



City of Tifton

130 1st Street East, Tifton, Georgia 31794
229-382-6231 • 229-391-4722 (Fax)
www.tifton.net

REQUEST FOR PROPOSALS For BANKING SERVICES

**RFP NUMBER
18 - 001**

For all questions about this RFP contact:

Wayne Putnal, CPA, Finance Director
wputnal@tifton.net

RELEASED ON:

January 23, 2018

DUE ON:

February 21, 2018 by 3:00 P.M. Eastern Standard Time

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1.0 INTRODUCTION

1.1 Purpose of Proposal

The City of Tifton is accepting proposals from qualified firms for the purpose of providing banking services.

Interested parties must submit proposals (1 original & 3 copies) to the City of Tifton City Manager by the due date for their proposals to be considered.

1.2 Schedule

This Request for Proposals is scheduled as follows:

January 23, 2018	Release of RFP
February 8, 2018, 3:00 P.M.	Question Submittal Deadline
February 21, 2018, 3:00 P.M.	Proposals due date
March 2018	Contract award

1.3 Communications with Staff

From the issue date of the solicitation document and until a Contractor is selected and the selection is made public, Vendors are not allowed to communicate for any reason with any City staff except through the City personnel named in this document, or as provided for existing contracts.

For violation of this provision, the City may reject any bid/proposal of the offending bidder/offeree or initiate suspension/debarment proceeding with respect to the offending vendor or bidder/offeree.

1.4 Questions & Answers

All questions concerning this RFP must be submitted via email to the City's Finance Director:

Wayne Putnal, CPA
wputnal@tifton.net

No questions other than by email will be accepted. Answers to emailed questions along with necessary corrections or additions thereto, will be sent to all responding vendors in an email notification and be posted on the City's website as addenda.

2.0 PROPOSAL INSTRUCTIONS AND EVALUATION

2.1 Proposed Schedule

January 23, 2018	Release of RFP
February 8, 2018, 3:00 P.M.	Question Submittal Deadline
February 21, 2018, 3:00 P.M.	Proposals due date
March 2018	Contract award

2.2 Questions

All questions must be submitted in writing, via email. Questions will be answered in writing, via email to document plan-holders, as well as posted on the City's website in addenda.

Questions will not be accepted after 3:00 PM, Wednesday, February 8, 2018.

2.3 Cancellation, Addenda and Amendments to the RFP

If it becomes necessary to review or amend any part of this RFP, notice of the revision will be given to all prospective vendors who were sent an RFP. Receipt of amendments must be acknowledged by vendors in writing.

2.4 Cost of Proposal

The City is not responsible for any expense incurred by the institution in preparing and submitting their response.

2.5 Proposal Rejection

The City reserves the right to reject any or all proposals, to waive any informality in a proposal, and/or to accept that proposal which, in the judgment of the evaluation team, is in the best interest of the City.

The responses will be evaluated for mathematical accuracy and questions answered/clarified prior to any announcement of bid results. Institutions are strongly urged to review all decimal placements and dollar value extensions prior to submission as such errors could lead to disqualification of the response.

2.6 Proposal Submission and Deadline

Each institution shall submit only one proposal, the original (so marked) and three (3) copies (so marked) for a total of four (4), all of which should be delivered prior to 3:00 P.M. on February 21, 2018 to Office 205 in City Hall. Proposals must be submitted in a

sealed envelope with “ATTN: RFP 18 – 001 Banking Services Proposal” printed in the address.

The proposal shall be prepared simply and economically, and shall be straightforward and concise in content. It should also adhere strictly to the proven capabilities of the institution to meet the requirements set forth in this RFP.

Requests for extension of time to submit will not be granted. Late proposals, late requests for modification or late requests for withdrawal will not be considered. Email or facsimile submission of proposals is not acceptable, and any such proposals will not be considered. It is the sole responsibility of the institution to ensure that the proposal arrives on time and bears the handwritten signature of a bank officer duly authorized to sign the proposal on all copies. The name, office address, and office telephone number of the person to contact must be clearly identified.

