ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

January 14, 2020

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM: Randall Barnes, CTP, Treasurer
Administration and Finance
Treasury Division

Brenna Merrell, Manager of Debt and Investments
Administration and Finance
Treasury Division

Subject: **Certification Letter for P-04-20 - Banking, Custody, Corporate Trust & Purchasing Card Services**

Please take appropriate action to issue a Request for Proposal (RFP) for the referenced professional services.

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

1. The general purpose of the service or study:

   See attached RFP

2. The Objective of the study or services:

   See attached RFP

3. The estimated period of time needed for the service or study:

   The initial term of agreement for each of the 4 services will commence upon execution of the Contract and will continue for a five-year period. Buyer will have the option to renew such agreement for up to two additional years upon satisfactory performance by the applicable firms.

4. The estimated cost of the service or study:

   To be negotiated with the selected firms.

5. Whether the proposed study or service would or would not duplicate a prior or existing study or service:

   Would not. Services from current providers would be terminated upon contract finalization with selected firm(s).

6. List of current contracts or prior services or studies which are related to the proposed study or service.

   Banking Services – Wells Fargo (8789-02 Ad 3)
   P-Card – Wells Fargo (8789-03)
   Custody – Bank of New York Mellon (10646-01)
   Corporate Trust – N/A

7. A statement as to why the service/study cannot be done by department or agency staff:

   The City does not have the capabilities to perform these services internally.

8. The **names** and **telephone numbers** of **two** representatives from the using agency designated to serve on the evaluation committee as subcommittee members

   Randall Barnes – (904) 255-5351
   Brennan Merrell – (904) 255-5364

   *****Additional members of the Treasury Division may be asked to score responses on some, or all, of the 4 services. *****

9. A project funding account number:

   AFTR011-03109

10. The **names** and **addresses** of **specific consultants** the using agency wishes to be included in the solicitation process.

    N/A

11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee Members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated May, 2018

Randall Barnes, CTP — Treasurer

Brennan Merrell — Manager of Debt and Investments