACH across all accounts in a single day?
59. What is the total amount of dollars that can be sent via ACH out of a single account per day?
60. What is the total amount of dollars that can be sent out by wire and ACH across all accounts in a single day?
61. What is the total amount of dollars that can be sent out by wire and ACH out of a single account per day?
62. Does the Proposer provide ACH blocking? If yes, what level of filtering can be applied (originator, originator and dollar amount, etc.)?
63. What are the security measures that are in place for wire and ACH transfers?
64. The City currently uses Positive Pay. Please provide information on the Proposer's Positive Pay services and explain when unmatched items (exceptions) are available to view and when decisions to pay or to not pay need to be sent to the Proposer.
65. There may be several days in a year when the City's office is closed, but the Proposer's office is open. Please describe the recommended solution for handling these situations as it pertains to an unmatched item (exception).
66. Can individual items, such as voided checks, be cancelled from the outstanding issue records? Describe the process.
67. What is the Proposer's policy on stale dated checks? How does the Proposer's Positive Pay system treat stale dated items?
68. How will the City be notified of exceptions? If the City is notified by email, will an image of the exception item be available for viewing in the email?
69. Does the Proposer require Positive Pay services on all demand deposit accounts, even on accounts with no check writing function? Can accounts be designated as "post no check" to prevent potential fraud? What is the cost to make this account designation?
70. The City is interested in having a line of credit of \$3,000,000. Describe the terms, conditions and fees associated with a line of credit.
71. Describe the Stop Payment process.
72. Describe your disaster recovery plan to include specific plans related to servicing the City in the event of a disaster. Provide information regarding your ability to provide uninterrupted service.
73. Describe the security features to include user identification and password maintenance. Include any other features that may be useful to the City.
74. Describe the Proposer's data retention features.
75. Describe the Proposer's Repurchase agreement.
76. Describe the Proposer's Safekeeping.

77. Include a sample of any service agreements your bank requires.
78. Include samples of a monthly bank statement and analysis statement.
79. Will the Proposer accept monthly coin deposits? Yes _____ No _____. If yes, what is the fee, if any?
80. In addition to the services described, proposals for optional services may be submitted for other services that the Proposer feels may be of interest to the City.



EXHIBIT “1” CURRENT CHART OF BANK ACCOUNTS CITY ACCOUNTS

MASTER ACCOUNT

- Operating Deposits Sweep – Business Interest

COMMERCIAL ANALYSIS

- Operating Deposits – ZBA – Offset by sweeps to Operating Deposits Sweep
- Operating Checking – ZBA – Offset by sweeps to Operating Deposits Sweep
- Payroll – ZBA – Offset by sweeps to Operating Deposits Sweep

GENERAL RETIREMENT ACCOUNTS

Master Account

- Retirement Operating Sweep – Business Interest

Commercial Analysis

- Retirement Checking – ZBA – Offset by sweeps to Retirement Operating Sweep

OTHER ACCOUNTS

Individual Accounts

- Police Retirement – Business Interest
- HUD – Business Interest
- Bonds – Business Interest



EXHIBIT "2"
BANKING SERVICES CHARGES

**PLEASE COMPLETE THE ATTACHED
FILE IN EXCEL FORMAT**

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>	
	<p>2 Business name/disregarded entity name, if different from above</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p>	<p>Requester's name and address (optional)</p>
	<p>6 City, state, and ZIP code</p>	
	<p>7 List account number(s) here (optional)</p>	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

	Social security number <div style="border-bottom: 1px solid black; display: flex; justify-content: space-between; width: 100%;"> - - </div>
	or
	Employer identification number <div style="border-bottom: 1px solid black; display: flex; justify-content: space-between; width: 100%;"> - </div>

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



CITY OF FORT PIERCE PROPOSER'S CHECKLIST

This checklist is provided to assist each Proposer in the preparation of their Proposal response. Included in this checklist are important requirements, which is the responsibility of each Proposer to submit with their response in order to make their response fully compliant. This checklist is only a guideline, it is the responsibility of each Proposer to read and comply with the Invitation to Proposal in its entirety.

Check "Yes" or "No" to each of the following:	YES	NO
Is Request for Proposal cover page (page 1) completed, signed and attached?		
Include proof of proper insurance as stated in Proposal documents.		
Include proof of proper licensing as stated in proposal documents.		
Are all of the Required forms complete and included?		
All prices have been reviewed for mathematical accuracy, all price corrections initialed, and all price extensions and totals thoroughly checked?		
Did you submit your Proposal electronically?		
For Hard Copy Submissions Only: Are two (2) complete proposal packages included (one original and one electronic copy (PDF) on a USB Flash Drive) of sealed proposals?		
For Hard Copy Submissions Only: Proposal envelope is marked accordingly.		
Have you made sure your corporate address matches your Sunbiz information?		
Is each Addendum (when issued) signed and included?		

PLEASE SIGN AND RETURN WITH PROPOSAL _____