2.7 Minimum Qualification of Bidders

Institutions wishing to bid on this RFP:

1. Must maintain a full-service home office or branch within the city limits of Tifton.
2. Must be a federally or state chartered bank qualified to do business and accept public deposits in the State of Georgia.
3. Must not operate through an intermediary bank for any of its services.
4. Must have a password-protected, internet-based interface which includes the following capabilities:
 - a. Daily “comprehensive” reporting of ledger, collected and available balances for all accounts including float and average month to date balance information.
 - b. “Previous day” balance/detail reporting for all accounts with history maintained online for at least 90 days.
 - c. Ability to provide electronic statements.
 - d. Return item reporting, particularly for ACH payroll items.
 - e. Dual book, account, and wire transfers initiation and authorization.
 - f. City-originated stop payment of checks.

- g. Capability to import and initiate transmission of Payroll and Accounts Payable ACH files created by the City's financial and human resources/payroll systems.
 - h. Capability of transferring funds between accounts.
 - i. Capability of initiating EFTPS for tax payments.
- 5. Must demonstrate that it has experience servicing customers with similar account attributes and transactional volumes as described herein.
- 6. Must have experience serving customers whose employees are paid via direct deposit.
- 7. Should be able to accept deposits at a branch up to at least 5:00 P.M. and credit the City's account on that day.

2.8 Evaluation and Award

The selection process used for determining the most favorable proposal is best described as a "Competitive Proposal" process in which pricing, or net cost to the City is one of the most important criteria, but not the only criteria. Other factors in the evaluation process include staff assignments, past performance, approach, expertise, availability and financial stability.

The City will evaluate the proposals from the information at hand and may ask questions of a clarifying nature from the institution(s) and/or the references provided. Questions to institutions will be in writing and answers will become part of the official proposals. These questions will be emailed or faxed only to institutions whose proposals require clarification. Information obtained from references will not be shared with other institutions.

When the City has tentatively selected an institution, it may request a conference to formulate plans in greater detail, to clarify any unclear areas, and to otherwise complete negotiations prior to the formal award. Based upon the City's review and the results of any planning conferences, a proposed contract will be prepared. The "Banking Services Proposal Form," Exhibit B, will be used as the basis for the proposed contract at this time.

The contract will not be an exclusive banking services contract for all City bank accounts.

2.9 Terms and Conditions

- 1. In the event that the institution to whom the contract is awarded does not execute a contract within thirty (30) days after such award, the City may give notice to such institution of intent to award the contract to the next most qualified institution, or to call for new proposals.

2. By submitting a proposal, the institution certifies that it has read and understands this RFP and has full knowledge of the scope, nature, quantity and quality of the work to be performed, the detailed requirements of the services to be provided and the conditions under which the services are to be performed.
3. The term of the contract will be three (3) years with an option to renew for an additional two (2) year period contingent upon annual appropriations of funds by the City Council of Tifton in accordance with Official Code of Georgia Annotated, Section 36-60-13, which states that the contract will terminate at the close of each calendar year, but will automatically renew absent any positive action by the City. Banking service charges for the optional renewal period will be based on the original charges proposed and in effect through the first three (3) years of the contract, plus an increase (or decrease) in the U.S. Consumer Price.
4. It is the intent of the City to allow contract termination by either party by giving written notice to the other party no later than 60 days before the termination date. This provision can be exercised only after the contract has been in effect for two (2) calendar months.
5. After the contract period has been completed, the awarded bank agrees to maintain all terms of the contract during a transition period of at least 90 days while any accounts are closed.

3.0 SCOPE OF SERVICES

The City's objectives are to ensure the highest degree of safety for its financial assets while at the same time managing its banking relations in a cost efficient manner.

Information regarding the overall system structure, general requirements and volume estimates is included elsewhere in this document and should be used as a basis for proposal preparation.

3.1 Bank Account Structure

Proposals are requested for banking services for the City's operating accounts within the scope of the following descriptions. The City will maintain multiple bank accounts during the term of the contract. Please see Exhibit A for Fund Statistics. The current accounts are:

- Disbursement Account
- General Fund
- Payroll Fund (No Interest)
- Special Revenue Fund (No Interest)
- Confiscated Assets Fund (No Interest)
- Multiple Grant Fund (No Interest)
- CHIP Grant Fund (No Interest)
- CDBG 13PX13725565 (No Interest)

- CDBG 16PX13725886 (No Interest)
- CDBG 16RDX13725886 (No Interest)
- City of Tifton CDBG – DCA (No Interest)
- Hotel-Motel Tax Fund
- Capital Projects Fund
- SPLOST Fund
- SPLOST V Fund
- Water Fund
- Water Customer Deposits Account
- Sewer Fund
- Sewer Revenue Bond Sinking Fund
- Gas Fund
- SWCD Fund
- Tift Theatre Fund
- Service Fund
- Retirement Account
- Insurance Benefits account (Not Interest)
- Payroll Tax Account (No Interest)

During the term of this contract, it may be necessary to add accounts due to changes in the City's operating structure. New accounts will be incorporated utilizing the pricing terms proposed in response to this RFP.

3.2 Operation of the System

It is the intent of the City to eliminate float to the maximum extent possible. The accounts in the system shall be operated in accordance with the following instructions.

Funds collected daily by the various City departments and agencies will be deposited into the appropriate accounts. The total funds deposited into these accounts will be collected funds when such collected funds are available to the bank. Proposing banks are required to attach a copy of their current "availability schedule" to their proposal.

Returned checks are to be re-deposited a second time before charging back to the City. All returned checks are to be charged to the account into which they were originally deposited.

All incoming wire transfers shall be made to the accounts for immediate credit. All credits will be posted before debits and checks. There shall be no charge to the receiving account for incoming wires, book transfers, or ACH-originated credits.

All checks, warrants and drafts drawn on the awarded bank and government checks (U.S., State and Local) will be deposited into the appropriate account for same-day availability.

The City utilizes direct deposit for payroll purposes for its approximate 135 employees. Payroll is processed bi-weekly and the winning institution must be able to handle direct deposit of payroll checks.

3.3 Interest on Available Funds

The awarded bank is expected to pay a "market interest rate" on idle cash remaining in all bank accounts other than interest-restricted accounts, shown as "No Interest" in the account listing in Section 3.1 Bank Account Structure.

Interest earned by the City should be credited to the appropriate account no later than the end of the month.

3.4 Special Circumstances

Special circumstances apply to segments of the City's operations and are explained below:

3.4.1 Bank Lock Box

The City utilizes a bank lock box where utility customers can mail their payments directly to the bank. Each day, the checks received by the bank lock box must be entered into a file (excel file) and emailed to the City. Those checks then are deposited in the designated account specified by the City.

3.5 Statement Advice and Reporting Frequency

All accounts shall run on a calendar month basis beginning on the 1st and ending on the 28th, 30th or 31st as appropriate. Within ten (10) business days after the calendar month the awarded bank shall furnish to the City a statement reflecting transactions occurring during the preceding calendar month and check images for all accounts on CD-ROM. The awarded bank shall provide the City the ability to view bank statements and cleared checks online also.

3.6 Banking Supplies

Banking supplies should be provided at no cost and are estimated to include: preprinted deposit slips, endorsement stamps (approx. 5 hand stamps), and key locked deposit bags for night drop. Replacement and additional needs throughout the life of the contract should be provided at no cost by the awarded bank.

3.7 Wire Transfers

The institution agrees to execute any orders for outgoing wire transfers on a timely basis. Transfers ordered by noon and not received by the destination party by 2:00 P.M. that are reported to the City will be traced by the institution from origin to destination to ascertain the party responsible for the delay. It is the City's desire to enter a "Wire Transfer Agreement" with the institution. The terms of this agreement will be mutually negotiated and agreed upon.

3.8 Check Cashing-Payroll and Accounts Payable Checks

The institution will honor all payroll and accounts payable checks presented by payees at any of its South Georgia area branches when accompanied by appropriate identification and will not charge the presenter for this service.

3.9 Cost of Banking Services

A monthly cost analysis report shall be sent monthly to the City. The report should show each account individually and a summary sheet showing banking service cost as well as interest earned for the monthly billing period.

3.10 Collateral

Georgia Law requires banks to collateralize the deposits of public bodies (O.C.G.A 45-8-12). The intent is to ensure public deposits are safe should a bank be closed by its principal regulator. Banks may collateralize public funds using either a dedicated or pooled method at the discretion of the depositor (O.C.G.A 45-8-13).

In general, the pledge amount is 110 percent of the deposit less the FDIC insured amount; and in the case of the dedicated method, less the face amount of any loan(s) to the public body. The pledge of 10 percent more than the deposit is to serve as a cushion for account balance fluctuations. The higher pledge also provides a cushion should collateral market values fall during times of economic stress.

3.11 Remote Deposit Capture

The City requires remote deposit capture including edit capability. A minimum of three (3) machines shall be provided.

3.12 Cash Vault

The institution should provide optional pricing on cash vault for immediate cash credit.

3.13 Credit Cards

The City would also like a quote for it to be able utilize credit cards for purchases. Please provide information on a credit card from your institution to include interest rates, fees, operating cycle, and any perks included. We would also require to be able to have online access to be able to see transactions, dispute transactions, adjust credit limits. We would need at least \$75,000 credit limit and at least 4 cards to access the credit limit.

3.14 Other Services

The City has made a diligent effort to include in this request for proposal all types of services utilized and to provide its best estimate of transactional counts and volume. Costs not included in the proposal cannot be added later without the City's approval.

3.15 Bank Services Contact

The institution must designate one senior staff person who will serve as the City's principal contact for purposes of questions and problem resolution throughout the life of the contract.

4.0 BANKING SERVICES PROPOSAL FORM

The "Banking Services Proposal Form", attached hereto as Exhibit B, must be used to furnish the requested information. The form consists of four parts all of which must be completed:

- I. General Information
- II. Institution's Exceptions and/or Alternative Proposed Services
- III. Conflict of Interest
- IV. Declaration and Signature Area

Any exceptions taken in either Part I or Part II must be indicated and fully explained under Part II along with any service alternatives resulting from the exception.

EXHIBIT A FUND STATISTICS

**THE CITY OF TIFTON
FUND STATISTICS**

See following page.

**CITY OF TIFTON
FUND STATISTICS**

	Average Balance	# of Other Debits/Checks	# of Deposits/ Other Credits
General Fund	500,000	5-20	40-90
Disbursement Account	1,000,000	250-500	200-400
Payroll Account	5,000	10-30	2-10
Payroll Tax Account	25,000	2-10	2-10
Insurance Benefit Account	250,000	4-10	2-10
Hotel-Motel Tax Fund	230,000	4-10	4-10
Special Revenue Fund	20,000	2-15	2-15
CHIP Fund	-	1-5	1-5
CDBG 13PX13725565	-	1-5	1-5
CDBG 16PX13725886	2,000	1-5	1-5
CDBG 16RDX13725913	-	1-5	1-5
CDBG - DCA	20,000	1-5	1-5
Multiple Grant Fund	15,000	2-10	2-10
Capital Projects Fund	250,000	2-10	2-10
SPLOST Account	200,000	2-10	2-10
SPLOST V Account	4,000,000	2-10	2-10
Water Fund	3,000,000	2-10	2-10
Water Deposit Account	175,000	2-10	2-10
Sewer Fund	900,000	2-10	2-10
Sewer Sinking Fund	200,000	1-3	1-3
Solid Waste Collection & Disposal Fund	1,000,000	5-15	5-15
Gas Fund	1,500,000	5-15	5-15
Theatre Fund	200,000	5-10	2-5
Service Fund	20,000	5-15	5-15
Retirement Fund	1,200,000	2-10	2-10
Confiscated Assets	20,000	2-15	2-15

EXHIBIT B BANKING SERVICES PROPOSAL FORM

THE CITY OF TIFTON

BANKING SERVICES PROPOSAL FORM

PART I – General Information

1. Name of Institution _____

2. Address of Headquarters _____

3. Address of Tifton Office _____

4. Date institution chartered _____

5. Attach a summary showing the institution's organization and principal staff members who will be involved in providing services to the City. Please indicate senior staff member who will be the City's contact.

6. Information regarding Service and Compensation issues:

a. What experience does your institution have in providing banking and custodial services to local governments?

b. Provide three references for government customers within a 100 mile radius of Tifton with account attributes and transaction volumes similar to or greater than the City of Tifton.

GOVERNMENT NAME	CONTACT	PHONE #
_____	_____	_____
_____	_____	_____
_____	_____	_____

- c. Provide a detailed implementation schedule including names or titles of parties responsible for each task. Include any services that require advance testing.
 - d. Does your institution provide written user manuals for its various services?
 - e. Is there a toll-free technical support hotline for your various services?
 - f. Are there any limitations, such as hours of availability or emergency procedures that would affect your customer support?
 - g. Where is your institution's data processing/operations center located?
 - h. Please provide your institution's "Grade in Asset Peer Group" for each of the years ending December 31, 2014, 2015, and 2016.
 - i. Please provide a sample account analysis statement.
 - j. Provide copies of your proposed master banking services agreement as well as all supporting agreements we may anticipate
7. Information regarding your institution's online banking interface.
- a. Does your institution have a password protected online banking interface communicating through a secure website?
 - b. Does the online banking interface utilize encryption and authentication controls?
 - c. Can the City's users be restricted to specific functions and/or sub function within a function? If so, how do these features work?
 - d. Regarding bank balance reporting, does your institution's online banking interface provide:
 - * Ledger, collected and available balances?
 - * Pending debit and credit information?

- * Transaction detail for the prior day?
- * Transaction detail for at least 90 days?
- * Transaction detail for the current/intraday?
- * Are there any data items that cannot be reported intra-day? If so, what are they?
- * Can bank balance information be downloaded into City developed spreadsheets on EXCEL and/or copied to WORD for inclusion in emails?

e. Regarding funds transfer capabilities:

- * Does your institution's system provide for the establishment of code numbered "template" transfers both for internal/book and external wire transfers?
- * What is the initiation and release authorization protocol for the template transfers?
- * What is the initiation and release authorization protocol for non-template free-formatted transfers?

f. Regarding safekeeping of securities:

- * Is access provided to the City's safekeeping accounts via the online banking interface?
- * If so, what information is available?
- * Regarding merchant services transactions, is access provided through the online banking interface to transactional detail supporting the total amount posted to the bank account for each merchant number for any given day?

8. Does the institution allow accounts to remain open and active even if there is no balance and/or no current activity?

9. Information regarding ACH services:

- a. Over the past twelve months, what is your bank's volume of ACH direct deposit transactions?
- b. What are your bank's controls to prevent file loss and duplicate transmissions?
- c. What back-up systems are in place at your bank to ensure continuous processing of ACH transactions in the event of a "disaster scenario" at your operations center?

- d. Has your operations center experienced such a "disaster" within the past two years? Please provide details.
- e. Can your bank accept ACH file transmissions "around the clock"? If not, what are the cut-off times?
- f. What are the transmission "windows" to the Federal Reserve?
- g. Assuming employees' accounts should be credited by 9:00 a.m. on a Friday, what day and time must the ACH file be transmitted to your operations center?
- h. Assuming the City made its direct deposit ACH file available on a timely basis (by 3:00 p.m. two days before payday), how would your bank resolve a situation where employees' funds were not available at 9:00 a.m. on payday?
- i. Can your bank accept and process a direct deposit ACH file for "1 day ACH credit"?
- j. Does your bank provide acknowledgments when it receives an ACH file? If so, what information is required/provided?
- k. Are pre-notes required for new direct deposit employees?
- l. How does your bank handle ACH return items?

10. Information regarding deposit activity:

- a. Does your bank support a system whereby individual depositing entities are assigned a dedicated identification number (a "Stat number") for purposes of performing deposit reconciliation?
- b. For a Book/Account transfer from one City account to another, does the detail posting to the both accounts indicate the account to/from which the amount is coming/going?
- c. For merchant card activities, will the merchant number be shown as part of the detail supporting the dollar amount posted?
- d. What is the latest time of day a branch will accept a deposit for same-day credit?

11. Information regarding credit card processing:

- a. The City accepts credit cards for payment of services. What are your bank's discount rate and charges?
- b. What would be your institution's charge to purchase equipment for credit card processing?

- c. Do you offer a rental option for such equipment? If so, what is the fee?
- d. If your institution is the successful proposer can the City retain its current merchant numbers or must new ones be assigned?

12. Information regarding your bank's investment operations and interest credits:

- a. Discuss your institution's capabilities in the area of investment advisory services. Include types of instruments in which you make markets and the types of research and educational material your institution publishes for the benefit of its customers.
- b. For purposes of crediting interest on idle cash balances in interest-bearing accounts, please determine a "market interest rate" and calculate the interest credit for the month of June and for twelve months as follows:

Average Collected Balance for June	\$1,000,000
Reserve Requirements, if any	(_____)
Collected Balance Eligible to Earn Interest	
Market Interest Rate	%
June Days/Annual Days	30/360
Interest Credit for June	\$ _____
Annualize	\$ _____

Provide a verifiable October 1, 2014. Segregate the six-month history of the market interest rate beginning on period in support of the market interest rate utilized in this calculation. Alternative interest calculations must be shown.

13. Information regarding FDIC/FICO coverage:

- a. Is your institution charged a fee for this coverage?
- b. How often per year are you assessed this charge by FDIC?
- c. On what balances (i.e., ledger, end of quarter) are you assessed this charge?
- d. Do you pass this fee on to your customer?

14. Information regarding collateralization of public funds?

- a. In accordance with requirements of the Financial Institutions Reform, Recovery and

Enforcement Act, ("FIRREA") will your institution enter into a collateral agreement supporting the "dedicated method" of securing deposits that:

- * is in writing.
- * is executed at same time the collateral is pledged.
- * is approved by the bank's board of directors and/or loan committee.
- * will become an official record of your institution continuously from the date of its execution.
- * Pledges appropriate securities whose market value is equal to at least 110% of the City's total deposits less the \$100,000 FDIC insurance.

15. Please furnish your institution's latest audited annual financial statements and latest quarterly financial report.

PART II – Institution’s Exceptions and/or Alternative Proposed Services

Please fully explain any exceptions to the RFP'S specifications and any alternative services you propose in their place. Costs of these exceptions and alternative services should be explained in detail.

PART III – Conflict of Interest

The institution certifies that to the best of its knowledge, no circumstances exist which will cause a conflict of interest in performing the services required by this contract; that no employee of the City, or any member thereof, or any public agency or official affected by this contract has any pecuniary interest in the contract; and that no person associated with the institution or his subcontractor(s) has any interest that would conflict in any manner or degree with the performance of the contract.

Should the institution become aware of any circumstances which may cause a conflict of interest during the term of this contract, the institution shall immediately notify the City. If the City determines that a conflict of interest exists, the City may require the institution to take action to remedy the conflict of interest or terminate the agreement without liability.

The City shall have the right to recover any fees paid for services rendered to the institution which were performed while a conflict of interest existed and did not notify the City within one week of becoming aware of the existence of the conflict of interest.

PART IV – Declaration and Signature Area

The undersigned hereby declares that we have carefully examined the specifications for banking services for the City of Tifton (Georgia) for which proposals were advertised to be received _____ and further declares that

INSTITUTION NAME

will provide the banking services per the City's specification if it is the successful institution other than exceptions explained.

The City of Tifton reserves the right to accept or reject any or all proposals, to waive any informality, and to accept all or any part of any proposal as it may deem to be in the best interest of the City.

DATE: _____

BANK

BANK ADDRESS

SIGNATURE OF AUTHORIZED BANK OFFICIAL

TELEPHONE NUMBER/ FAX NUMBER

**EXHIBIT C CONTRACTOR AFFIDAVIT AND AGREEMENT
(E-VERIFY AFFIDAVIT)**

See following page.



Bidder/Vendor Application
CITY OF TIFTON
Purchasing Division

Any vendor doing business with the city of Tifton may be required to provide a City of Tifton’s Business license number and/or State Contractors License Number.

A W-9 Form will be required prior to adding your company to City of Tifton’s Vendor/Bidder’s List.

FEDERAL TAX ID NUMBER/SSS NUMBER: _____
 NUMBER OF YEARS IN BUSINESS: _____
 BUSINESS LICENSE NUMBER _____ STATE CONTRACTOR’S LICENSE NUMBER: _____
 COMPLETE NAME OF BUSINESS: _____
 MAILING ADDRESS: _____
 REMITTANCE ADDRESS: _____
 CITY/STATE/ZIP/WEBSITE: _____
 TELEPHONE NUMBER/FAX NUMBER: _____
 CONTACT PERSON/E-MAIL ADDRESS: _____
 NAME OF THE REPRESENTATIVE SERVING THE CITY OF TIFTON: _____
 PAYMENT METHOD VIA: _____ CHECK
 _____ ACH (PLEASE PROVIDE BANK INFORMATION)
 TYPE OF ORGANIZATION: (CHECK APPLICABLE TYPE)
 ___ DEALER ___ PARTNERSHIP ___ OTHERS _____
 ___ MANUFACTURER ___ INCORPORATED ___ RETAILER
 ___ FACTORY REP ___ INDIVIDUAL ___ JOBBER
 ___ MINORITY ___ SMALL BUSINESS

INSURANCE REQUIREMENTS(IF APPLICABLE): PLEASE INCLUDE COPY OF CURRENT CERTIFICATE OF LIABILITY OR INSURANCE DECLARATION PAGE SHOWING INSURANCE COVERAGE AND LIMITS.

NAME AND TITLE OF PERSONS AUTHORIZED TO SIGN BIDS. THE LIST MUST BE KEPT CURRENT

_____	TITLE: _____
_____	TITLE: _____
_____	TITLE: _____

ATTENTION: ALL ITEMS FOR THE CITY OF TIFTON MUST BE QUOTED F.O.B. DESTINATION AND INVOICING TERMS IS NET 30 DAYS.

IT WILL BE THE RESPONSIBILITY OF EACH BIDDER TO NOTIFY THE CITY OF TIFTON OF ADDRESS OR TELEPHONE NUMBER CHANGES. PLEASE SEND CHANGES AND THIS COMPLETED FORM TO:

CITY OF TIFTON – HPC PEG F GRV
130 E 1ST STREET.'RQ0DQZ'44;
TIFTON, GA. 31794

I certify that the foregoing information is a full, true and correct statement of facts. I understand that my failure to respond to three (3) Bid Invitations of any one class will result in the City of Tifton’s Purchasing Division discontinuance in sending future bid invitations on that particular commodity.

AUTHORIZED SIGNATURE: _____
 TITLE: _____ DATE: _____

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	<input type="checkbox"/> Exempt from backup withholding
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	Consolidated Disposal Systems, Inc. P.O. Box 813154 Smyrna, GA 30081
List account number(s) here (optional)	

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 your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

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. person (including a U.S. resident alien).

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 on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

- The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
- The treaty article addressing the income.
- The article number (or location) in the tax treaty that contains the saving clause and its exceptions.